



COMPUTER LITERACY for IC³

UNIT 2: Using Open-Source
Productivity Software

Michael Miller



Computer Literacy For Ic3 Unit 2 Using Open Source Productivity Software

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Computer Literacy For Ic3 Unit 2 Using Open Source Productivity Software:

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MyITLab with Pearson EText -- Access Card -- for Computer Literacy for IC3 Michael Miller, Michael Miller, Edd, Atc, 2014-07-05 *Computer Literacy for IC3 Unit 2* John Preston, Robert Ferrett, Sally Preston, Professor of Philosophy John Preston, 2009 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 and covers productivity software based on Microsoft Office 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 Starting with Office Applications Creating a New Word Document and Inserting Graphics and Tables Format and Organize Paragraphs and Documents Formatting Informational Documents Work with Collaborative Tools Creating a Formatting a Worksheet Managing Money Using Formulas and Functions Giving Meaning to Data Using Charts Creating a Presentation Enhancing a Presentation Creating a Customized Database Retrieving Information from Your Database Computer Literacy for IC3 prepares students from the IC3 certification which ensures that students and professionals have

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Computer Literacy for Ic3 + Myitlab for Office 2010 Pearson Education Staff, 2013-08-02 0133540316
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Preston, Sally Preston, Robert Ferrett, Professor of Philosophy John Preston, 2009 Written to provide all readers 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 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 1 - Unit 3 and MyITLab Student Access Code Card for Office 2007 Package* John Preston, Sally Preston, Robert L. Ferrett, 2009-11-01 0138019177 9780138019174 Computer Literacy for IC3 Unit 1 Unit 3 and MyITLab Student Access Code Card for Office 2007 Package 1 e Package consists of 0135017092 9780135017098 Computer Literacy for IC3 Unit 1 013506497X 9780135064979 Computer Literacy for IC3 Unit 2 Using Productivity Software 0135064996 9780135064993 Computer Literacy for IC3 Unit 3 Living Online 013509383X 9780135093832 MyITLab Student Access Code Card for Office 2007 **Computer Literacy for IC3, Unit 1, 2 and 3 Package** John Preston, Sally Preston, Robert Ferrett, 2009-06 013612383X 9780136123835 Computer Literacy for IC3 UNITS 1 2 3 PKG Package consists of 0135017092 9780135017098 Computer Literacy for IC3 Unit 1 013506497X 9780135064979 Computer Literacy for IC3 Unit 2 Using Productivity 0135064996 9780135064993 Computer Literacy for IC3 Unit 3 Living Online *Computer Literacy for IC3* John M. Preston, 2012 **Computer Literacy Basics** Connie Morrison, Dolores Wells Pusins, 2013 Bring your computer literacy course back to the BASICS COMPUTER LITERACY BASICS A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills which maps to the newest Computing Core Certification IC3 standards Designed with new learners in mind this text covers Computing Fundamentals Key Applications and Living Online everything students need to pass the IC3 exam and finish the course as confident computer users **Practical Computer Literacy** June Jamrich Parsons, Dan Oja, 2010 This book provides a state of the art introduction to computer concepts and software applications

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