



## Internet Core and Computing IC3 Certification Global Standard 3 Study Guide (Mixed media product)

By Ron Gilster

McGraw-Hill Education - Europe, United States, 2009. Mixed media product. Book Condition: New. Study Guide. 229 x 185 mm. Language: English . Brand New Book. The best fully integrated study system availableCOVERS GLOBAL STANDARD 3 With hundreds of practice questions and hands-on exercises, IC3 Certification Study Guide covers what you need to know--and shows you how to prepare--for the Internet and Computing Core Certification exams. 100 complete coverage of every official objective for all three IC3 exams Exam Readiness checklist at the beginning of each exam--you re ready for the exam when all objectives on the list are checked off Exam Watch notes call attention to important exam information and potential pitfalls Two-Minute Drills for quick review at the end of every chapter Simulated exam questions match the format, tone, topics, and difficulty of the real exam Covers all the exam topics, including: Computer Hardware and Peripherals Internal Hardware Systems Power and Environmental Protection Maintaining and Troubleshooting Computer Systems Computer Software Operations Application Software Special Purpose Software Operating System Fundamentals User Interfaces Working with Common Application Workspace Features Common Application Program Features and Functions Word Processing Workspace Features Formatting and Reviewing Documents Basic Spreadsheet Functions Manipulating Data in a Spreadsheet...



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