



## IT Tools and Business Systems

<b>Author :</b>	R.K. Jain
<b>ISBN 13 :</b>	978-93-80016-61-0
<b>ISBN 10 :</b>	93-80016-61-1
<b>E-ISBN 13 :</b>	978-93-80016-61-0
<b>Edition :</b>	1
<b>Pages :</b>	352
<b>Type of book :</b>	Paperback
<b>Weight (g) :</b>	468.00
<b>Year :</b>	2010
<b>Language :</b>	English
<b>Publisher :</b>	Khanna Publishing House
<b>Regular Price :</b>	Rs 250.00
<b>Sale Price :</b>	Rs 200.00
<b>Categories :</b>	<a href="#">All books</a> , <a href="#">Computer Science Engineering</a> , <a href="#">NIELIT / DOEACC Books</a>
<b>Condition Type :</b>	New
<b>Country Origin :</b>	India

### Product Description

Written strictly according to the syllabus for M1-R4 paper of 'O' Level as prescribed by DOEACC examination, it covers various topics of basic internet technology like word Processing, spreadsheet presentation and database operations. Each topics is covered in a separate chapter and has questions as described by DOEACC guidelines. Students reading this book and solving all the questions given with the chapters and the sample papers as the end of it are sure of getting through the exams. Special features of the book are review question at the end of each chapter, Sample papers at the end of the book, Glossary and index is provided too, wherever necessary topics are explained with screen shots.



**Khanna Publishing House**

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: [contact@khannabooks.com](mailto:contact@khannabooks.com) | Tel: 011-2324 44 47 - 48 | Mobile: + +91-99109 09320

---

## Table of Contents

---

Chapter 1: Computer Appreciation Chapter 2: Computer Organization Chapter 3: Input and Output Devices Chapter 4: Multimedia and other Software Chapter 5: Operating System Microsoft Windows Chapter 6: Linux Operating System Chapter 7: Word Processing Chapter 8: Spreadsheets Chapter 9: Presentations Chapter 10: Databases Chapter 11: Information Technology and Society

Sample Paper

Glossary

---

## Author

---

**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.

---

