Computer Literacy for IC3: Unit 2: Using Open-Source Productivity Software

Michael Miller

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Written to provide all readers with an opportunity to learn and demonstrate computer and Internet literacy. This title is also appropriate for courses in computer literacy teaching non-Microsoft productivity software such as Google or Open Office.

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 exam.

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 Open-Source Productivity Software***
- *Unit 3: Living Online (the Internet)*

Unit 2: Using Open-Source Productivity Software covers productivity software based on open-source productivity software, including word processing, spreadsheets, presentation software, and databases.

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