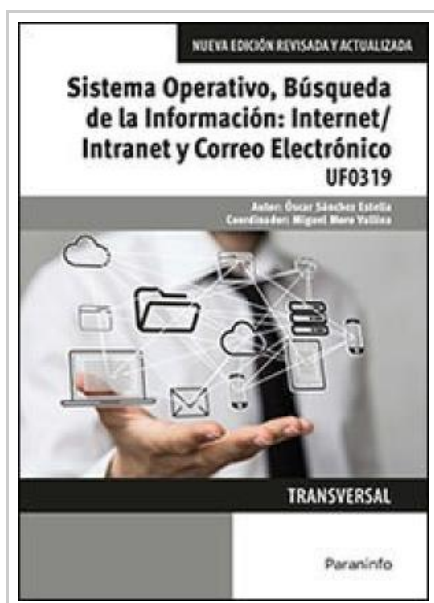



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By SANCHEZ ESTELLA, OSCAR

Ediciones Paraninfo, España, 2016. Encuadernación de tapa blanda. Book Condition: Nuevo. 24x17cm. 158 pp. Este libro nos adentra en el mundo de los ordenadores explicando con detalle las diferentes partes que los integran: hardware y software, así como la utilidad que ofrecen los sistemas operativos y el correo electrónico vía web y a través de Microsoft Outlook. Asimismo, nos expone con claridad y sencillez cómo transferir datos a la red mediante un protocolo de transferencia de archivos. Tiene un enfoque eminentemente práctico, ya que cada explicación viene acompañada de imágenes reales, gráficos y ejemplos ilustrativos que ayudan a comprender los porqués y a aprender practicando. Además, la mayoría de los capítulos concluyen con actividades que ayudan a completar el estudio de forma progresiva y enfocada a la realidad. En esta nueva edición, además de incorporar actividades prácticas, se ha actualizado el contenido al nuevo sistema operativo (WINDOWS 10) y a la última versión de la suite ofimática Office (OUTLOOK 2016); de esta forma, el libro queda totalmente renovado a los últimos avances informáticos. La obra es transversal a diversos certificados de profesionalidad en Administración y gestión. Su contenido responde al currículo que determina en cada caso el Real Decreto que...


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