

1. Record Nr.	UNINA9910463518103321
Autore	Wempen Faithe
Titolo	Digital literacy for dummies / / by Faithe Wempen
Pubbl/distr/stampa	Hoboken, New Jersey : , : John Wiley & Sons, Inc., , 2015 ©2015
ISBN	1-118-96307-5
Descrizione fisica	1 online resource (460 p.)
Collana	For Dummies
Disciplina	600
Soggetti	Computer literacy Internet literacy Information literacy Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"Making Everything Easier!"--Cover. Includes index.
Nota di contenuto	Part 1. Computer basics. It's a digital world ; Buying and setting up a computer ; Understanding operating systems ; Window 8.1 basics -- Part 2. The online experience. Understanding internet basics ; Working with the web ; Sending and receiving email ; Clouds and online communication -- Part 3. Producing programs. Understanding applications ; Creating personal documents with Microsoft Word ; Managing and calculating data with Microsoft Excel ; Creating presentations with Microsoft PowerPoint ; Storing and retrieving data with Microsoft Access -- Part 4. Digital security and privacy. Protecting your computer and data from harm ; Safeguarding your privacy -- Part 5. Mobility and multimedia. Expanding computing to other devices ; Digital cameras and photography ; Working with music and video -- Part 5. The part of tens. Ten computer problems (and how to solve them) ; Ten tips for working with Windows 8.1 -- Appendix. Making a living in digital technology.
Sommario/riassunto	Develop and implement essential computer technology-with confidence. Do you want to develop an understanding of technology to enhance your education, career, or personal life, but feel inhibited by your digital literacy? Fear not! Written in plain English and absent of

undecipherable high-tech jargon, Digital Literacy For Dummies makes it easy to get a grip on computer basics, the Internet, the Cloud, browsing the web, productivity programs and applications for school and the workplace, computer security and privacy, the latest in digital lifestyle topics, and so much more. Walks you through the

---