

Alfonso J. Kinglow

**Basic Computers for
Seniors and
Beginners**

Basic Computers For Beginners Paperback

Clemens Wendtner



Basic Computers For Beginners Paperback:

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underlying Computer Application in Business The focus of this book is on the application part Diagrams and Illustrations for easy Understanding Usage of diagrams illustrations to enhance the comprehension of various concepts and systems of computers Business Examples Comprehensive coverage of business examples to illustrate the concepts MS Excel in Business Separate chapter to demonstrate how excel is helpful in decision making Summary and Review Questions are given at the end of each chapter for evaluating and understanding the concept Student Oriented Book This book has been developed keeping in mind the following factors

- o Interaction of the author teacher with their students in the classroom
- o Shaped by the author teacher s experience of teaching the subject matter at different levels
- o Reactions and responses of students have also been incorporated at different places in the book

Contents of the book are as follows Basic Computer Concepts Microsoft Word 2010 Basics of PowerPoint MS Excel 2010 Excel Functions Decision Making with Excel 2010 Excel Projects Introduction to Database System DBMS using MS Access 2010 Mail Merge

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