BC101 COMPUTER APPLICATION
BC101 Computer Application is reference-cum-guidebook specially written for students of Polytechnic Kuching Sarawak taking semester one course, Computer Application (BC101). It is based on the latest syllabus prepared by the Department of Polytechnic Education, Ministry of Higher Education Malaysia. The contents of this book are comprehensive and concise, taking into account the latest learning outcomes of this course. This compact guide uses simple language to provide students a strong foundation in computer and to help students master this course more effectively.

This book consists of six chapters: Computer Systems; Internet; Word Processor; Spreadsheets; Project Management; Presentation and Basics of Multimedia. The contents cover the basic application of the Microsoft Office 2010’s and will enable students and readers to use the application in their daily lives and workplace.

We would like to thank everybody involved in the production of this book and it is hoped that students will benefit this book as they embark on their journey to gain lifelong knowledge in computer application.

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## REFERENCE