

BASIC COMPUTER CONCEPTS

Microsoft Office 2019

Sixth Edition

English Medium

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Preface

Today, most of the work is done with the help of computers, internet and mobile apps. Today, you can send information anywhere in the world easily and quickly. You can also access all types of information on the Internet. At present, the Government of India also provides necessary training programs and incentives to promote digital literacy. Apart from this, necessary tasks like banking, messaging, financial services, general citizen services, etc. are done with the help of digital portals or apps.

In digital age, we need to become digital literate. For this, basic knowledge of computer, internet, digital services, digital payment and platform, mobile (smartphone), mobile app, ATM, online portal should be knowledgeable. For this we have published a book called Basic Computer Concepts. Most of the topics related to basic computer have been covered in this book.

This book has been prepared in 10 chapters covering basic knowledge of computer, Windows 11 operating system, Microsoft Office 2019, Internet access, Internet applications, digital payments and platforms, general citizen services, Digital Marketing, etc. has been described. This book has been prepared in English language .

Dear readers, I hope that you will like this book and your knowledge will be developed from the topics given in it. Apart from this, I request the readers to read this book and give their suggestions.

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