



# COMPUTER LITERACY for IC<sup>3</sup>

UNIT 1: Computing Fundamentals

Preston • Preston • Ferrett



# Computer Literacy For Ic3 Unit 1 Computing Fundamentals

**John Preston, Sally Preston, Robert  
Ferrett**



## **Computer Literacy For Ic3 Unit 1 Computing Fundamentals:**

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*Unit 2* Robert L. Ferrett, John Preston, Sally Preston, 2009-10-28 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 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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This book delves into Computer Literacy For Ic3 Unit 1 Computing Fundamentals. Computer Literacy For Ic3 Unit 1 Computing Fundamentals is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Computer Literacy For Ic3 Unit 1 Computing Fundamentals, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Computer Literacy For Ic3 Unit 1 Computing Fundamentals
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    - Chapter 3: Computer Literacy For Ic3 Unit 1 Computing Fundamentals in Everyday Life
    - Chapter 4: Computer Literacy For Ic3 Unit 1 Computing Fundamentals in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Computer Literacy For Ic3 Unit 1 Computing Fundamentals. This chapter will explore what Computer Literacy For Ic3 Unit 1 Computing Fundamentals is, why Computer Literacy For Ic3 Unit 1 Computing Fundamentals is vital, and how to effectively learn about Computer Literacy For Ic3 Unit 1 Computing Fundamentals.
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  6. In chapter 5, the author will draw a conclusion about Computer Literacy For Ic3 Unit 1 Computing Fundamentals. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Computer Literacy For Ic3 Unit 1 Computing Fundamentals.

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