

LEARN COMPUTERS STEP BY STEP



Introduction to Computers ↗ Setting Up a Computer
 ↗ Working with Windows 2000 ↗ MS Word ↗ MS Excel
 ↗ MS PowerPoint ↗ The World Wide Web and the Internet
 ↗ Games and Graphics

Keyboard Shortcuts

Discover over 100
time-saving shortcuts

Hints and Trivia

Get tips and learn tricks
to master your computer

Become an Expert

Customize your programs;
produce powerful
presentations; make the
most of the Internet

Troubleshooting

Repair and configure your
PC's hardware and
software

Monica D'souza Jude D'souza



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Salient Features

- ❖ Interactive style of presentation
- ❖ Familiarizes readers with computer setup and maintenance
- ❖ Rich illustrations help visualization and clarification of concepts
- ❖ Numerous tips, multiple-choice questions and exercises reinforce subject matter covered in each section

Learn Computers Step by Step will prove invaluable to people new to the computer world. It introduces and covers basic computing concepts, the history of computers, the Internet and popular applications like MS Word, MS Excel and MS PowerPoint.

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