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Microsoft Word And Windows For Cxc Students And Beginners

Peter Schiessl

Microsoft Word And Windows For Cxc Students And Beginners:

Microsoft Word and Windows for Cxc Students and Beginners Delize Williams, Delroy Williams, 2001-03-01 Delroy Williams holds a graduate diploma in International Relations and a B A in History from the University of the West Indies He also the holder of a Training of Trainers Certificate in information Technology from Billsworth College England Further computer expertise was received from training at the University of Technology Presently the manager of a computer training establishment he prepares students for their CXC Examinations in addition to training members of the general public in computer application usage He also trains teachers under the Jamaica Teachers Association Computer Training Programme Delize Williams holds a Bachelor of Science degree in Computer Science and Mathematics First Class Honours from the University of the West Indies Her teaching experience includes organizing and conducting training programmes for HEART TRUST NTA in basic computer applications implementing a Computer Training Programme for teachers running workshops on the use of the Internet for the Technical High Schools Development Project Presently she is pursuing a Master of Science degree in Computer Science She is both a member of the National Society of Black Engineers NSBE and the Institute of Electronical and Electronics Engineers Technological Society IEEE SALIENT POINTS OF THE BOOK Meets the required word processing Objectives set by C X C Entire C X C syllabus for the subject covered comprehensively in ten 10 chapters Also an ideal resource book for the person who wants to use Microsoft Word The text is thorough Extremely informative and user friendly with inclusion of relevant graphics Detailed information given very systematically An invaluable reference as an introductory to intermediate course in Microsoft Word Excellent practice for students A must for C X C students and the professional An excellent book for beginners Basic and Advanced MS-Word Daizye Kulkarni, 2017-11-07 Basic Advanced MS Word book is a comprehensive guide to learn about Computer functioning Operating System and Microsoft Word in detail which has been written in an interesting and engaging style that makes it easy for you to understand and learn MS Word This classic book has revolutionized the way amateur as well as professional experts approach MS Word from a Beginner to an Advanced Level This book is one of the best practical guides to study MS Word Capturing the body of knowledge from academia research and everyday commercial practice the author Dr Daizye Kulkarni has synthesized the most effectual techniques and the must know principles of the Computer Systems Probing beyond superficial features the author offers valuable insights to educate you on how things really work inside the machine Important features and relevant segments are discussed which explain the theoretical and practical underpinnings of why MS Word does things the way it does No matter what your level of experience knowledge age development environment or acquaintance understanding is this book will enlighten and stimulate your thinking Each of the chapter has a section of Let's Revise and Test Your Understanding which helps you to recaptualise and check what you comprehend to know This book will acquaint you with all the inner workings of Windows more than just an academic exercise You ll learn what conditions bring out Computer's best

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