Computer Literacy for IC3, Unit 2: Using Productivity Software, Update to Office 2013 & Windows 8.1.1

Robert Ferrett, John Preston, Sally Preston

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Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy

Computer Literary 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® Office 2013 and Windows 8.1.1, including word processing, spreadsheets, presentation software, and databases.

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