Preface

Overwhelmed by the tremendous response to previous editions, we feel great pleasure to bring this latest edition of this book. Since its introduction, it has been our endeavor to keep it updated in each edition by incorporating new software which have been in wide use. To keep pace with times, the present edition has been totally overhauled and brought out with a new look. Nowadays usage of computers greatly depends on communication and connectivity. Communication is changing the world scenario in computer usage. Today Internet usage is playing important role in all spheres of commercial and all other activities one can think of.

While conceiving this edition, all requirements of present and coming times have been kept in view. Besides describing Information Technology, Data Representation, Computer Basics, Multimedia Fundamentals, Data Communication in detail, **Windows 10** has been discussed in an easy-to-understand manner with the help of actual software pictures. This is followed by the five elements of **MS-Office 2016** *viz* Word, Excel, Powerpoint, Access, and Outlook. For fast growing demand of computer accounting professionals in the market, description of most popular accounting software **Tally.ERP 9 (with GST)** has also been given.

This exemplary training book has been designed to teach practical aspects of Computer Applications for various degree and diploma courses *viz*. BCA, B.Sc., BBA, MBA, PGDCA, PGDCS & DCA, etc. All sectors such as Banking, Railways, State Public Service Commissions and other Government & Private sectors organizations conduct computer literacy exams. This volume will be key to success for above exams.

For getting jobs in any field, basic computer examination is conducted by almost every government department. Over 1000 MCQs (*with key*) have been provided after each section of the book to enable aspiring candidates in achieving success in their careers.

If one is to adopt usage of computers in any field, this book will help students, typists, office executives, accountants or any persons aspiring to learn computers of present and coming times.

-Authors

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