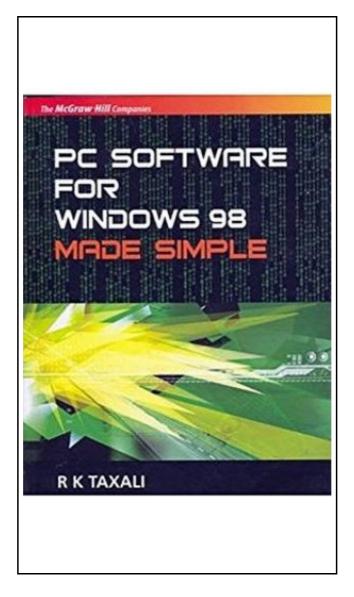
PC Software for Windows 98 Made Simple



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Reviews

Complete guide! Its such a good go through. It is rally fascinating through reading period of time. Its been written in an extremely basic way and is particularly only after i finished reading through this publication through which really changed me, change the way i really believe.

(Mrs. Macy Stehr)

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McGraw Hill Education, 2001. Softcover. Book Condition: New. 2nd edition. This book has been designed to help students interested in learning about DOS, Windows and MS-Office packages like Word and Excel. The simple style adopted in the bok will enable the students to learn the features and commands in a step-by-step manner. Table of contents PART I COMPUTER APPRECIATION AND DOS Chapter 1 Computer Appreciation Chapter 2 Disk Operating System (DOS) Chapter 3 Additional DOS Commands Chapter 4 Configuring DOS and Batch Files PART II WINDOWS Chapter 5 Windows Basics Chapter 6 Working with Windows and Windows Accessories Chapter 7 Windows Miscellaneous Features Chapter 8 Internet and Web Features PART III WORD Chapter 9 Introduction to Word Chapter 10 Editing a Document Chapter 11 Move and Copy Text and Help System Chapter 12 Formatting Text and Paragraph Chapter 13 Finding and Replacing Text and Checking Spelling Chapter 14 Using Tabs Chapter 15 Enhancing a Document Chapter 16 Columns, Tables and Other Features Chapter 17 Using Graphics, Templates and Wizards Chapter 18 Using mail merge Chapter 19 Miscellaneous features of Word PART IV EXCEL Chapter 20 Introduction to Worksheet and Excel Chapter 21 Getting Started with Excel Chapter 22 Editing Cells and Using Commands and Functions Chapter 23 Moving and Copying, Inserting and Deleting Rows and Columns Chapter 24 Getting Help and Formatting a Worksheet Chapter 25 Printing the Workbook Chapter 26 Creating Charts Chapter 27 Using Date and Time and Addressing Modes Chapter 28 Naming Ranges and Using Statistical, Math and Financial Functions Chapter 29 Database in a Worksheet Chapter 30 Additional Formatting Commands and Drawing Toolbar Chapter 31 Miscellaneous Commands and Functions Chapter 32 Multiple Workbooks, Pivot table, Macros and Hyperlinks Annexure A. Introduction to Desktop Publishing B. Overview of PowerPoint C. Computer Viruses Printed Pages: 735.



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