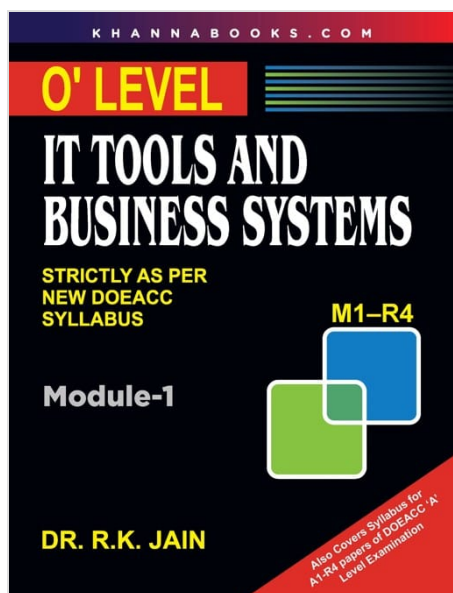




IT Tools and Business Systems

by R.K. Jain

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Description

Written strictly according to the syllabus for M1-R4 paper of 'O' Level as prescribed by DOEACC examination, it covers various topics of basic internet technology like word Processing, spreadsheet presentation and database operations. Each topics is covered in a separate chapter and has questions as described by DOEACC guidelines. Students reading this book and solving all the questions given with the chapters and the sample papers at the end of it are sure of getting through the exams. Special features of the book are review question at the end of each chapter, Sample papers at the end of the book, Glossary and index is provided too, wherever necessary topics are explained with screen shots.

About the Author(s)

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