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## Computer Literacy for IC3, Unit 2: Using Productivity Software, Update to Office 2013 & Windows 8.1.1 (2nd Edition)

By Ferrett, Robert; Preston, John; Preston, Sally

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 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 GS4 exam. The latest editions are written to the Global Standard 4 (GS4), the most current IC3 exam being offered. 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 Productivity Software\*Unit 3: Living Online (the Internet) Unit 2: Using Productivity Software, Update to Office 2013 & Windows 8.1.1 covers productivity software based on Microsoft(R) Office 2013 and Windows 8.1.1, including word processing, spreadsheets, presentation software, and databases.



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