'O' LEVEL

IT TOOLS AND BUSINESS SYSTEMS

STRICTLY AS PER NEW DOEACC SYLLABUS

M1–R4

Module-1

DR. R. K. JAIN

Also Covers Syllabus for A1-R4 papers of DOEACC 'A' Level Examination

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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 ans 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.

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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 variuos 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 and ideal choice for writing these kinds of books.