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## SHORT-TERM VOCATIONAL SKILLS TRAINING MATERIALS: TEXT ENTRY AND PROCESSING(CHINESE EDITION)



paperback. Book Condition: New. Paperback. Pub Date: 2004 Pages: 136 Language: Chinese in Publisher: China Labor and Social Security Publishing House text entry and processing a systematic introduction to the basic computer knowledge. the Chinese operating system. the English entry skills and training. Wubi the kanji entry skills. and word processing systems. Contents: Chapter 1. basic computer knowledge (1) 1-1 computer and its applications (1) 1-2 microcomputer system (3) 1-3 the safe use of a computer (13) Exercise (16) .

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