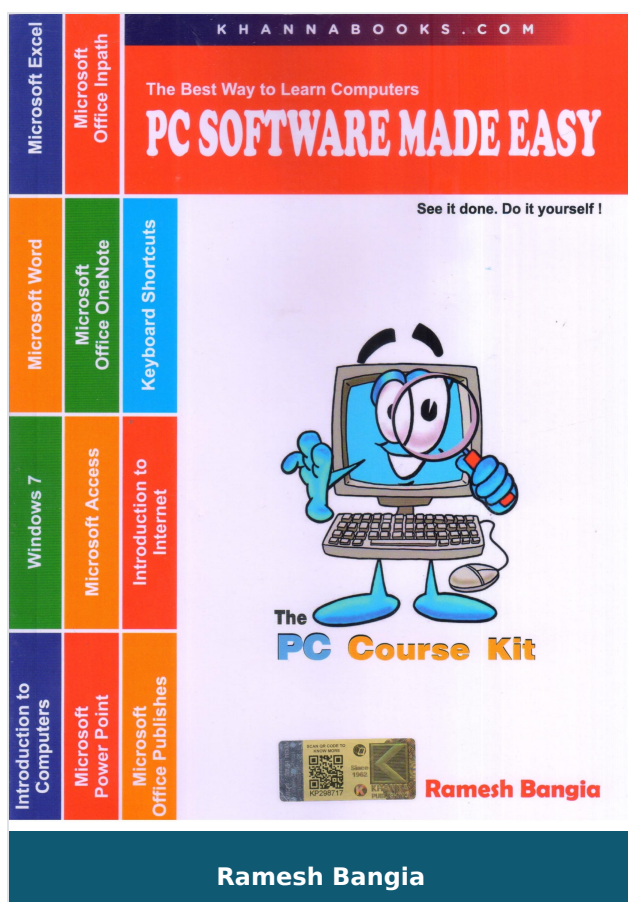




PC Software Made Easy - The PC Course Kit

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Product Description

The complete Learning Series has been designed in a very systematic and logical manner. Each topic has been developed from the basic concepts. Practically every major point in the text is illustrated with suitable examples and screen shots. This will help the students in understanding the basic theory and train them in solving every problem systematically, and confidently. A large number of unsolved as well as solved exercises have also been included in the book. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Functions has been explained in full and some of them have been explained in the form of examples. Tips for working faster using the keyboard shortcuts are also provided.

Table Of Contents

- Introduction to Computers
- Windows 7
- Microsoft Word 2010
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Microsoft Access 2010
- Other Software of Microsoft Office 2010
- Internet and World Wide Web
- Buying the Right Computer
- Keyboard Shortcuts
- Questions

Author

Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools, Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.