# PC Software for Windows 98 Made Simple

By R.K. Taxali

McGraw Hill Education, 2001. Softcover. Book Condition: New. 2nd edition. This book has been designed to help students interested in learning about DOS, Windows and MS-Office packages like Word and Excel. The simple style adopted in the bok will enable the students to learn the features and commands in a step-by-step manner. Table of contents PART I COMPUTER APPRECIATION AND DOS Chapter 1 Computer Appreciation Chapter 2 Disk Operating System (DOS) Chapter 3 Additional DOS Commands Chapter 4 Configuring DOS and Batch Files PART II WINDOWS Chapter 5 Windows Basics Chapter 6 Working with Windows and Windows Accessories Chapter 7 Windows Miscellaneous Features Chapter 8 Internet and Web Features PART III WORD Chapter 9 Introduction to Word Chapter 10 Editing a Document Chapter 11 Move and Copy Text and Help System Chapter 12 Formatting Text and Paragraph Chapter 13 Finding and Replacing Text and Checking Spelling Chapter 14 Using Tabs Chapter 15 Enhancing a Document Chapter 16 Columns, Tables and Other Features Chapter 17 Using Graphics, Templates and Wizards Chapter 18 Using mail merge Chapter 19 Miscellaneous features of Word PART IV EXCEL Chapter 20 Introduction to Worksheet and Excel Chapter 21 Getting Started with Excel Chapter 22 Editing Cells...

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