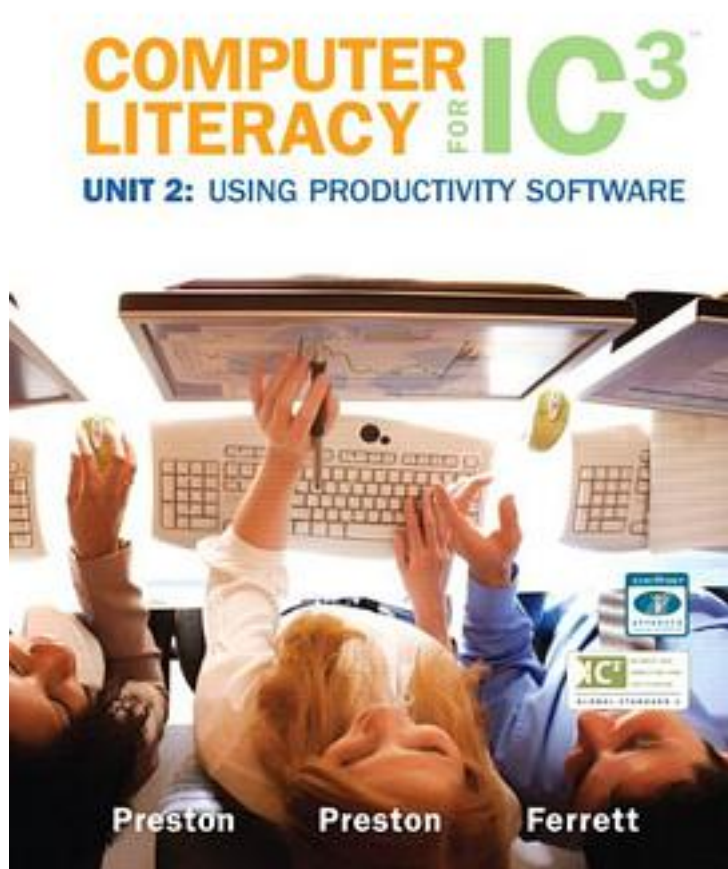# Computer Literacy for IC3 Unit 2

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著者:Ferrett, Robert/ Preston, John/ Preston, Sally

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For introductory courses in computer literacy. 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-Microsoft Office 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.

作者介绍:

目录:

Computer Literacy for IC3 Unit 2_下载链接1_

标签

评论

Computer Literacy for IC3 Unit 2_下载链接1_

书评

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