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along with basics of data processing explain the six stages In Chapter five it will cover Data Hierarchy Data File structure and aspects of data file organization which will include the discussion on Master and Transaction files thereby understanding the management of data In Chapter Six you will discuss the basics of word processing in computer applications covering creation of documents and editing of word documents in details In Seventh Chapter you will understand the formatting of texts and Images in details and printing of documents in MS Word In Eighth Chapter you will explore the fundamentals of computer networks communication precisely understanding LAN WAN and MAN

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