



Basic Computer Course (BCC): Made Simple, (MS Office 2010 Edition)

By Geetha, Satish Jain, Shalini Jain

BPB Publications, 2015. Softcover. Book Condition: New. 22 x 28 cm. Basic Computer Course (BCC) Made Simple ? Covers MS Office 2010 Features Covers?? ? Word, Excel 2010 ? Solved & Unsolved Sample papers ? Knowing Computer ? Operating Computer Using GUI Based Operating System ? Understanding Word Processing ? Basics of Spreadsheet Concepts ? Communication Using the Internet ? WWW and Web Browsers ? Communications and Collaboration ? Making Small Presentation 1. KNOWING COMPUTER?.Introduction, Objectives, What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Concept of computing, data and information Applications of IECT, e-governance, Entertainment, Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU, Checking power supply, Summary, Model Answers 2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM?.Introduction, Objectives, Basics of Operating System, Operating system, Basics of popular operating system (LINUX, WINDOWS), The User Interface, Task Bar, Icons, Menu, Running an Application, Operating System Simple Setting, Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties Adding and removing Printers, File...



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