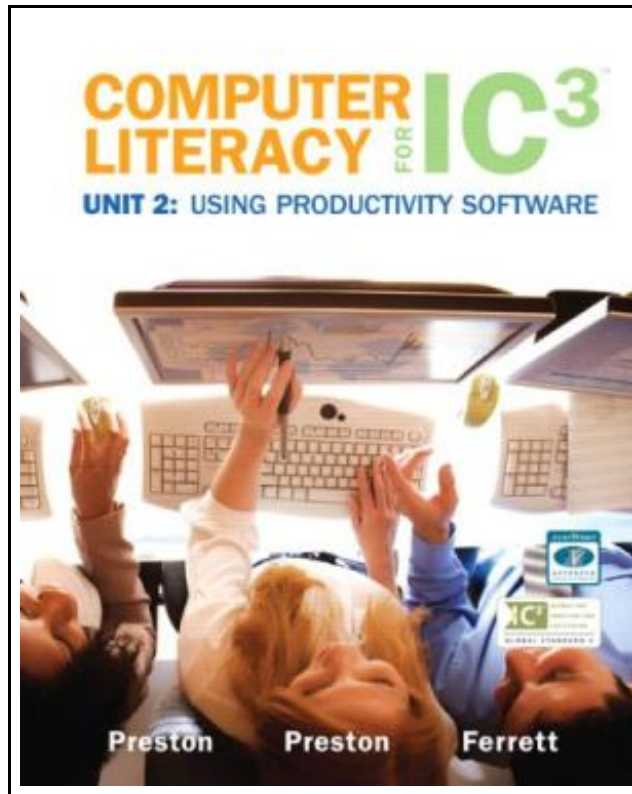


Computer Literacy for IC3 Unit 2: Using Productivity Software



Filesize: 3.02 MB

Reviews

*A superior quality ebook and also the font employed was fascinating to learn. It is rally exciting through reading time. I am effortlessly could get a pleasure of reading a created ebook.
(Geovanny Gerlach)*

COMPUTER LITERACY FOR IC3 UNIT 2: USING PRODUCTIVITY SOFTWARE



Prentice Hall, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: IC3-2009 Unit 2-Using Productivity SoftwareOutline Chapter 1-Starting with Office Applications Lesson 1: Start an Application and Identify Common On-Screen Elements Lesson 2: Open and Save a File, and Close Applications Lesson 3: Navigate a Document and Insert, Select, and Edit Text Lesson 4: Use Buttons and Dialog Boxes Lesson 5: Check Spelling and Grammar Lesson 6: Select and Format Text Lesson 7: Copy, Paste, Cut and Move Text Lesson 8: Use Galleries, Contextual Tabs, and the Quick Access Toolbar Lesson 9: Print Documents Lesson 10: Use Help Chapter 2: Creating a New Word Document and Inserting Graphics and Tables Lesson 1: Create a Document Lesson 2: Create and Modify a Bulleted List Lesson 3: Format, Align and Indent Text Lesson 4: Create a Title with WordArt Lesson 5: Insert and Modify Clip Art Lesson 6: Insert and Modify Pictures Lesson 7: Insert Tables Lesson 8: Format Tables Lesson 9 Insert a Header or Footer in a Document Lesson 10: Create a Document from a Template Chapter 3: Format and Organize Paragraphs and Documents Lesson 1: Import and Modify Text Lesson 2: Create, Apply, and Modify Styles Lesson 3: Use Language Tools Lesson 4: Create Footnotes Lesson 5: Manage Citations Lesson 6: Prepare Document for Printing Chapter 4: Formatting Informational Documents Lesson 1: Insert Data from Another Document Lesson 2: Format a Multi-Column Document Lesson 3: Save a Document as a Template Lesson 4: Insert Data from Excel Lesson 5: Create a Tabbed List Lesson 6: Use the Format Painter Lesson 7: Save a Document as a PDF File Lesson 8: Save a File as a Web Page Chapter 5: Work with Collaborative Tools Lesson 1: Insert Comments into a Document Lesson 2: Track...



[Read Computer Literacy for IC3 Unit 2: Using Productivity Software Online](#)

[Download PDF Computer Literacy for IC3 Unit 2: Using Productivity Software](#)

See Also



Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How...

[Save Document »](#)



The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: You can now maximize and integrate the design and development power of Adobe Creative Suite 6 with WEB...

[Save Document »](#)



Star Flights Bedtime Spaceship: Journey Through Space While Drifting Off to Sleep

CreateSpace Independent Publishing Platform, 2013. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: "Star Flights Bedtime Spaceship" is a charming and fun story with the purpose to help children...

[Save Document »](#)



Maisy's Christmas Tree

Candlewick, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The final scene of the gang caroling around the tree, complete with paper crowns from British Christmas crackers, is...

[Save Document »](#)



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Save Document »](#)

**Cloudy With a Chance of Meatballs**

Atheneum Books for Young Readers, 1982. Paperback. Book Condition: New. No Jacket. New paperback print book copy of Cloudy with a Chance of Meatballs written by Judi Barrett. Drawn by Ron Barrett. New York: Athenium

[Download Book »](#)

**Read Write Inc. Phonics: Blue Set 6 Storybook 3 Hairy Fairy (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 210 x 148 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read

[Download Book »](#)

**DK Readers Beastly Tales Level 3 Reading Alone**

DK CHILDREN. Paperback. Book Condition: New. Paperback. 48 pages. Dimensions: 8.8in. x 5.8in. x 0.2in. This Level 3 book is perfect for children who can read alone. Do these monsters really exist Read these amazing true

[Download Book »](#)

**Under the ninth-grade language - PEP - Online Classroom**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 197 Publisher: Dragon Book Pub. Date :2009-9-1. Contents: Love in the first

[Download Book »](#)

**Read Write Inc. Phonics: Grey Set 7 Non-Fiction 2 a Flight to New York (Paperback)**

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 213 x 98 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books

[Download Book »](#)