



Practical Computer Literacy: Internet and Core Computing Certification (Available Titles Skills Assessment Manager (SAM) - Office 2010)

June Jamrich Parsons, Dan Oja

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PRACTICAL COMPUTER LITERACY, Second Edition, provides clear, comprehensive instruction on the basics of computer literacy. This convenient, reader-friendly text integrates computer concepts, Microsoft Office 2007 applications, and Internet essentials within a streamlined package that meets the latest IC3 and other computer literacy exam standards. Concise lessons within each chapter, usually one page in length, are presented in an appealing Frequently Asked Questions format and include full-color screenshots or diagrams. Additionally, the textbook comes with a robust BookOnCD, which is a digital version of the textbook that "brings the book to life" with videos, animated diagrams, software tours and provides assessment opportunities via WebTrack technology.

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