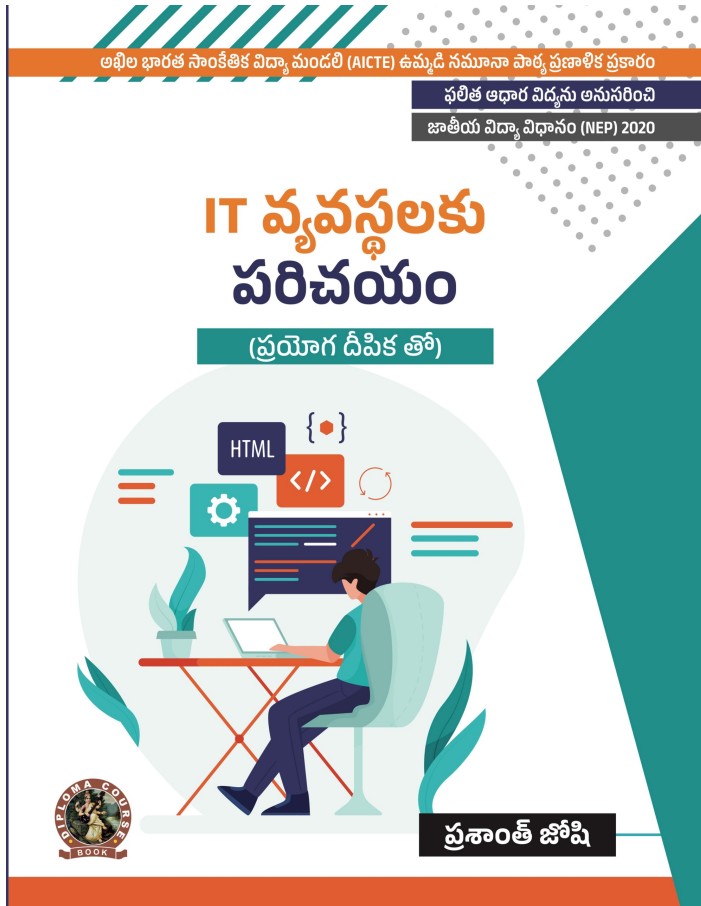




Introduction to IT Systems (with Lab Manual)

Author :	Prashant Joshi
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Product Description

“INTRODUCTION TO IT SYSTEMS” is a compulsory paper for the first year Diploma course in Engineering & Technology. Syllabus of this book is strictly aligned as per model curriculum of AICTE, and academic content is amalgamated with the concept of outcome based education. Book covers five units – Internet Skills and Computer Basics, Operating Systems, HTML and CSS, Open Office Tools, and Information Security Best Practices. Each topic in units is written in easy and lucid manner. Every unit contains a set of exercise at the end of each unit to test the student’s comprehension. Some Salient Features of the Book: 1. Content of the book aligned with the mapping of Course Outcomes, Programs Outcomes and Unit Outcomes. 2. Practical are included with each unit for better understanding of the theoretical concepts. 3. Book provides interesting facts and various activities pertaining to topics. OR Codes are used for additional E-resources, use of ICT, online code editors, online quiz etc. 4. Student and teacher centric subject materials included in balanced and chronological manner. 5. Figures, tables, source code for web programming, numerous examples and applications are included to improve clarity of the topics. 6. Objective questions, subjective questions and crossword exercises are given for practice of students after every chapter.

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Foreword, Acknowledgement, Preface, Outcome Based Educations, Course Outcomes, List of Abbreviations List of Figures, Guidelines for Teachers, Guidelines for Students UNIT 1: Internet skills and computer Basics. **UNIT 2:** Operating Systems. **UNIT 3:** HTML AND CSS. **UNIT 4:** Open Office Tools. **UNIT 5:** Information Security Best Practices. **Annexure Appendices Index**

Author

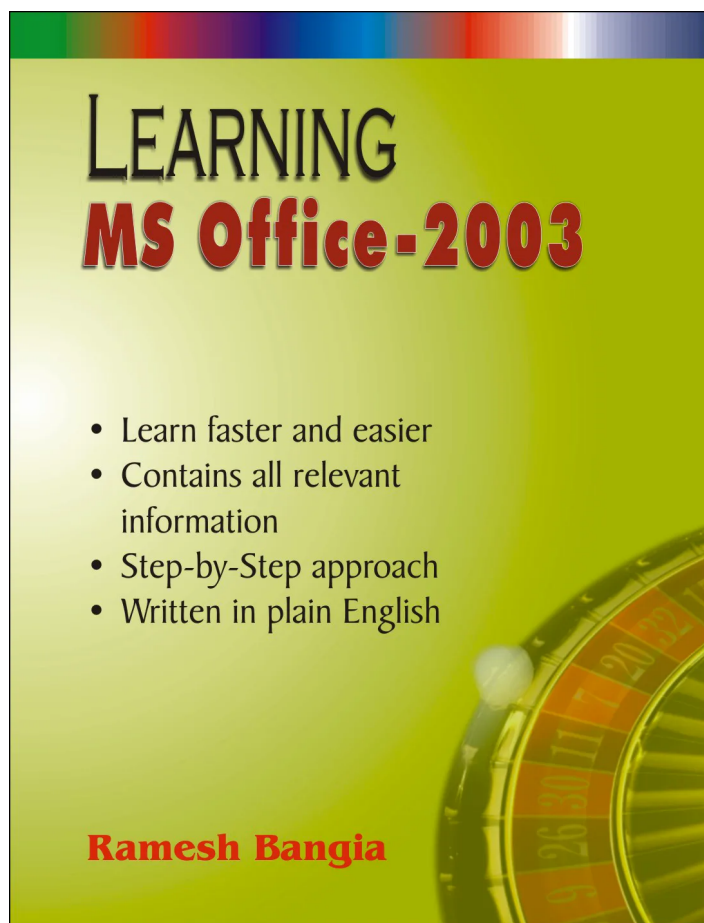
Prashant Joshi



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Learning MS Office 2003

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Product Description

Learning of a software is both easy and difficult. It depends upon 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 realise how difficult it is to master it. Microsoft Office 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.

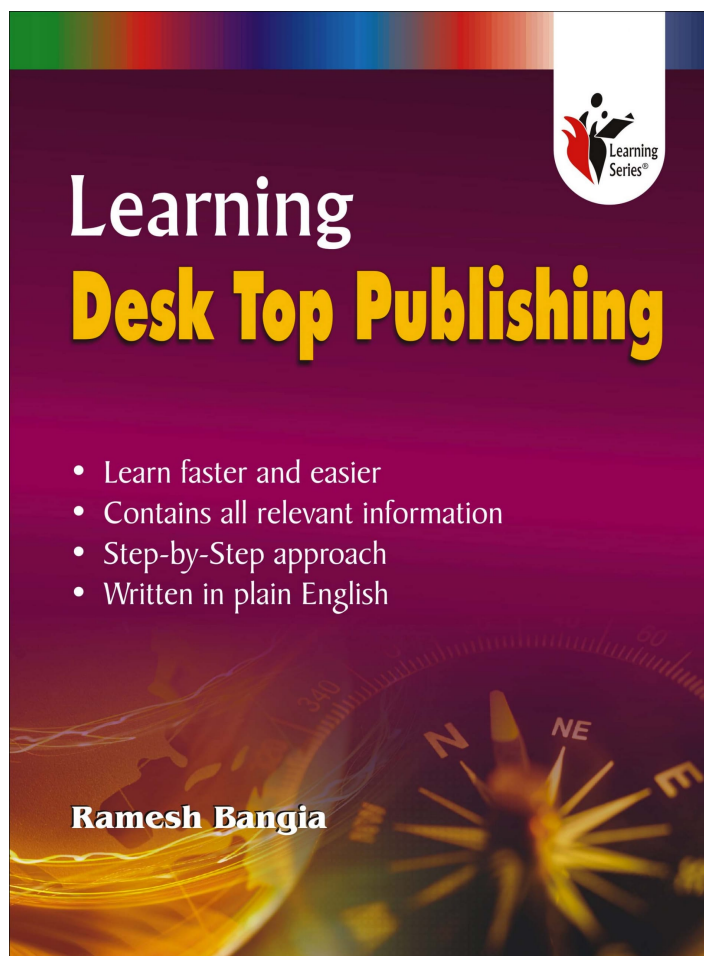
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Chapter 1: Introduction to Microsoft Office 2003. **Chapter 2:** Creating a Document in Microsoft Word 2003. **Chapter 3:** Proofing a Document in Microsoft Word 2003. **Chapter 4:** Working with Longer Documents. **Chapter 5:** Creating Documents using Wizards. **Chapter 6:** Additional Commons of Word 2003. **Chapter 7:** Mail Merge in Word 2003. **Chapter 8:** Using Drawing Tools in Word 2003. **Chapter 9:** Creating a Worksheet in Excel 2003. **Chapter 10:** Advanced Techniques of Excel 2003. **Chapter 11:** Working with Charts in Excel 2003. **Chapter 12:** Creating a Database in Access 2003. **Chapter 13:** Working with Tables in Access 2003. **Chapter 14:** Working with Reports in Access 2003. **Chapter 15:** Creating Presentations using Auto Content Wizard in Power Point 2003. **Chapter 16:** Creating New Presentation in Power Point 2003. **Chapter 17:** Creating Presentation from Template in Power Point 2003. **Chapter 18:** Working on Presentation in Power Point 2003. **Chapter 19:** Working in Slide Sorter View in Power Point 2003. **Chapter 20:** Making Slide Shows in Power Point 2003. **Chapter 21:** Creating a Web Page using Wizard in Front Page 2003. **Chapter 22:** Creating a Web Page using Template in Front Page 2003. **Chapter 23:** Using One Note 2003. **Chapter 24:** Using Info Path Forms 2003. **Chapter 25:** Using Office Visio 2003. **Chapter 26:** Speech and Handwriting. **Chapter 27:** Questions.

Author

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.





Learning Desk Top Publishing

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Product Description

The complete Learning Series has been designed in a very systematic and logical manner. Each topic has been developed from the basic concepts. Practically every major point in the text is illustrated with suitable examples and screen shots. This will help the students in understanding the basic theory and train them in solving every problem systematically, and confidently. A large number of unsolved as well as solved exercises have also been included in the book. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Functions has been explained in full and some of them have been explained in the form of examples. Tips for working faster using the keyboard shortcuts are also provided.

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Chapter 1: Introduction to Adobe Photoshop CS 5. **Chapter 2:** Introduction to CorelDraw X5. **Chapter 3:** Introduction to Flash CS 5. **Chapter 4:** Introduction to Page Maker 7.0. **Chapter 5:** Introduction to Illustrator CS 5. **Chapter 6:** Questions.

Author

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மாதிரி பாடத்திட்டத்தின்படி AICTE - ஆல் பரிந்துரைக்கப்பட்ட பாடப்புத்தகம்

விளைவு அடிப்படையிலான கல்வியின்படி வடிவமைக்கப்பட்டது

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பிரசாந்த ஜோஷி

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