

BASIC COMPUTER SKILLS



Basic Computer Skills For Beginners

MaryJo Fante Milburn, McGraw Hill



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master the computer competencies and the skills and strategies necessary to succeed in the online environment This Online Student Skills and Strategies Handbook uses a diagnostic approach to help students assess their competencies in online learning followed by detailed step by step tutorials that walk students through the skills necessary to study and learn with a computer Topics include using email effectively online netiquette using the course syllabus avoiding plagiarism online dealing with online learning difficulties like eye strain managing time and creating effective learning environments This handbook is useful as an ancillary text for all courses that incorporate online learning tools

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Basic Computing Concepts Lilian Ukadike,2014 Makes Learning to use the Computer as Easy as ABC with User Friendly Content Materials are presented in simple English that a beginner in computer technology can easily understand Easy to follow step by step format to performing basic computer tasks Helps students build a strong foundation in developmental technology Detailed Graphic Illustrations Graphics are labeled with sufficient details that allow students to quickly grasp the subject matter Graphic labels contain interactive instructions to facilitate hands on practice on the computer End of Chapter Questions Varieties of multiple choice questions true false matching and short answer questions assess students understanding of chapter materials The questions help students to master basic computer concepts and are able to identify key terms within each chapter Answer key to end of chapter questions Appendix Contains a list of shortcut keys on how to quickly perform basic computer tasks Also serves as a quick reference guide for program commands Glossary Provides a

detailed list of all key terms covered in the book complete with definitions Serves as a quick reference to basic computer term and definitions **British Telecom Journal** ,1983 Documentation Abstracts ,1999 *SRA Open Court Reading* ,2002

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