

Preface

In today's world, in any field, knowledge of 'Computers' is an "essential" for any service/job one wants to join. How deep the knowledge of computers is required depends upon the kind of job/service one is aspiring for. This "SIMPLIFIED COMPUTER COURSE" has been created with this aim so as to introduce readers not only with various aspects of computer applications, but also with the latest computer techniques they need to know. Specially those readers would be more benefited who lag behind only due to the reason that they don't possess knowledge of computers. Besides, students of courses like DCS, PGDCA, PGDCS and I.T.I. etc. can also make use of this book to learn basic knowledge and use of software like Windows 7 and MS Office 2016, and give direction to their careers. Apart from the latest software, valuable light has also been thrown upon 'Internet', 'E-mail' and 'Multimedia' techniques so that all readers can become aware of these computer techniques.

It is trusted that this "SIMPLIFIED COMPUTER COURSE" would be capable of introducing various computer techniques and software and teaching their use to its readers in very short time.

-Authors

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