

COMPUTER LITERACY FOR IC³

UNIT 3: LIVING ONLINE

Preston

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Computer Literacy For Ic3 Unit 3 Living Online

**John Preston, Robert L. Ferrett, Sally
Preston**



Computer Literacy For Ic3 Unit 3 Living Online:

Computer Literacy for IC3 Unit 3 John Preston, Sally Preston, Robert Ferrett, 2012-11-23 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide readers with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 3 Living Online covers basics of the Internet including networks email and the impact of computing on society The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts *Computer Literacy for IC3* John Preston, Sally Preston, Robert Ferrett, 2005 For introductory courses in computer concepts and computer literacy Written to provide all students with an opportunity to learn and demonstrate computer and Internet literacy through a worldwide industry standard *Computer Literacy for IC3 Unit 2* John Preston, Robert Ferrett, Sally Preston, Professor of Philosophy John Preston, 2009 Written to provide all students with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy for IC3 was written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text is written to meet the certification standards and provide students with a broad understanding of the key components of computer literacy in order to prepare for the exam This certification has 3 units Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Each of these units is available as a separate Computer Literacy for IC3 text This text contains Unit 2 Using Productivity Software and covers productivity software based on Microsoft Office including common program functions word processing functions spreadsheet functions and presentation software functions The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts Starting with Office Applications Creating a New Word Document and Inserting Graphics and Tables Format and Organize Paragraphs and Documents Formatting Informational Documents Work with Collaborative Tools Creating a Formatting a Worksheet Managing Money Using Formulas and Functions Giving Meaning to Data Using Charts Creating a Presentation Enhancing a Presentation Creating a Customized Database Retrieving Information from Your

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contains Unit 2 Using Productivity Software OpenOffice org and covers productivity software based on OpenOffice org including common program functions word processing functions spreadsheet functions and presentation software functions The second edition of Computer Literacy for IC3 has been revised to keep up with the IC3 program s evolution which reflects the recent changes in computers and technology Instead of publishing one large comprehensive text the three units are now available as separate smaller texts Computer Literacy for IC3 prepares students from the IC3 certification which ensures that students and professionals have all the core skills needed to work in today s technological environment

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