

CONTENTS



1	Computer: Storage and Memory Device	1
2	GUI Operating System: Desktop Management	10
3	Tools of Word Processor	23
4	Formatting in Word 2016	39
5	The Internet: Web Browser	52
6	PowerPoint 2016	61
7	Stepwise Thinking	77
8	Features of File Management	86
	Practise More	99
	Take Challenge	103

