Computer Literacy for IC3 Unit 2: Using Productivity Software

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 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 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 all the core skills needed to work in today's technological environment.

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