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Computer Literacy for IC3: Unit 2: Using Open-Source Productivity Software

By Miller, Michael

Prentice Hall, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 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 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 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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