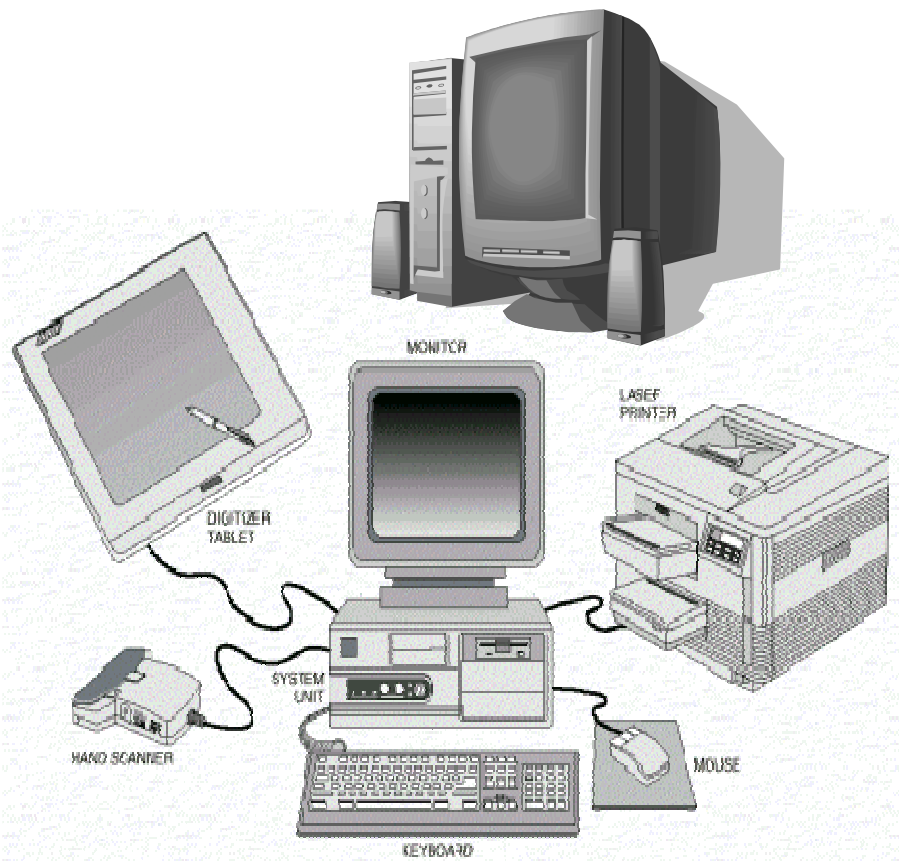


COMPUTER APPLICATION PACKAGES



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Revised Edition

McKAY Educational series
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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.

ACKNOWLEDGEMENTS

This book is a product of almost two years of hard work by some talented members of staff of the department of computer and information sciences of Covenant University.

In reality, we have probably lost count of all valuable contributors. To this group of individuals, we want to express our heartfelt and deepest regards.

Specifically, we want to appreciate the following eminent personalities particularly: the Chancellor, Covenant University, Bishop (Dr) David Oyedepo; the Vice Chancellor, Professor Aize Obayan; the immediate past Acting Vice Chancellor, Dr J. A. Aremu; the Registrar, Dcn Yemi Nathaniel; all the Deans of colleges particularly the Dean college of science and technology, Professor T. S. Ibiyemi for creating such a very conducive atmosphere of learning and research in the university.

Finally, we want to express our gratitude to the editors/reviewers of the book for their invaluable contributions. We say thank you all.

IT IS WELL.

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