COMPUTER LITERACY FOR IC3

UNIT 3: LIVING

COMPUTER LITERACY

UNIT 2: USING

COMPUTER LITERACY FOR IC3

UNIT 1: COMPUTING FUNDAMENTALS

Preston   Preston   Ferrett

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Michael Miller

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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 1 Computing Fundamentals and covers basic computer concepts including computer hardware computer software and using an operating system 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 Identifying Types of Computers 1 1 0 Identifying Computer Components and Their Functions 1 1 0 Maintain Computer Equipment 1 2 0 Identifying Software and Hardware Interaction and Types of Software Using an Operating System Using Windows Computer Literacy for IC3 prepares readers from the IC3 certification which ensures that students and professionals have all the core skills needed to work in today s technological environment **Computer Literacy for IC3 Unit 2** John Preston,Sally Preston,Robert Ferrett,2012-11-19 Written to provide all students with an opportunity to learn and demonstrate computer and Internet literacy Computer Literary 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 covers productivity software based on Microsoft Office 2010 including word processing spreadsheets presentation software and new for GS4 databases 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 M. Preston,Robert Ferrett,Sally Preston,2014-06-16 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literary for IC3 is written to align with a certification called Internet and Computing Core Certification IC3 This certification is for users who want to demonstrate the critical computer and Internet skills valued in today s academic and professional environments The Computer Literacy for IC3 text provides students with a broad understanding of the key components of computer literacy in order to prepare for the IC3 GS4 exam The latest editions are written to the Global Standard 4 GS4 the most current IC3 exam being offered This certification has 3

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