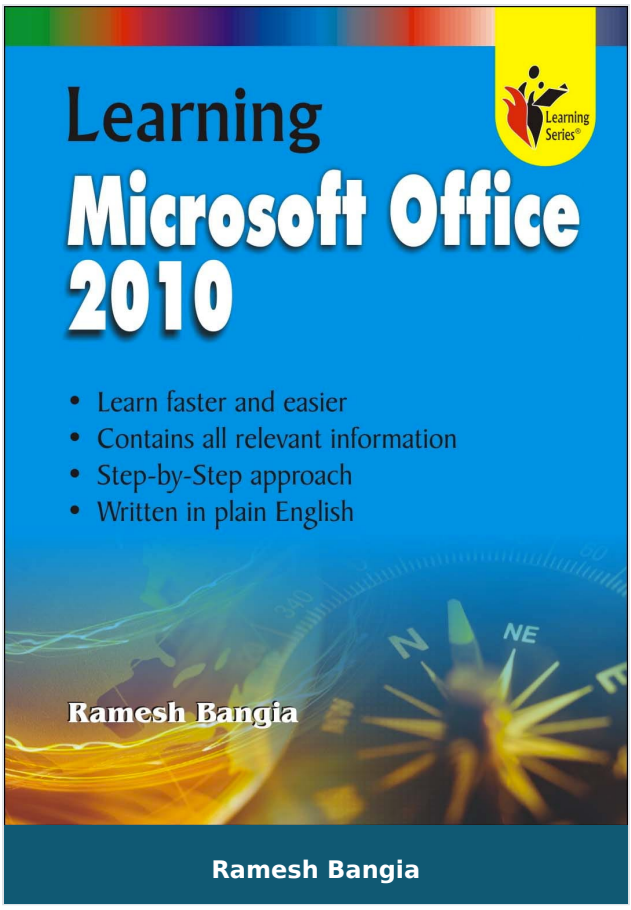


Learning Microsoft Office 2010

Author :	Ramesh Bangia
ISBN 13 :	978-93-81068-04-5
ISBN 10 :	9381068046
E-ISBN 13 :	978-93-81068-04-5
Edition :	1
Pages :	276
Type of book :	Physical
Year :	2011
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

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.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Microsoft Windows 7
- Introduction to Microsoft Word 2010
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft PowerPoint 2010
- Introduction to Microsoft Access 2010
- Other Software of Microsoft Office 2010
- Keyboard Shortcuts of Microsoft Office 2010
- Questions

Author

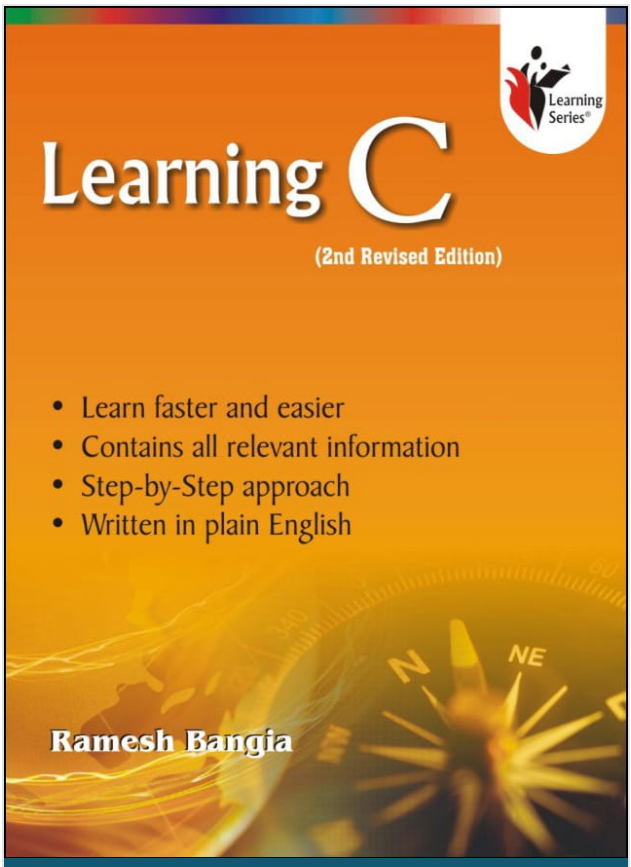
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Ramesh Bangia

Learning C

Author :	Ramesh Bangia
ISBN 13 :	978-81-87522-54-6
ISBN 10 :	8187522542
E-ISBN 13 :	978-81-87522-54-6
Edition :	2
Pages :	192
Type of book :	Physical
Year :	2011
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Product Description

Learning of a software is both easy and difficult. It depends upon what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realise how difficult it is to master it. C is such a vast subject that it will take a lot of time to understand it fully. This book has been written in mind to make you aware of the options available in the software and how they can be used. It is like telling the child about the steps and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to C
- Structures in C
- Functions and Pointers in C
- Arrays in C
- Strings in C
- Input Output Operations in C
- Library Functions in C
- Unions Stacks, Links and Queues
- File Processing and Pre Processor Directives
- Turbo C
- Projects in C
- Questions

Author

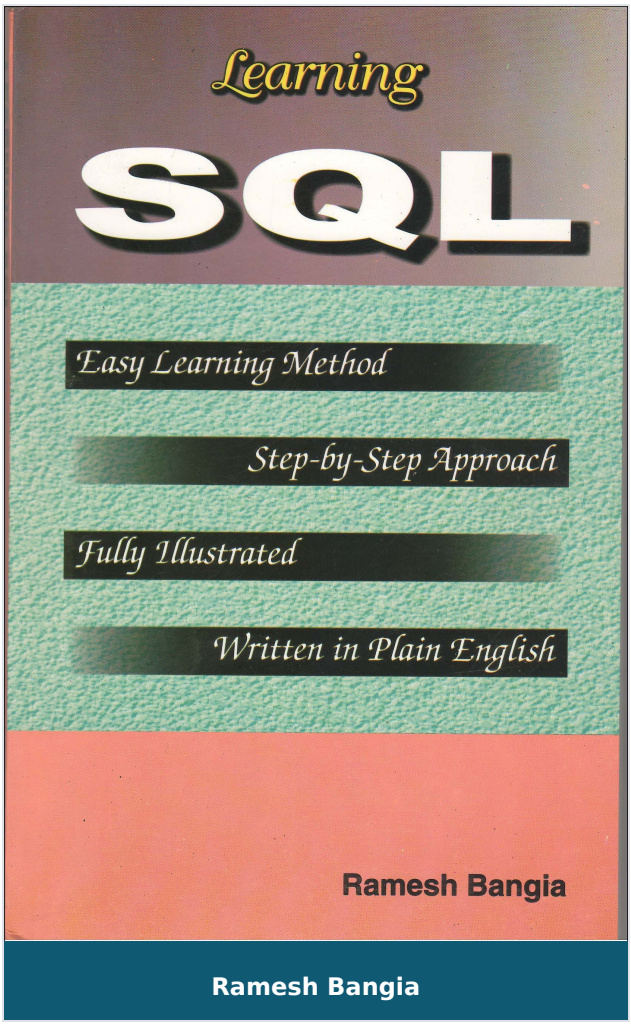
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Learning SQL

Author :	Ramesh Bangia
ISBN 13 :	978-81-87522-96-6
ISBN 10 :	8187522968
E-ISBN 13 :	978-81-87522-96-6
Edition :	First
Pages :	256
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Product Description

Learning of a software is both easy and difficult. It depends upon what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realize how difficult it is to master it. SQL is such a vast subject that it will take a lot of time to understand it fully. This book has been written in mind to make you aware of the options available in the software and how they can be used. It is like telling the child about the steps and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Getting to Know SQL
- Creating a Database
- Creating a Table
- Retrieving Data from Database
- Modifying Data
- Operators in SQL
- Functions in SQL
- Data Storage Functions
- Working on Data
- Command Summary of SQL
- Questions

Author

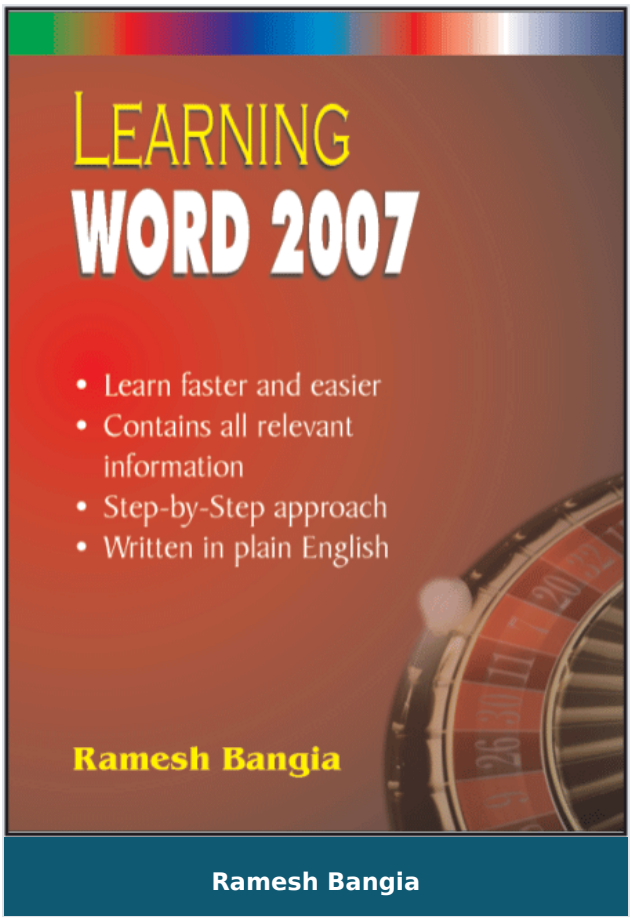
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Ramesh Bangia

Learning MS Word 2007

Author :	Ramesh Bangia
ISBN 13 :	978-81-90628-55-6
ISBN 10 :	8190628550
E-ISBN 13 :	978-81-90628-55-6
Edition :	1
Pages :	192
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - English, Book Store, Learning Series
Condition Type :	New
Country Origin :	India

Product Description

1. Learn faster and easier

2. Contains all relevant information

3. Step-by-Step approach

4. Written in plain English

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Microsoft Word 2007
- Creating a Document in Microsoft Word 2007
- Customizing Microsoft Word 2007
- Proofing Your Document in Microsoft Word 2007
- Mail Merge in Microsoft Word 2007
- Working with Longer Document in Word 2007
- Working with Tables in Word 2007
- Working Graphics and Charts in Word 2007
- Additional Commands of Word 2007
- Keyboard Shortcuts of Word 2007.

Author

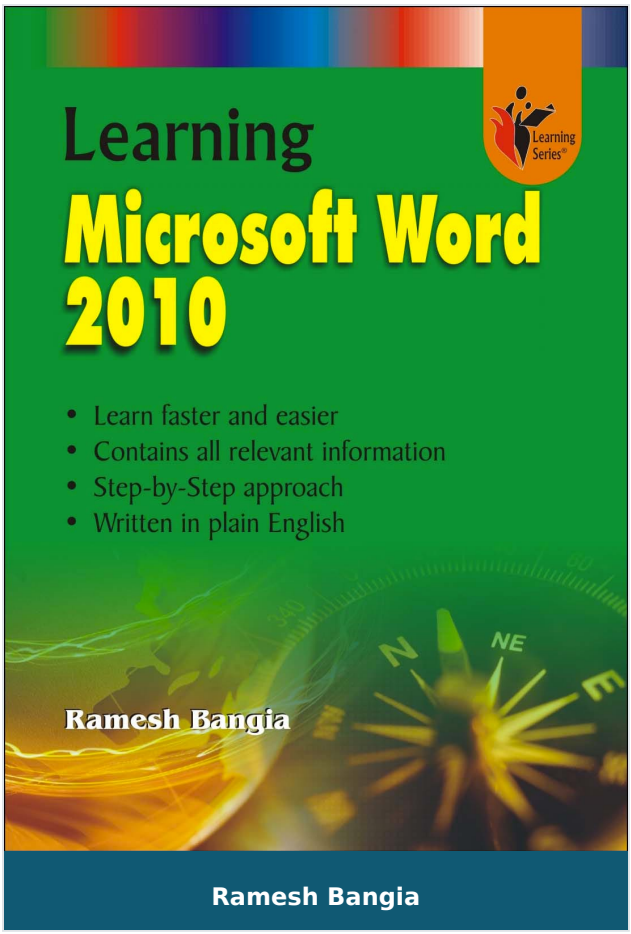
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Learning Microsoft Word 2010

Author :	Ramesh Bangia
ISBN 13 :	978-93-81068-03-8
ISBN 10 :	9381068038
E-ISBN 13 :	978-93-81068-03-8
Edition :	1
Pages :	200
Type of book :	Physical
Year :	2011
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

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. Microsoft word 2010 is a word processing program used for creating letter, e-mail, office memos, brochures, fax messages, etc. This book explains the working of the software in details especially in the case of mail Merge, Table of contents, header and footer, page breaks, etc. each command of the various panels are explained in details. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Mail merge has been explained with a live example. Tips for working faster using the keyboard shortcuts are also provided.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Microsoft Office 2010
- Introduction to Microsoft Word 2010
- Working with a Document in Microsoft Word 2010
- Customizing Microsoft Word 2010
- Mail Merging Documents in Microsoft Word 2010
- Working with Longer Documents in Microsoft Word 2010
- Creating Tables in Microsoft Word 2010
- Working with Graphics and Charts in Microsoft Word 2010
- Additional Commands of Microsoft Word 2010
- Keyboard Shortcuts of Microsoft Word 2010
- Questions

Author

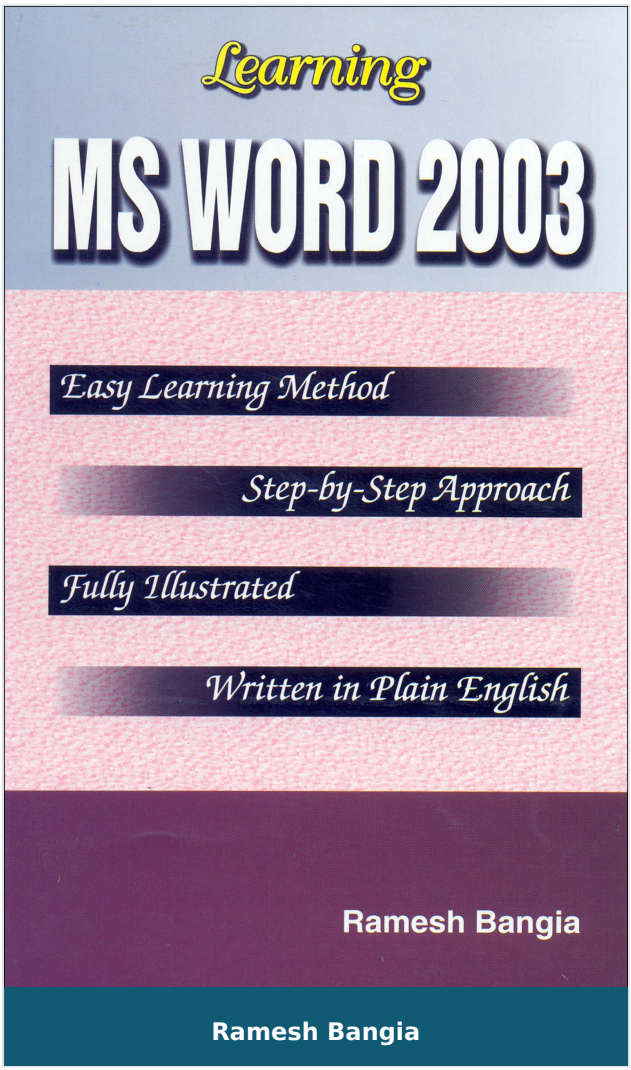
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Learning MS Word 2003

Author :	Ramesh Bangia
ISBN 13 :	978-81-87325-43-7
ISBN 10 :	8187325437
E-ISBN 13 :	978-81-87325-43-7
Edition :	1
Pages :	192
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - English, Book Store, Learning Series
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Learning MS Excel 2003

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Word 2003
- Customizing Word 2003
- Creating Documents using Wizards
- Creating Your Documents
- Proofing Your Documents
- Working with Longer Documents
- Working with Tables
- Handwriting and Speech
- Keyboard Shortcuts
- Questions.

Author

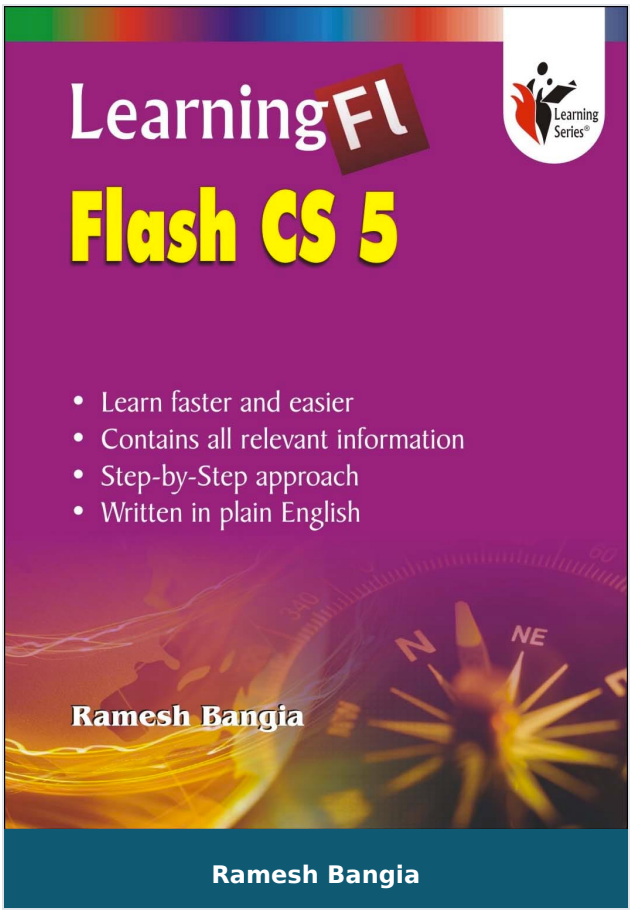
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Learning Flash CS5

Author :	Ramesh Bangia
ISBN 13 :	978-93-81068-09-0
ISBN 10 :	9381068097
E-ISBN 13 :	978-93-81068-09-0
Edition :	1
Pages :	216
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

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.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

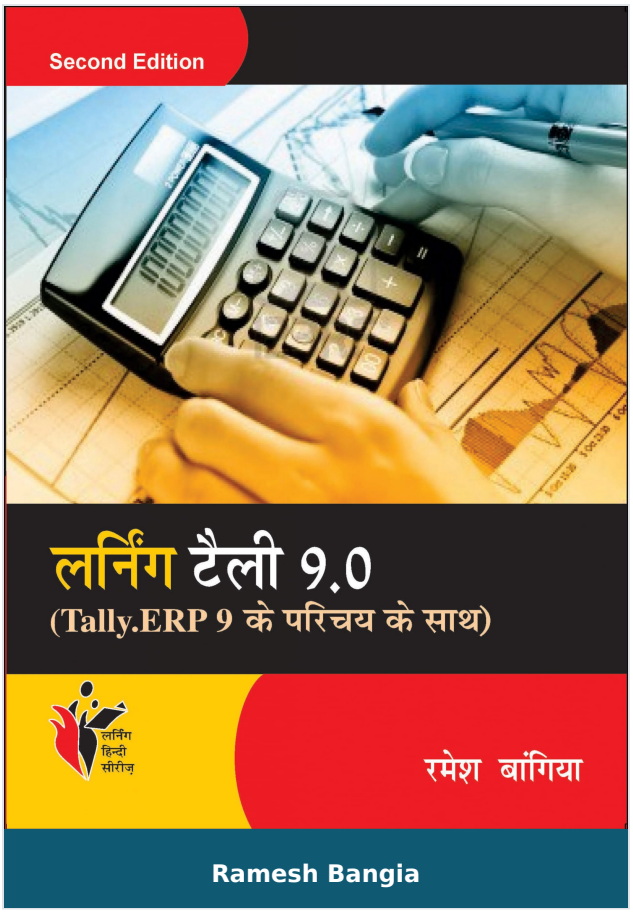
- Introduction to Flash CS5
- Tools of Flash CS5
- Working with Text in Flash CS5
- Drawing and Editing Objects in Flash CS5
- Creating and Editing Artworks in Flash CS5
- Working with Layers in Flash CS5
- Working with Animations in Flash CS5
- Working with Sound in Flash CS5
- Creating Buttons in Flash CS5
- Using Tweens and Actions in Flash CS5
- Distributing Flash Movies
- Advanced Animation in Flash CS5
- Filters and Blends
- Creating a LOGO
- Keyboard Shortcuts of Flash CS5
- 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 Ease and African countries.



Learning Tally 9.0 (with Introduction to Tally.ERP 9)

Author :	Ramesh Bangia
ISBN 13 :	978-93-82609-64-3
ISBN 10 :	9382609644
E-ISBN 13 :	978-93-82609-64-3
Edition :	Second
Pages :	296
Type of book :	Physical
Year :	2015
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - Hindi, Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

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.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Getting Started With Tally 9.0
- Payroll Accounting In Tally 9.0
- Multilingual Feature In Tally 9.0
- Value Added Tax(VAT) In Tally
- Service Tax, FBS & TDS in Tally
- Tally 9.0 Release 2.1 In Tally 9.0
- Tally 9.0 Release 2.14
- Go to Tally.ERP9
- Questions

Author

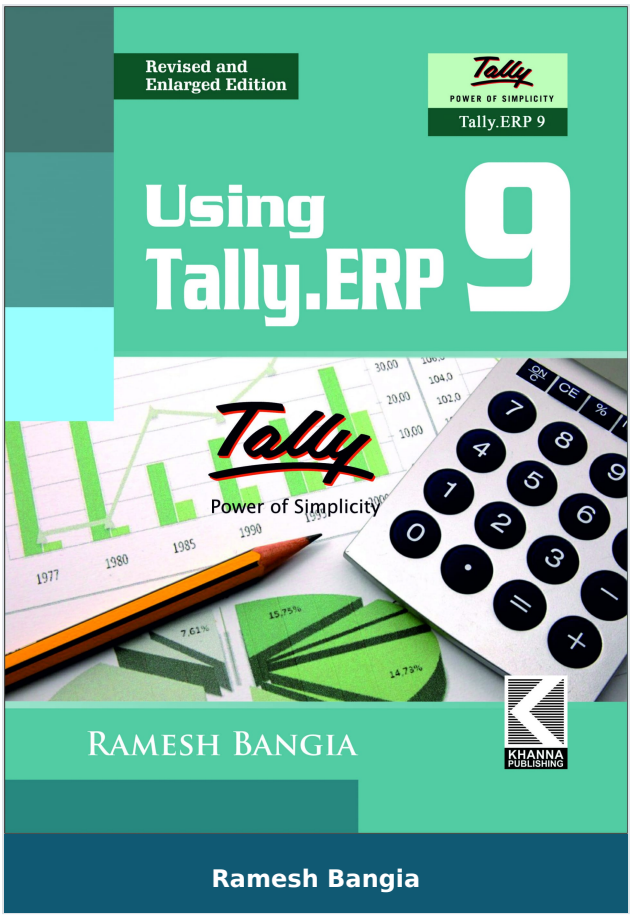
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Using Tally. ERP 9

Author :	Ramesh Bangia
ISBN 13 :	978-93-80016-35-1
ISBN 10 :	9380016352
E-ISBN 13 :	978-93-80016-35-1
Edition :	Second
Pages :	408
Type of book :	Physical
Year :	2015
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 275.00
Categories :	Book Store, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Tally is an accounting software, very popular with the accountants and other computer users who need to do some accounting over the computer. It not only helps you in maintaining the accounts, but also helps you in taking care of your inventory, billing, invoicing, payroll, etc. No wonder it is the most popular one among its competitors. Various versions of the software are available in the market, with the latest being tally.ERP9. This version takes the helps of net technology to raise the level of the software to the networking level and makes it users friendly with the networking atmosphere. Though most of the other aspects of the software remain the same, quite a number of reports have been added to make the software more user friendly and result oriented.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- New Features in Tally ERP 9.0 Series A Release 1.0 and 1.51
- Installation of Tally ERP 9.0 Series A Release 1.0
- Data Migration
- Maintaining Company in Tally.ERP 9
- Advance Features of Tally.ERP 9
- Accounting Reports in Tally.ERP 9
- Inventory Reports in Tally.ERP 9
- Other Reports in Tally.ERP 9
- Tally.Net
- Fundamentals of Accounting and Inventory
- A Project
- Keyboard Shortcuts

Author

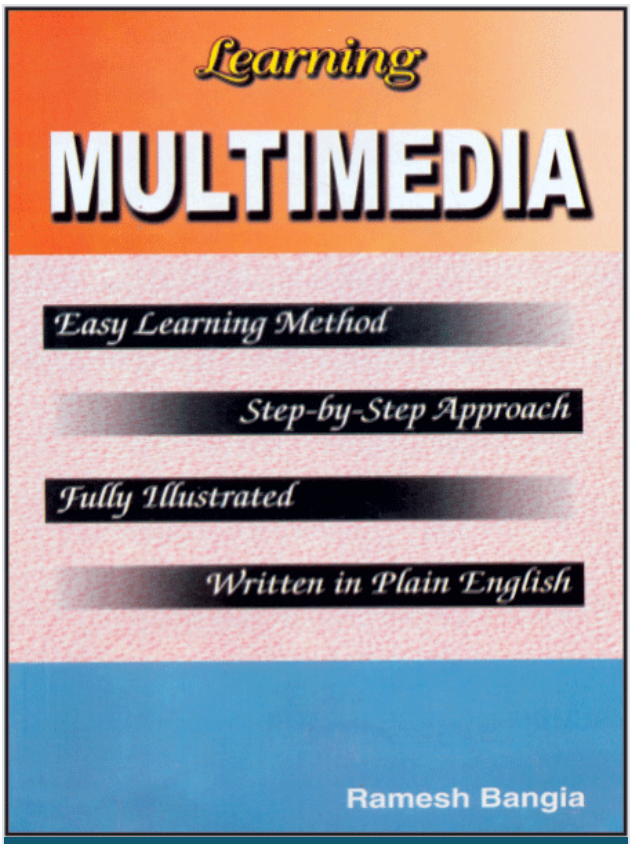
Ramesh Bangia

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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Ramesh Bangia

Learning Multimedia

Author :	Ramesh Bangia
ISBN 13 :	978-81-87522-10-2
ISBN 10 :	8187522100
E-ISBN 13 :	978-81-87522-10-2
Edition :	1
Pages :	256
Type of book :	Physical
Year :	2014
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - English, Book Store, Learning Series
Condition Type :	New
Country Origin :	India

Product Description

Learning Multimedia

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Multimedia
- Production Platforms
- Basic Software
- Authoring Tools
- Working with Text
- Making Sound
- Understanding Animation
- Understanding Videos
- Linking Objects
- Working with Images
- Designing for the Web
- Finalizing the projects
- 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 Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320