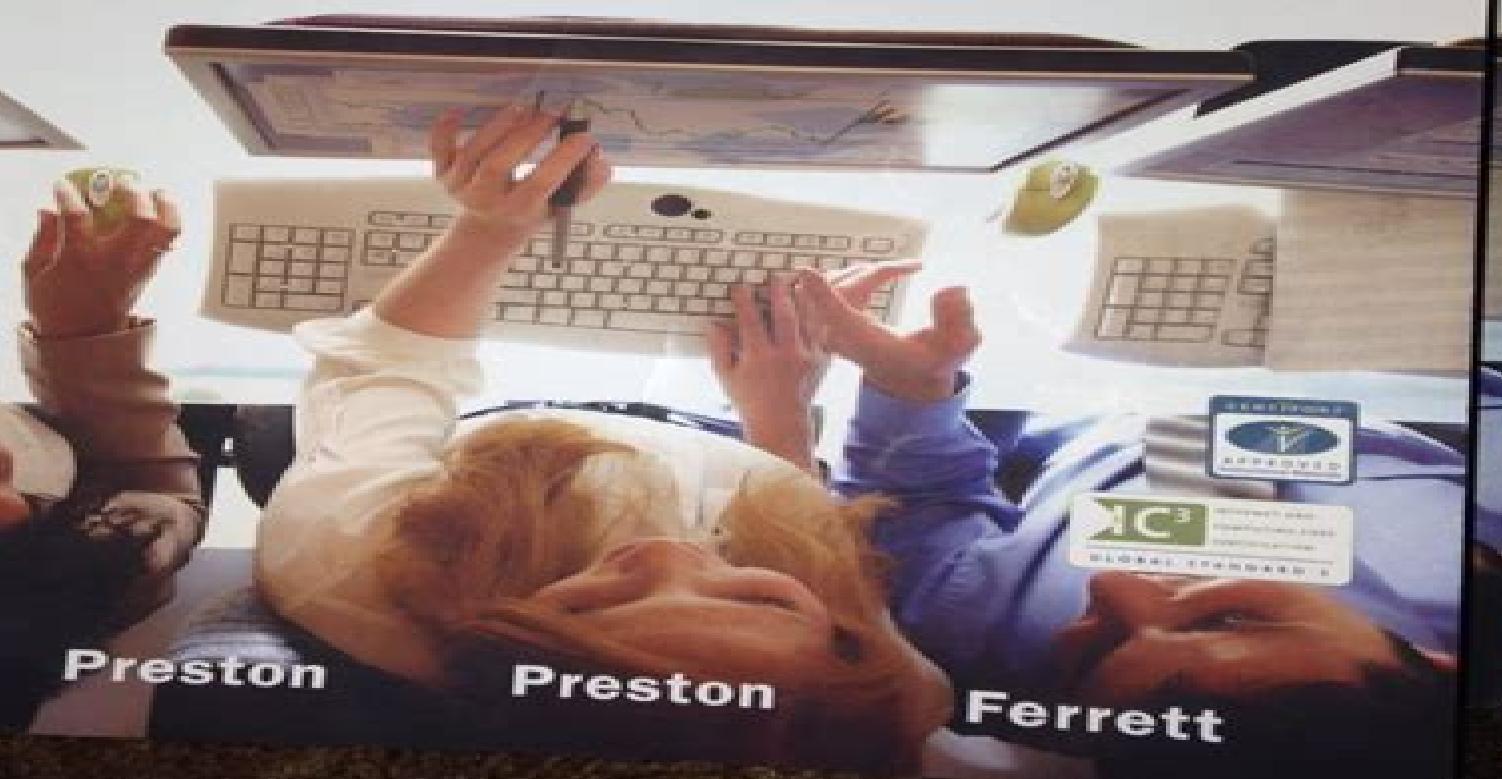


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UNIT 3: LIVING ONLINE



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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 for 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 Robert Ferrett, John Preston, Sally Preston, 2014-07-15 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy Computer Literacy 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 units Each of these units is available as a separate Computer Literacy for IC3 text Unit 1 Computing Fundamentals computer concepts Unit 2 Using Productivity Software Unit 3 Living Online the Internet Unit 2 Using Productivity Software Update to Office 2013 Windows 8 1 1 covers productivity software based on Microsoft Office 2013 and Windows 8 1 1 including word processing spreadsheets presentation software and databases

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components Computing Fundamentals Key Applications and Living Online It provides thorough instruction on the various uses of the computer important accessories networking principles and covers key applications such as word processing spreadsheets and presentation applications In addition Computer Literacy BASICS covers e mail and Internet principles such as managing e mail and contacts searching for a topic online and how computers affect every day life Strong end of chapter exercises and review material reinforce important topics covered in the lesson and allow students to demonstrate their knowledge of the material Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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