

# COURSE ON COMPUTER CONCEPTS (CCC)

(According to DOEACC Syllabus)

- ◆ Introduction to Computers
- ◆ Introduction to Windows
- ◆ DOS Commands
- ◆ Word Processing (MS-Word)
- ◆ Spreadsheets (MS-Excel)
- ◆ Computer Communication & Internet
- ◆ WWW & Web browsers
- ◆ E-mail
- ◆ Presentation making (MS-PowerPoint)

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## Product Description

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This book is prepared on the syllabus issued by the department of electronics (DOE) and under the scheme of all India council for technical education (AICTE), department of information technology (DIT), and ministry of communication and information technology (MICT), Government of India. The book is divided into the nine chapters and each chapter strictly covers the topics as per the syllabus defined by DOEACC society. Each topic in the chapter is properly explained with the help of computer snapshots, wherever necessary. At the end of each chapter, summary of the chapter is provided for quick review of it. All the chapters are covered with large no. of questions as per the guidelines of DOE. Large no. of objective type questions are also provided with the answers to them. Not limited to this, proper care has been taken to write the chapters in simple English and step-by-step approach is used for the easy and fast understanding purpose.

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## Author

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**R.K. Jain** Dr. R.K. Jain studied at IIT Powai and submitted his thesis for Ph.D at IIT Delhi. He has held various important posts in the past. At present he is advisor to various universities on setting up of a computer department and setting up of the syllabus for the same. With his knowledge of the various computer topics, he is an ideal choice for writing these kinds of books.

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