

## Learning MS Excel 2003

**Author :** Ramesh Bangia

**ISBN 13 :** 978-81-87325-44-4

**ISBN 10 :** 81-87325-44-5

**E-ISBN 13 :** 978-81-87325-44-4

**Edition :** 1

**Pages :** 248

**Type of book :** Paperback

**Weight (g) :** 240.00

**Year :** 2007

**Language :** English

**Publisher :** Khanna Publishing House

**Price :** Rs 180.00

**Categories :** [All book](#), [Computer Books - English](#), [Learning Series](#)

**Condition Type :** New

**Country Origin :** India

## Product Description

Learning of a software is both easy and difficult. It depends up to what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realize how difficult it is to master it. Microsoft Office Excel 2003 is such a vast subject that it will take a lot of time to understand it fully. This book has been written in mind to make you aware of the options available in the software and how they can be used. It is like telling the child about the steps and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs.



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- Chapter 1: Introduction to Microsoft Office 2003
  - Chapter 2: Spreadsheet Basics
  - Chapter 3: Creating a Worksheet in Excel 2003
  - Chapter 4: Advance Techniques of Excel 2003
  - Chapter 5: Working with Charts in Excel 2003
  - Chapter 6: Database Techniques in Microsoft Office Excel 2003
  - Chapter 7: Web and Microsoft Office Excel 2003
  - Chapter 8: Menu Commands of Microsoft Office Excel 2003
  - Chapter 9: Functions in Excel 2003
  - Chapter 10: Keyboard Shortcuts
  - Chapter 11: Questions
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## Author

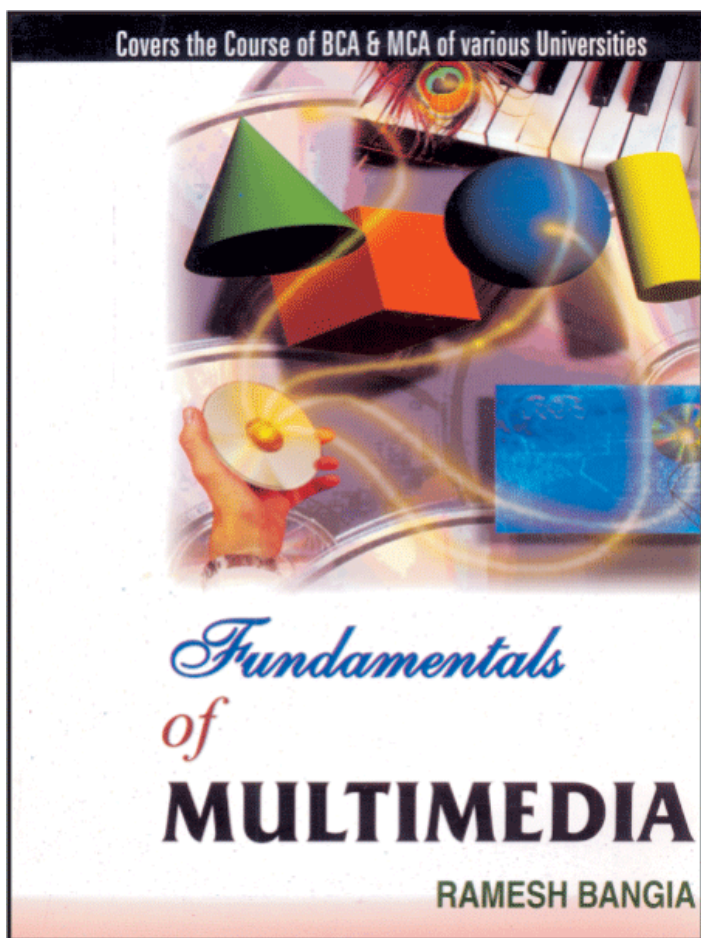
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### **Ramesh Bangia**

For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools, Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.

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## Fundamentals of Multimedia

**Author :** Ramesh Bangia

**ISBN 13 :** 978-81-87325-19-2

**ISBN 10 :** 81-87325-19-4

**E-ISBN 13 :** 978-81-87325-19-2

**Edition :** 1

**Pages :** 248

**Type of book :** Paperback

**Weight (g) :** 345.00

**Year :** 2013

**Language :** English

**Publisher :** Khanna Publishing House

**Price :** Rs 196.00

**Categories :** [All book](#), [Computer Science Engineering](#)

**Condition Type :** New

**Country Origin :** India

### Product Description

The book has been designed to take care of the syllabus of various Universities conducting the courses of BCA and MCA having multimedia as one of the subject. Complete syllabus of Guru nanak dev University and rajiv Gandhi proudyogiki Vishya Vidyalya of M.P. has been wonder this subject is taught in all the technical institutes of India. each chapter is laced with screen shots and equations wherever needed. A revision of the chapter appears at the end followed by different type of questions which the students of the subject whould find quite useful.



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Chapter 1: Introduction of Multimedia Chapter 2: Project Stages of Multimedia Chapter 3: Working with Text Chapter 4: Making Sound Chapter 5: Understanding Videos Chapter 6: Data Compression Chapter 7: Image and Audio Compression Chapter 8: Images and Animations Chapter 9: Working with Animation Chapter 10: Multimedia and Web

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## Author

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# 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)

Dr. R.K. Jain

## Course on Computer Concepts (CCC)

**Author :** R.K. Jain

**ISBN 13 :** 978-93-80016-84-9

**ISBN 10 :** 93-80016-84-0

**E-ISBN 13 :** 978-93-80016-84-9

**Edition :** 1

**Pages :** 248

**Type of book :** Paperback

**Weight (g) :** 355.00

**Year :** 2015

**Language :** English

**Publisher :** Khanna Publishing House

**Price :** Rs 200.00

**Categories :** [All book](#), [Computer Science Engineering](#), [NIELIT / DOEACC Books](#)

**Condition Type :** New

**Country Origin :** India



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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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Chapter 1: Introduction to Computers Chapter 2: Introduction to GUI based Operating Systems Chapter 3: Introduction to Windows 7 Chapter 4: Elements of Word Processing Chapter 5: Spreadsheet Chapter 6: Computer Communication and Internet Chapter 7: WWW and Web Browsers Chapter 8: Combination and Collaboration Chapter 9: Making Small Presentations Chapter 10: Index

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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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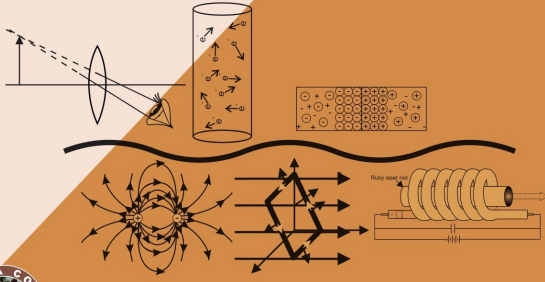
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परिणाम आधारित शिक्षा के साथ संरेखित

राष्ट्रीय शिक्षा नीति 2020

# अनुप्रयुक्त भौतिक शास्त्र-II

(लैब मैनुअल सहित)



हुसैन जीवाखान

## Applied Physics II (with Lab Manual) (Hindi)

Author : Hussain Jeevakhan

ISBN 13 : 978-93-55381-92-7

ISBN 10 : 93-55381-92-1

E-ISBN 13 : 978-93-55381-92-7

Edition : First

Pages : 248

Type of book : Paperback

Weight (g) : 355.00

Year : 2023

Language : Hindi

Publisher : Khanna Publishing House

Price : Rs 232.00

Categories : [AICTE Prescribed Textbooks](#), [All book](#), [Hindi Books](#)

Condition Type : New

Country Origin : India



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## Product Description

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### 1- Applied Physic-II (With Lab Manual) by Hussain Jeevakhan-789391505578(DIP126EN)

“Applied Physics-II” is a basic science course in the first year of the Diploma program in Engineering & Technology. Contents of this book are stringently aligned as per model curriculum of AICTE and incorporated with the concepts of outcomes-based education(OBE).

Book covers seven topics- Wave motion, Optics, Electrostatics, Current electricity, Electromagnetism, semiconductor physics and Modern physics. Each topic and its subtopics are written from the perspective of a student’s learning and in accord with the NEP 2020 guidelines. Every unit comprises a set of activities and exercise at the end to assist the student’s learning.

#### Some salient features of the book:

| Unit Outcomes of each unit are mapped with Course Outcomes and Programs Outcomes.

| Book Provides relevant interesting facts, QR Code for E-resources and use of ICT and suggested micro projects activities in each unit.

| Content presented in book in chronological way.

| Figures, tables and equations are given to improve clarity of the topics.

| Solved examples are given with systematic steps.

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Outcome Based Educations,

Course Outcomes,

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Guidelines for Teachers,

Guidelines for Students

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2- Optics

3- Electrostatics

4- Current Electricity

5- Electromagnetism

6- Semiconductor physics



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**Hussain Jeevakhan** Hussain Jeevakhan </p></div>

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AICTE RECOMMENDED TEXTBOOK

KHANNA PUBLISHING

2<sup>nd</sup>  
EDITION

# DISASTER MANAGEMENT

Preparedness, Impacts, Risk Reduction,  
Mitigation and Management

**S.C. SHARMA**

## Disaster Management

<b>Author :</b>	S.C. Sharma
<b>ISBN 13 :</b>	978-93-55380-34-0
<b>ISBN 10 :</b>	93-55380-34-8
<b>E-ISBN 13 :</b>	978-93-55380-34-0
<b>Edition :</b>	Second
<b>Pages :</b>	248
<b>Type of book :</b>	Paperback
<b>Weight (g) :</b>	400.00
<b>Year :</b>	2022
<b>Language :</b>	English
<b>Publisher :</b>	Khanna Publishing House
<b>Price :</b>	Rs 236.00
<b>Categories :</b>	<a href="#">All book</a> , <a href="#">Civil Engineering</a> , <a href="#">Civil Engineering</a> , <a href="#">New Arrivals</a>
<b>Condition Type :</b>	New
<b>Country Origin :</b>	India

## Product Description

This book on "Disaster Management" deals with different types of disasters, their basic concepts, impacts, preparedness, capacity building, prevention, mitigation, response relief, hazards, vulnerability, and disaster prone areas in India. This books deals natural disaster like, earthquakes, floods, cyclones, avalanches, droughts, forest fires, volcanic eruptions, landslides, extreme temperature etc. and also man-made disaster like, industrial accidents, fires, refugee situation, chemical and industrial hazard, nuclear radiation, major power breakdown, desertification etc. The book cover the syllabi of different Universities and model syllabus of AICTE.

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1- Introduction to disaster Management ( Concepts and Definition) 2- Disaster Classification 3- Natural Disasters 4- Man-Made Disasters 5- Disaster Preparedness and Management 6- Disaster Mitigation 7- Disaster Prone ( Hazard Vulnerable) Areas In India 8- Risk Assessment and its Management 9- Disaster Impacts 10- Environmental Challenges 11- Disaster, Environment and Development 12- Legislation and Government Role on Disaster Risk Reduction.

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## Author

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**S.C. Sharma** S.C. Sharma after graduation in 1966 joined as lecturer in Mechanical Engineering. He had been associated for more than 4 decades in various fields including learning and management of projects in India and abroad in different capacities. While working Hydro power projects for more than 15 years he has actively associated with various environmental and rehabilitation & resettlement issues and successfully resolved various complicated issues. He has also worked as consultant for matters related to safety, environment and R & R. He has written about a dozen books on subjects related to engineering and management including management of projects.

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