



Computing Fundamentals: IC3 Edition

By Faithe Wempen

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Kick start your journey into computing and prepare for your IC3 certification

With this essential course book you'll be sending e-mails, surfing the web and understanding the basics of computing in no time. Written by Faithe Wempen, a Microsoft Office Master Instructor and author of more than 120 books, this complete guide to the basics has been tailored to provide comprehensive instruction on the full range of entry-level computing skills. It is a must for students looking to move into almost any profession, as entry-level computing courses have become a compulsory requirement in the modern world.

This great resource brings readers up to speed on computing basics, and helps them achieve competency on a computer quickly and easily. The book covers everything from computer hardware and software to the underlying functionality of a computer, and helps readers gain the skills and knowledge they need to move forward in their careers, or to successfully prepare for the IC3 Exam.

- Learn about computer hardware, software and other basic functions
- Get a full introduction to Windows and Microsoft Office
- Create polished documents and presentations in Microsoft Excel, PowerPoint and Word 2010
- Gain an understanding of web basics, connectivity, security and privacy

Written especially for students and those interested in learning more about computing, the book includes bonus questions, PowerPoint slides and bonus tasks to help put new skills into practice immediately.

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Editorial Review

From the Back Cover

Master Basic Computing Skills and Prepare for the IC3 Exams

Computing Fundamentals provides students with the basic computing knowledge and skills needed to get the most from their educational endeavors, regardless of field of study. Written by Microsoft Office Master Instructor Faithe Wempen, this detailed resource helps you develop a strong understanding of how computers work and how they affect our society. In addition to helping you master essential computing tasks such as working with operating systems, productivity applications, and the Internet, this book also provides you with all the knowledge you need for success on the IC3 exams.

- Learn the types of computer hardware and how they work together
- Understand operating systems and application software
- Get a complete introduction to Windows® 7, including customizing and troubleshooting
- Master basic skills in Microsoft® Office applications, including Word, PowerPoint®, Excel®, and Access®
- Understand the essential technologies behind networking, the Internet, and the web
- Learn how to protect your online privacy and security
- Explore legal, ethical, and health issues of computing

Each chapter includes a summary, list of key terms, and sample questions to help you master the content and prepare for the IC3 exams.

About the Author

Faithe Wempen, M.A., is a Microsoft Office Master Instructor and A+ certified computer technician, and the author of more than 120 books on computer hardware and software. An adjunct instructor of Computer Information Technology at Purdue University, she has also written and taught online technology courses that have educated over a quarter of a million students for corporate clients including Hewlett-Packard, CNET, and Sony.

Users Review

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Marvin Murphy:

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Patricia Hooper:

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