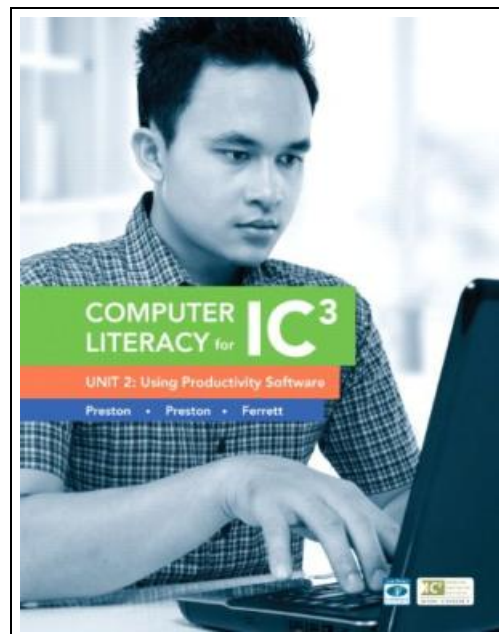# Computer Literacy for IC3 Unit 2: Using Productivity Software (2nd Edition) (Computers Are Your Future)

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Reviews

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Prentice Hall, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 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.

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