



PC Software Made Easy

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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. This has been written to keep in mind both the aspects, Beginner's as well as professionals would find something worth reading in this: There are basically 9 chapters. each chapter ends with a revision with what has been told in the section and it follows up with the questions related to it. The questions are also divided into 3 categories to test the knowledge of the readers.

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Chapter 1: Fundamentals of Computers. **Chapter 2:** Input Output Devices. **Chapter 3:** Windows XP. **Chapter 4:** Word 2003. **Chapter 5:** Excel 2003. **Chapter 6:** Access 2003. **Chapter 7:** PowerPoint 2003. **Chapter 8:** Microsoft Frontpage 2003. **Chapter 9:** Internet and E-mail. **Chapter 10:** Revision and 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.

