



State Grid Corporation of computer proficiency test Practical Guide (3rd edition)

By -

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 457 Publisher: China Power Pub. Date :2009-09-01 version 3. In order to comply with the national declaration of professional and technical qualifications of personnel proposed by the level of computer standards, and to enable readers to understand the basics of computers and operating principle . to master the basic computer operating skills, the State Grid Corporation of personnel exchange service center especially for the second edition of the book there are some problems, lack of re-organized the compilation of this book. The book has nine chapters, describing the basics of the computer, Windows XP operating system, Word 2003 word processing software, Excel 2003 spreadsheet software, PowerPoint presentations, authoring software, basic knowledge of computer network and Internet use, Access 2003 relational database system , AutoCAD 2000 drawing software, commonly used tools introduced. Each chapter with a wealth of exercises and experiments. Appendix of this book with exercises refer to the answer. Book as a professional and technical personnel to participate in strict compliance with State Grid Corporation of professional and technical qualification assessment procedures must be submitted when...



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