Computer Literacy

BASICS

A Comprehensive Guide to IC3

3E

Connie Morrison

Dolores Wells

SAM

IC3 INTERNET AND COMPUTING CORE CERTIFICATION GLOBAL STANDARD 3

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the central processing unit CPU which acts as the brain of the computer Here we explain the difference between hardware and software Students will be introduced to system software and application software learning how software enables hardware to perform useful tasks Students will learn about operating systems the essential software that manages all hardware and other software on a computer This chapter covers basic functions and navigation tips This chapter introduces the basic concepts of programming in a simple and engaging way Through fun activities students will develop logical thinking and problem solving skills We cover the use of common applications such as word processors and drawing programs Students will learn to create and save documents use basic editing tools and enjoy creating their own art digitally As students begin to explore the internet it s crucial to teach them how to stay safe online This chapter covers important tips on how to use the internet responsibly avoid sharing personal information and recognize potential online dangers Proper computer care and etiquette are essential skills Students will learn how to maintain their devices use computers responsibly and follow good practices to ensure a healthy and productive computing environment **Learning Word 2000** Suzanne Weixel,1999 Master 2000 s new themed page formats explore its much improved table editor allowing nesting tables floating tables where text wraps around a table and side by side tables Discover comment anchoring put comments right onto a document Find out about expanded networking capabilities e g have an auto e mail sent to you when someone makes changes to a document saved on a network **Peter Norton's Introduction to Computers Fifth Edition, Computing Fundamentals, Student Edition** McGraw-Hill Education,2002-10-07 Peter Norton s Introduction to Computers 5th Edition is a state of the art series that provides comprehensive coverage of computer concepts This series is new for the High School market It is generally geared toward Computer Science departments and students learning about computer systems for the first time Some of the topics covered are an Overview of computers input methods and out put devices processing data storage devices operating systems software networking Internet resources and graphics *Peter Norton's Computing Fundamentals* Peter Norton,2003 Peter Norton s Computing Fundamentals 5th Edition is a state of the art text that provides comprehensive coverage of computer concepts It is geared toward students learning about computer systems for the first time Some of the topics covered are an Overview of computers input methods and output devices processing data storage devices operating systems software networking Internet resources and graphics Bundle Computer Literacy Basics St Ambrose,2007-02-01

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