ListINcomputer~literacy~for~ic3~unit~2~using~open~source~productivity~software

John Preston,Sally Preston,Robert Ferrett,Professor of Philosophy John Preston

Computer Literacy for IC3 Michael Miller,2014-10-16 Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy. This title is also appropriate for courses in computer literacy teaching non-Microsoft productivity software such as Google or Open Office. 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 exam. 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 Open-Source Productivity Software Unit 3: Living Online (the Internet) Unit 2: Using Open-Source Productivity Software covers productivity software based on open-source productivity software, including word processing, spreadsheets, presentation software, and databases.

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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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Computing Fundamentals + Using Productivity Software Updated to Microsoft Office 2013 and Windows 8.1.1

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**Table of Contents
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unit~2~using~open~source~produ
ctivity~software**

1. Understanding the eBook
   ListINcomputer~literacy~for~ic3
   ~unit~2~using~open~source~p
   roductivity~software
   - The Rise of Digital Reading
     ListINcomputer~literacy~f
     or~ic3~unit~2~using~ope
     n~source~productivity~sof
     tware
   - Advantages of eBooks Over
     Traditional Books
2. Identifying
   ListINcomputer~literacy~for~ic3
   ~unit~2~using~open~source~p
   roductivity~software
   - Exploring Different Genres
   - Considering Fiction vs.
     Non-Fiction
   - Determining Your Reading
     Goals
3. Choosing the Right eBook
   Platform
   - Popular eBook Platforms
   - Features to Look for in an
     ListINcomputer~literacy~f
     or~ic3~unit~2~using~ope
     n~source~productivity~sof
     tware
   - User-Friendly Interface
4. Exploring eBook
   Recommendations from
   ListINcomputer~literacy~for~ic3
   ~unit~2~using~open~source~p
   roductivity~software
   - Personalized
     Recommendations
   - ListINcomputer~literacy~f
     or~ic3~unit~2~using~ope
     n~source~productivity~sof
     tware User Reviews and
     Ratings
   - ListINcomputer~literacy~f
     or~ic3~unit~2~using~ope
     n~source~productivity~sof
     tware and Bestseller Lists
5. Accessing
   ListINcomputer~literacy~for~ic3
   ~unit~2~using~open~source~p
   roductivity~software Free and
   Paid eBooks
   - ListINcomputer~literacy~f
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     n~source~productivity~sof
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