



## ECDL 2000

By Paul Holden, Sharon Murphy, Brendan Munnely,

Paperback. Book Condition: New. Not Signed; Module 1: Basic Concepts of Information Technology (IT) This module provides an introduction to the basic physical make-up of a personal computer and an overview of some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based soft-ware applications in society, and the uses of information networks within computing. You will also gain a solid appreciation of how IT systems are found in everyday situations; how personal computers can affect health, and some of the security and legal issues associated with computers. Contains: \* Computer terms and concepts explained in plain English \* Screen images and illustrations to guide the student through the Microsoft Windows 95/98 and Microsoft Office 2000 applications \* How to information based upon practical examples of everyday tasks. \* Short cuts and insider tips drawn from real world experience of computer professionals \* Summary of critical information \* Easy to follow Exercises Everything you need to pass the European Computer Driving Licence module by module. book.



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