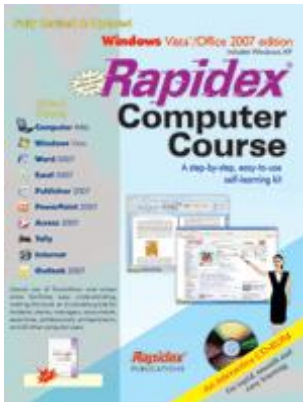




## Rapidex Computer Course



**Author:** Pustak Mahal Editorial Board

**Format:** Paperback

**ISBN:** 8178062801

**Code:** U2808

**Pages:** 567

**Price:** Rs. 300.00 US\$ 12.00

**Publisher:** Unicorn Books

Usually ships within 15 days

The new millennium has seen major changes in Information Technology. To be in synch with all that has happened in the world of computers, software and the Internet, Rapidex Computer Course "with over two million copies in print" has been completely revised and updated. This edition is based on Windows Vista as the operating system and the Office 2007 suite as the basic software package.

This work covers all aspects of computers, the Internet and software suites. It begins with instructions for setting up and switching on your computer. Then it guides you through the Disk Operating System (DOS) and the Windows operating system (Windows Vista) and help you gain knowledge of the Internet, e-mails, and Office 2007 along the way.

The mission of this book is to provide a step-by-step training to self-learners and students of computer courses. Full of practical examples, this book stands out from a host of other "teach yourself" books. While the contents have been thoroughly revised and updated, the style is the same friendly and familiar one.

## Contents

Part I : Introduction

Chapter 1: Fascinating World of Computers 1 - 20

Part II : Windows Vista

Chapter 2: Windows, a GUI & Operating System 21 - 62

Chapter 3: Treasure of Windows Utilities 63 - 120

Part III : Word 2007

Chapter 4: Word, a Word Processor 121 - 166

Chapter 5: Mastering Word 167 - 216

Part IV : Excel 2007

Chapter 6: Excel, a Spreadsheet Application 217 - 248

Chapter 7: More Adventures with Excel 249 - 284

Part V : Publisher 2007

Chapter 8: Publisher, a Page Layout Application 285 - 312

Part VI : PowerPoint 2007

Chapter 9: PowerPoint, a Presentation Application 313 - 342



Part VII : Access 2007

Chapter 10: Access, an RDBMS 343 - 392

Part VIII : Tally

Chapter 11: Tally, an Accounting Application 393 - 444

Part IX : Internet

Chapter 12: Internet, the Global Network of Computers 445 - 484

Chapter 13: Power of Internet Unleashed 485 - 512

Part X : Outlook 2007

Chapter 14: Outlook, a Personal Information Manager 513 - 554

Index 555 - 567

How to Use CD 568 - 568

## About Unicorn Books

**Unicorn Books** publishes an extensive range of books that are both affordable and high-quality.