

Computer Literacy

BASICS

4E

A Comprehensive Guide to IC³

Connie Morrison
Dolores Wells



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Computer Literacy Basics A Comprehensive Guide To Ic3 4th Edition

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All in One Guide to Computer Literacy Sue Wong, CCI Learning

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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 **Computer**

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