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book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below

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II OPERATING SYSTEM GUI Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux Windows

III MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with Documents

IV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word

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