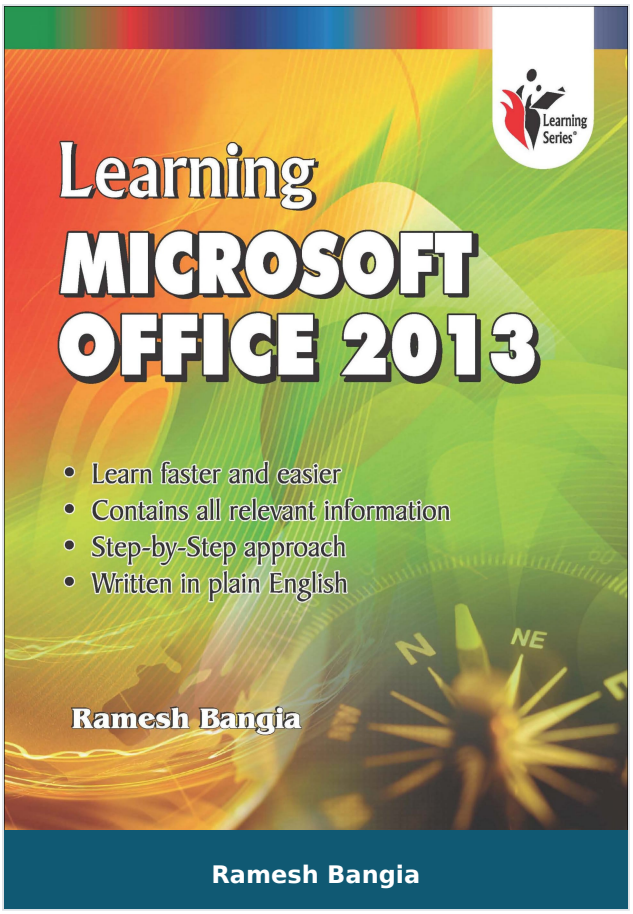


Learning Microsoft Office 2013

Author :	Ramesh Bangia
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M.R.P :	Rs 295.00
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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.

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- Introducing Windows 8
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- Introduction to Microsoft Word 2013
- Introduction to Microsoft Excel 2013
- Introduction to Microsoft PowerPoint 2013
- Introduction to Microsoft Access 2010
- Other Software of Microsoft Office 2013
- Keyboard Shortcuts of Microsoft Office 2013
- Questions

Author

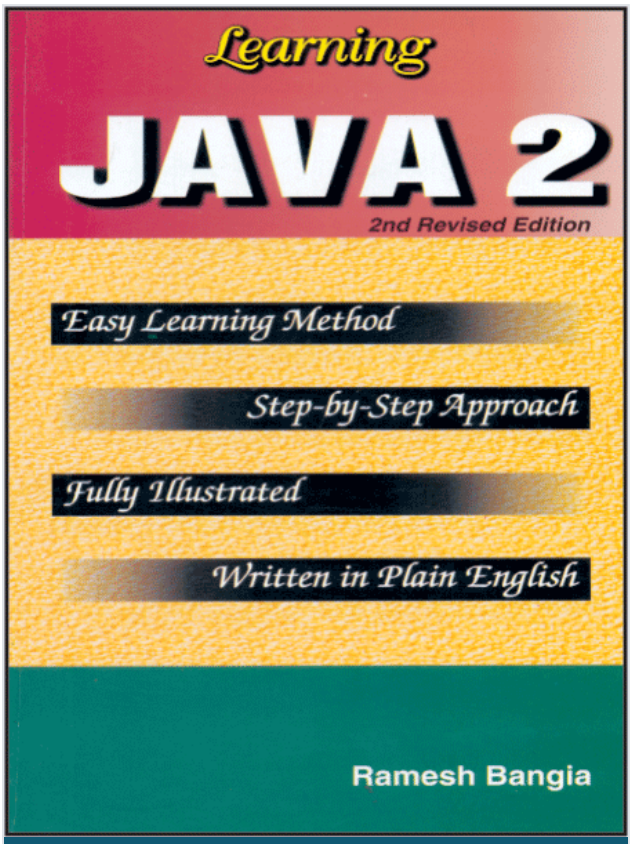
Ramesh Bangia

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Ramesh Bangia

Learning Java 2

Author :	Ramesh Bangia
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ISBN 10 :	818752278X
E-ISBN 13 :	978-81-87522-78-2
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Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
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Condition Type :	New
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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. JAVA 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.

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- JAVA Programming
- Applets Programming
- Graphics using Applets
- Object Oriented Programming
- Interface Design with Swing
- What's Next
- Questions

Author

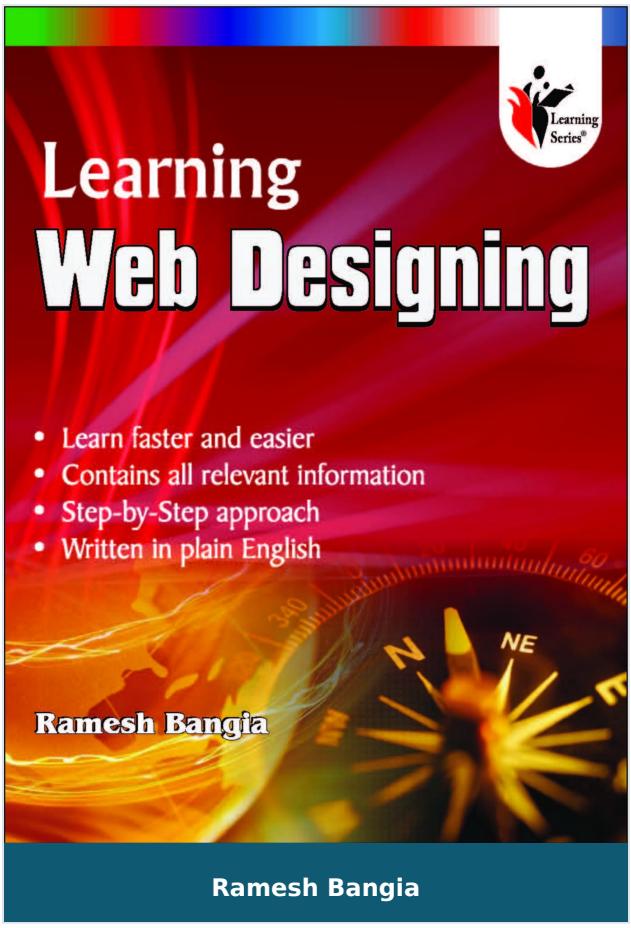
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Learning Web Designing

Author :	Ramesh Bangia
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Edition :	1
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Publisher :	Khanna Publishing House
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Product Description

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- JavaScript
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- eXtensive Markup Language
- Introduction to ASP
- Questions

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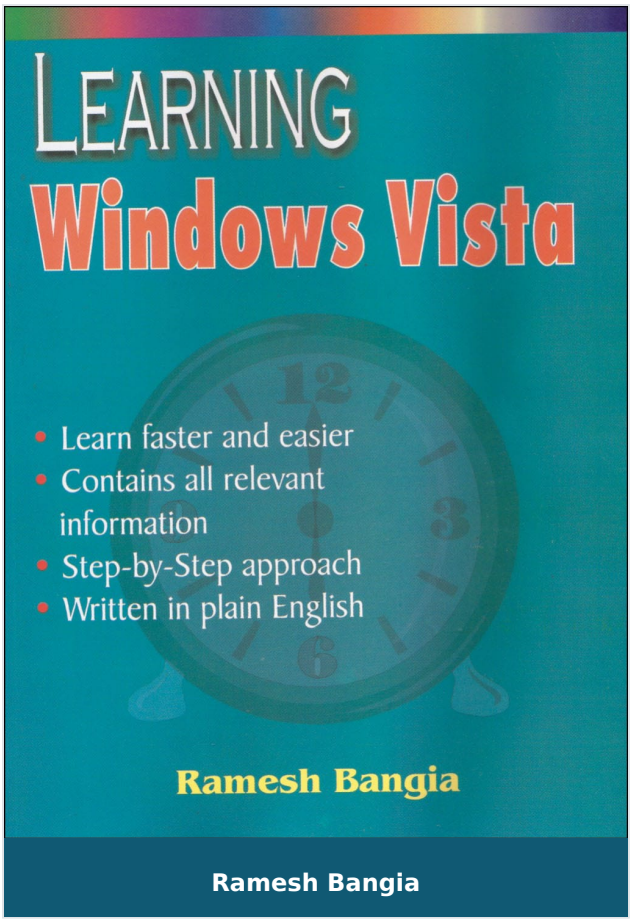
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Learning Windows Vista

Author :	Ramesh Bangia
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- Introduction to Windows Vista
- Accessories of Windows Vista
- Control Panel of Windows Vista
- Configuring your system with Windows Vista
- Maintain and Protect our System with Windows Vista
- Additional Commands of Windows Vista
- Keyboard Shortcuts
- Questions

Author

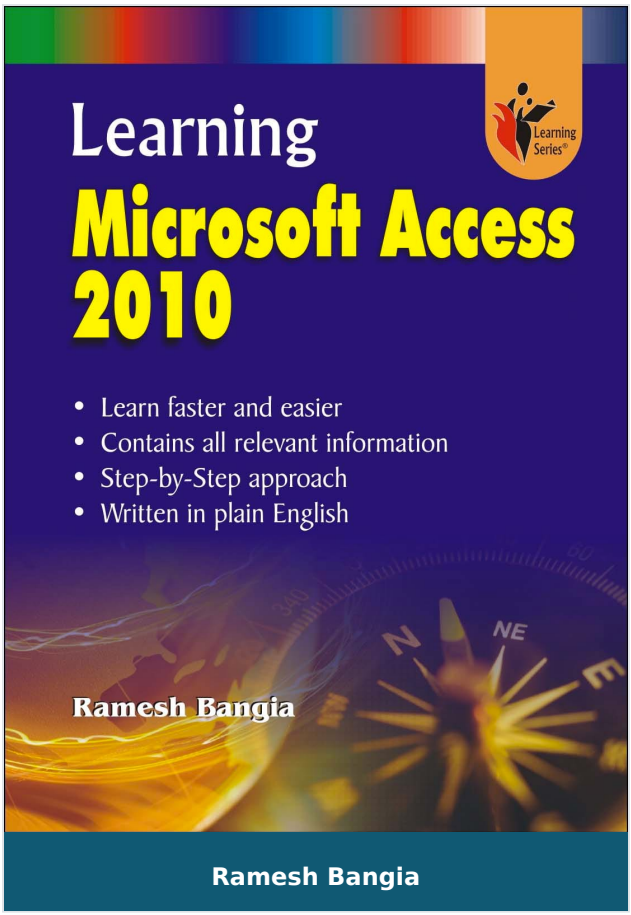
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Learning Microsoft Access 2010

Author :	Ramesh Bangia
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- Creating a Form in Microsoft Access 2010
- Creating a Query in Microsoft Access 2010
- Creating a Report in Microsoft Access 2010
- Expressions in Microsoft Access 2010
- Microsoft Access 2010 Specifications
- Keyboard Shortcuts of Microsoft Access 2010
- Questions

Author

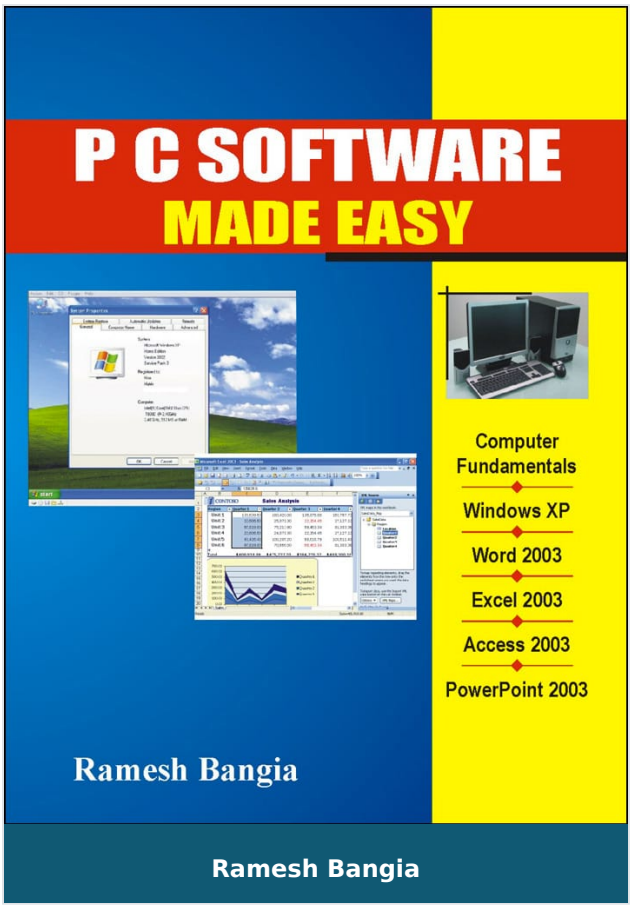
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PC Software Made Easy

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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. This has been written to keep in mind both the aspects, Beginner's as well as professionals would find something worth reading in this: There are basically 9 chapters. each chapter ends with a revision with what has been told in the section and it follows up with the questions related to it. The questions are also divided into 3 categories to test the knowledge of the readers.

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- Fundamentals of Computers
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- Excel 2003
- Access 2003
- PowerPoint 2003
- Microsoft Frontpage 2003
- Internet and E-mail
- Revision and Questions

Author

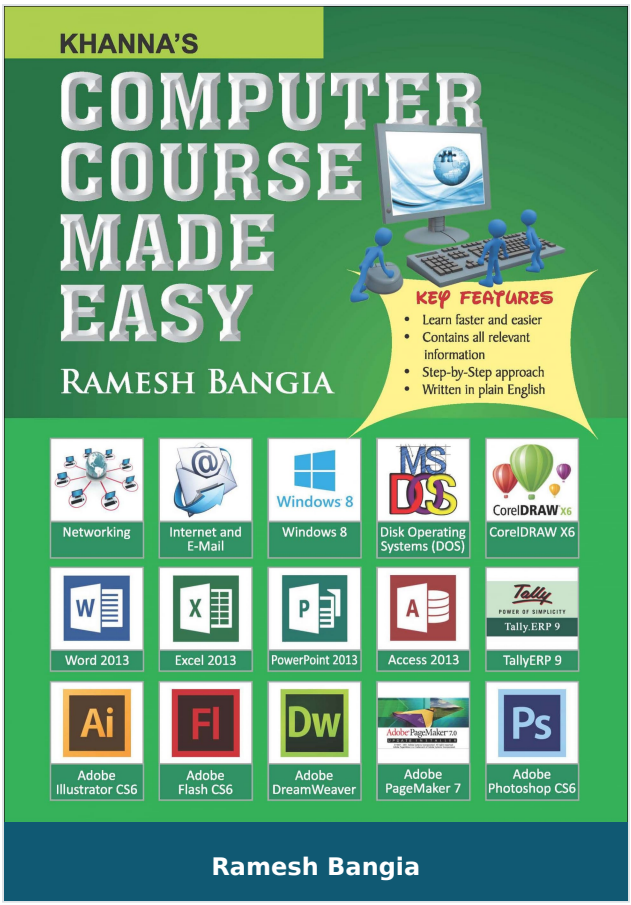
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Computer Course Made Easy

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Publisher :	Khanna Publishing House
M.R.P :	Rs 330.00
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Country Origin :	India

Product Description

This book is one from the series of books produced by the publishers to let the students and learning community know about the various aspects of the computers in general. The aim of the series is to educate them through easy and simple method. Indeed the series is to create a master in you! Mastering computers from from the basic cores of the computer knowledge, not only for the users but also for the people who are there to take care of the computer system. Each chapter takes care of a particular aspect of computer software, its use and its application. At the end of each chapter, various questions on the topics are also included. Unique book to have range of latest software. Fundamentals of computer, its security, crime and ethics Internet based topics like networking, e-mail and Dream Weaver for designing website. General computer operating systems, includes DOS and windows 8. Computer application software like Microsoft Word, Excel, PowerPoint and access. Desk top publishing packages like adobe Corel DRAW, Photoshop, Flash, page Maker. Latest accounting software includes tally. ERP 9. A good number of questions pertaining to each topic.

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- Introduction to Word 2013
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- Introduction to Access 2013
- Introduction to CorelDRAW X6
- Introduction to Photoshop CS6
- Introduction to Flash CS6
- Introduction to DreamWeaver CS6
- Introduction to Illustrator CS6
- Introduction to PageMaker 7.0
- Introduction to Tally.ERP 9
- Computer Security, Crime and Ethics
- Glossary of Keywords
- Questions

Author

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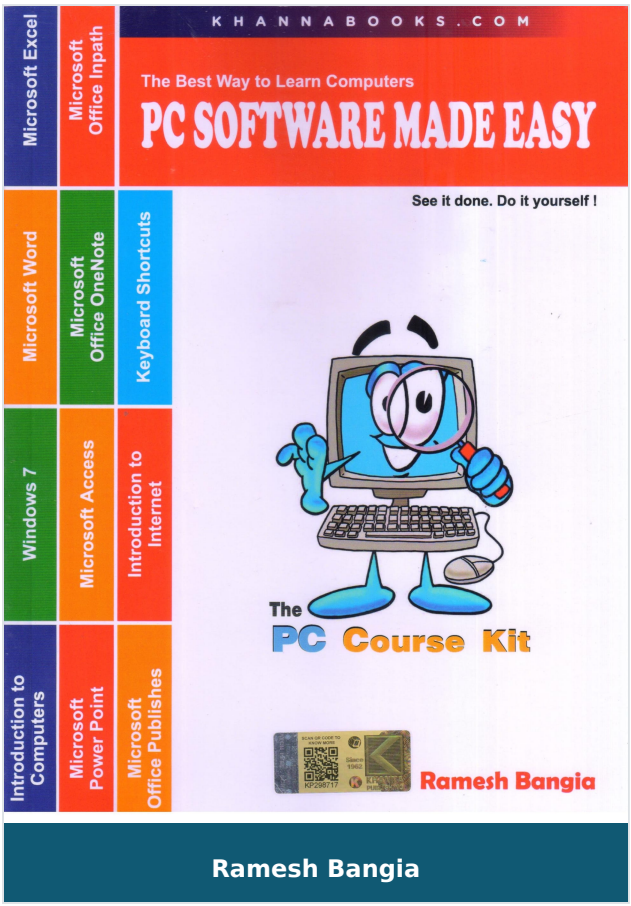
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PC Software Made Easy - The PC Course Kit

Author :	Ramesh Bangia
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Country Origin :	India

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- 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

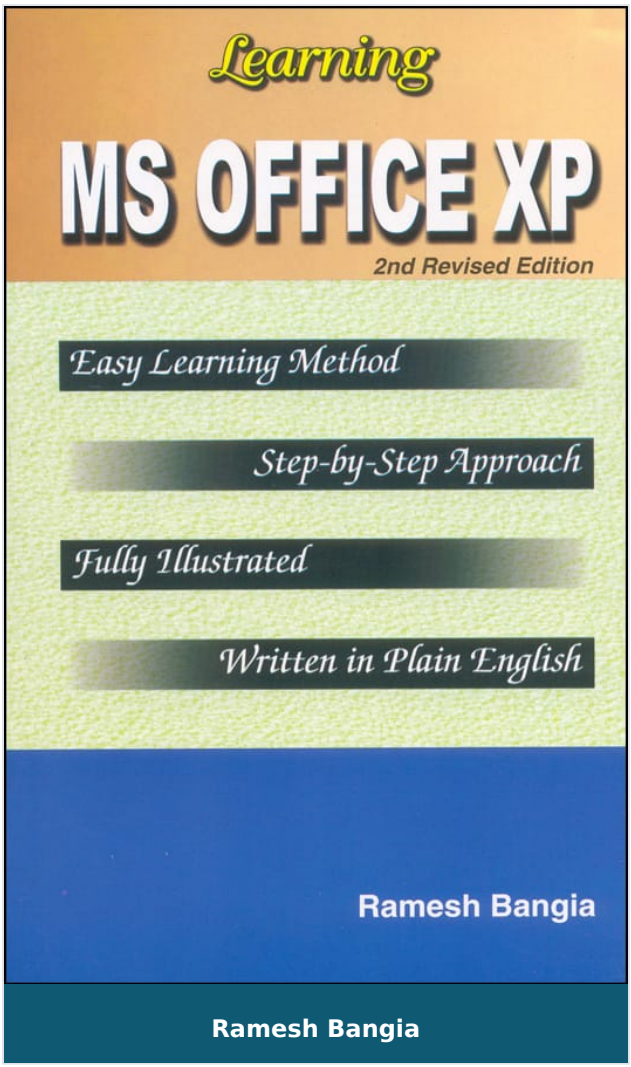
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Learning MS Office XP

Author :	Ramesh Bangia
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- Introduction to Microsoft Office XP
- Speech and Handwriting
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- Using Mail Merge in Word 2002
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- Advanced Techniques of Excel 2002
- Working with Charts in Excel 2002
- Creating a Database Using the Wizard in Access 2002
- Working with Tables in Access 2002
- Working with Reports
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- Creating New Presentation
- Creating Presentation from Template
- Working on Presentations
- Working in Slide Sorter View
- Making Slide Shows
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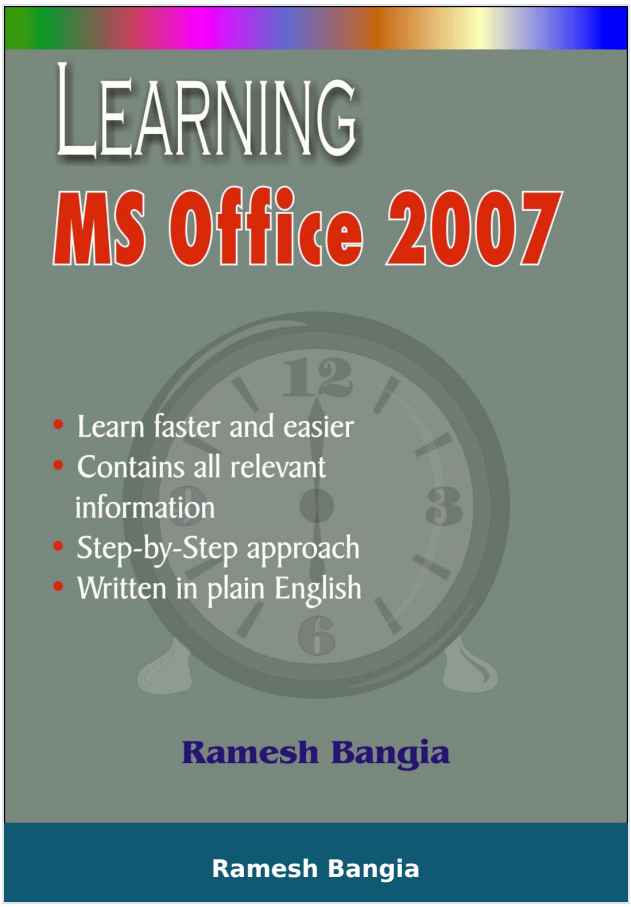
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Learning MS Office 2007

Author :	Ramesh Bangia
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- Introduction to Microsoft Word 2007
- Introduction to Microsoft Excel 2007
- Introduction to Microsoft Power Point 2007
- Introduction to Microsoft Access 2007
- Questions

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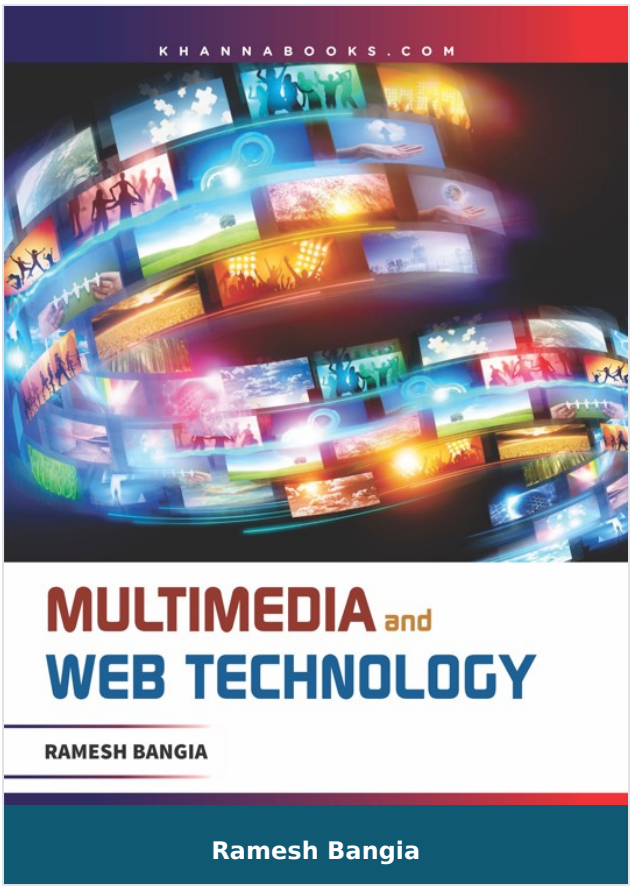
Ramesh Bangia

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Product Description

Learning of a software in both easy and difficult. It depends upon what level you are 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. Internet is such a vast subject that it will take a lot of time to understand it fully. The book has been written in mind to make you aware of the options available and how they can be used. It is like telling the child about the step and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs. Suggestion's for Improvement of the book are indeed welcome.

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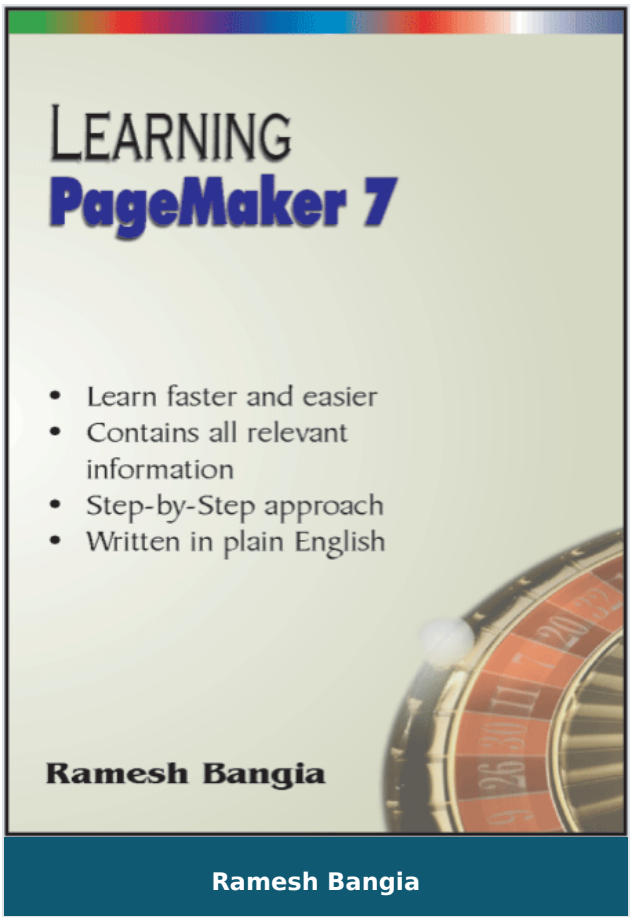
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Learning PageMaker 7

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Product Description

Learning of a software is both easy and difficult. It depends up to 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. Page Maker 7.0 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.

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Author

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