



# Computer Literacy BASICS

By Connie Morrison, Dolores Wells

[Download now](#)

[Read Online](#) 

**Computer Literacy BASICS** By Connie Morrison, Dolores Wells

Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online - everything students need to pass the IC3 exam, and finish the course as confident computer users.

 [Download Computer Literacy BASICS ...pdf](#)

 [Read Online Computer Literacy BASICS ...pdf](#)

# Computer Literacy BASICS

*By Connie Morrison, Dolores Wells*

## Computer Literacy BASICS By Connie Morrison, Dolores Wells

Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online - everything students need to pass the IC3 exam, and finish the course as confident computer users.

## Computer Literacy BASICS By Connie Morrison, Dolores Wells Bibliography

- Sales Rank: #114910 in Books
- Brand: Brand: Cengage Learning
- Published on: 2012-03-30
- Original language: English
- Number of items: 1
- Dimensions: 1.60" h x 8.70" w x 11.00" l, 4.70 pounds
- Binding: Hardcover
- 912 pages

 [Download Computer Literacy BASICS ...pdf](#)

 [Read Online Computer Literacy BASICS ...pdf](#)

## **Download and Read Free Online Computer Literacy BASICS By Connie Morrison, Dolores Wells**

---

### **Editorial Review**

#### **Review**

MODULE 1: COMPUTING FUNDAMENTALS. Lesson 1: Computers and Computer Systems. Lesson 2: Input, Output and Processing. Lesson 3: Computer Protection. Lesson 4: Computer Maintenance. Lesson 5: Computer-Related Issues. Lesson 6: Software and Hardware Interaction. Lesson 7: Software Fundamentals. Lesson 8: Operating Systems. Lesson 9: Windows Management. Lesson 10: Operating System Customization. Module 1 Review. MODULE 2: KEY APPLICATIONS. Lesson 11: Exploring Microsoft Office 2010. Lesson 12: Getting Started with Word Essentials. Lesson 13: Editing and Formatting Documents. Lesson 14: Sharing Documents. Lesson 15: Working with Tables. Lesson 16: Using Templates, Styles, and Building Blocks. Lesson 17: Enhancing Documents. Lesson 18: Getting Started with Excel Essentials. Lesson 19: Organizing and Enhancing Worksheets. Lesson 20: Creating Formulas and Charting Data. Lesson 21: Getting Started with PowerPoint Essentials. Lesson 22: Enhancing Presentations with Multimedia Effects. Lesson 23: Getting Started with Access Essentials. Lesson 24: Managing and Reporting Database Information. Module 2 Review. MODULE 3: LIVING ONLINE. Lesson 25: Networks Fundamentals. Lesson 26: Communication Services. Lesson 27: Communications and Collaboration. Lesson 28: Using the Internet and the World Wide Web. Lesson 29: Web Content. Lesson 30: Technology and Society. Lesson 31: Security, Privacy, and Ethics Online. Module 3 Review. Appendix (IC3 Grid). Glossary. Index.

#### **About the Author**

Connie Morrison has over 30 years of combined experience in education and educational publishing. She has taught students at all grade levels from elementary through college, and she has trained employees in industry. Connie currently works as an education consultant for Encore Training, Inc., providing staff development and training for educators.

Dr. Dolores J. Wells has taught business and computer science at Hillsborough Community College in Tampa for 29 years. She teaches a variety of distance learning courses, participates on several committees assisting with the creation of new AS degrees for Florida community colleges, and has created numerous e-packs and authored or contributed to several textbooks, including Discovering Computers. More recently, she has authored three editions of Shelly Cashman Series' Dreamweaver books. Dr. Wells also created the first WebCT e-packs for the Shelly Cashman Series.

### **Users Review**

#### **From reader reviews:**

##### **Jeraldine Thurman:**

Do you one among people who can't read gratifying if the sentence chained from the straightway, hold on guys this specific aren't like that. This Computer Literacy BASICS book is readable by means of you who hate those straight word style. You will find the details here are arrange for enjoyable examining experience without leaving perhaps decrease the knowledge that want to offer to you. The writer regarding Computer Literacy BASICS content conveys objective easily to understand by many people. The printed and e-book are not different in the content material but it just different by means of it. So , do you continue to thinking Computer Literacy BASICS is not loveable to be your top collection reading book?

**Shawna Vaughn:**

Information is provisions for anyone to get better life, information these days can get by anyone with everywhere. The information can be a information or any news even an issue. What people must be consider while those information which is inside former life are challenging to be find than now is taking seriously which one is appropriate to believe or which one the resource are convinced. If you find the unstable resource then you have it as your main information it will have huge disadvantage for you. All those possibilities will not happen in you if you take Computer Literacy BASICS as the daily resource information.

**Michael Ramsey:**

The e-book untitled Computer Literacy BASICS is the book that recommended to you to learn. You can see the quality of the guide content that will be shown to you. The language that author use to explained their way of doing something is easily to understand. The article writer was did a lot of research when write the book, and so the information that they share for your requirements is absolutely accurate. You also could get the e-book of Computer Literacy BASICS from the publisher to make you a lot more enjoy free time.

**Edward Davidson:**

Reading a book for being new life style in this yr; every people loves to study a book. When you go through a book you can get a lots of benefit. When you read books, you can improve your knowledge, mainly because book has a lot of information onto it. The information that you will get depend on what kinds of book that you have read. If you wish to get information about your analysis, you can read education books, but if you want to entertain yourself you can read a fiction books, this kind of us novel, comics, along with soon. The Computer Literacy BASICS provide you with a new experience in reading through a book.

**Download and Read Online Computer Literacy BASICS By Connie Morrison, Dolores Wells #0L6RXVJFECU**

# **Read Computer Literacy BASICS By Connie Morrison, Dolores Wells for online ebook**

Computer Literacy BASICS By Connie Morrison, Dolores Wells Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Computer Literacy BASICS By Connie Morrison, Dolores Wells books to read online.

## **Online Computer Literacy BASICS By Connie Morrison, Dolores Wells ebook PDF download**

**Computer Literacy BASICS By Connie Morrison, Dolores Wells Doc**

**Computer Literacy BASICS By Connie Morrison, Dolores Wells Mobipocket**

**Computer Literacy BASICS By Connie Morrison, Dolores Wells EPub**

**0L6RXVJFECU: Computer Literacy BASICS By Connie Morrison, Dolores Wells**