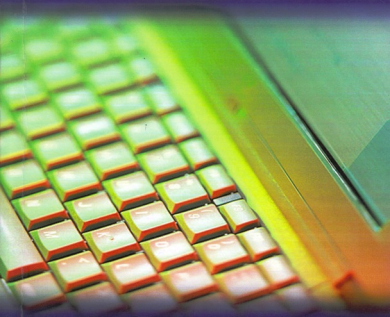


Computer Applications

Practical Approach



Nazrulazhar Bahaman :: Erman Hamid



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Preface

Overview

Today, the term “information technology” has described to encompass many aspects of computing and technology, and the term is more recognizable than ever before. The information technology area can be quite large, covering many fields. IT professionals perform a variety of duties that range from installing applications to designing complex computer networks and information databases. A few of the duties that IT professionals perform may include data management, networking, engineering computer hardware, database and software design, as well as the management and administration of entire systems.

Approach

This book aimed primarily for students who will be taking subject related to this field. It provides the student with introduction to the computer with the basic application software including Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point, Microsoft Office Access, Adobe Photoshop and Adobe Dreamweaver. The hands-on practice is to equip the students with a basic range skills required for using computer applications.

Chapter Layout

Each chapter begins with a list of objectives. These include the important concepts to be mastered within the chapter. Extensive self review questions are included at the end of chapter for self study. They provide the student with a chance to build confidence with the lab exercises. This book contains 10 chapters includes Chapter 1: Computer Hardware, Chapter 2: Operating system, Chapter 3: Web Browser, Chapter 4: Word Processing Software, Chapter 5: Spreadsheet Software , Chapter 6: Presentation Software , Chapter 7: Database management Software , Chapter 8: Photo Editing Software , Chapter 9: Hypertext Markup Language (html) , Chapter 10: wysiwyg HTML Editor.

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