COMPUTER

APPLICATION

PACKAGES

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Revised Edition
PREFACE

More than ever before, Information Technology (IT) is known to be the prime driver for all businesses particularly in the 21st century. The role of IT in all spheres of human endeavour, particularly its application to Management Information System (MIS) cannot be undermined. Everybody depends on timely and accurate information, made available in an appropriate level for effective decision making. Information processing has ceased to be left solely under the purview of IT specialists, today every knowledge worker performs one MIS function or the other, either directly or indirectly by developing their own systems or building queries to generate required reports.

ABOUT THE BOOK

Information, being a common denominator in both IT and MIS, the book was written primarily to empower all knowledge workers with the needed skills to make optimal use of Microsoft (MS) Office suite of applications in their daily quest for information. The choice of MS office is based on the fact that it is the most widely used application on microcomputers all over the world (over 80% of PC workers). It is therefore intended to serve a very wide coverage. The chapters of the book are arranged to follow a logical order of thought, without any assumption of prior computer literacy skill for the reader. The topics covered include: The Computer System, Microsoft Windows XP operating system, MS Word, MS Excel, MS Access, MS FrontPage, MS Outlook, MS PowerPoint and Internet connectivity. Each chapter has a set of review questions designed to help the reader test her level of understanding. Computer literacy, being a general demand for employment at whatever level, the authors have no doubt that it will be an ideal study/reference material for all classes of workers. Furthermore, it is part of the Vision of Covenant University to make the students market and competition driven before graduation. Therefore, the book was written following the course content for the Computer Application course taken by all students of the university.
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IT IS WELL.

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