



Digital Literacy For Dummies

By Faithe Wempen



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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 basics of developing essential computer technology skills
- Shows you how to gain the digital literacy skills required to succeed in education, at home, and in the workforce
- Explains how the use of smartphones and digital cameras contribute to digital literacy

With the introduction of 3G and 4G services in emerging countries like India, worldwide Internet usage is increasing exponentially. With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve. Packed with easy-to-follow explanations and seasoned with a bit of humor and fun, *Digital Literacy For Dummies* makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work.

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Editorial Review

From the Back Cover

Learn to:

- Enhance your work and personal life with technology
- Use a computer, smart phone, or digital camera
- Browse the web and understand the cloud
- Become a digital citizen

It's a digital world—don't let it pass you by!

Do you wish you knew more about the latest technologies that everyone else seems to be enjoying, but aren't sure where to start? Written in plain English for beginners just like you, this friendly guide makes it easy to get a grip on computer basics, the Internet, the latest in digital lifestyle services and devices, and so much more.

- Begin at the beginning — get the lowdown on different types of computers and how they connect, the components that make up a computer system, and how operating systems generally work
- Get up and running — find out how easy it is to get connected to the Internet, search for what you need on the Web, send and receive email, and work with the cloud
- How suite it is — discover easy-to-follow instructions for working with the four essential applications in the Microsoft® Office 2013 suite: Word, Excel®, PowerPoint®, and Access®
- Safety first — get trusted, expert guidance on protecting your computer and data from harm—and safeguarding your privacy
- Kick it up a notch — take your newly-acquired skills to the next level and try your hand at tablets, smartphones, and digital TVs, cameras, and photography

Open the book and find:

- How software can make everyday tasks easier and more fun
- Guidance on choosing a computer that's best for your needs
- How to set up a new computer and get online
- Word processing, spreadsheet, and database basics
- The latest features of Windows® 8.1
- Everything you need to know about online communications
- How to play music and movies on your computer

About the Author

Faithe Wempen is an adjunct instructor at Indiana University Purdue University at Indianapolis (IUPUI). She is the author of over 150 books on computer hardware and software, and an online technology courseware developer whose courses have educated over a quarter of a million people.

Users Review

From reader reviews:

Carol Johnson:

Book is to be different for each and every grade. Book for children till adult are different content. As you may know that book is very important usually. The book Digital Literacy For Dummies had been making you to know about other knowledge and of course you can take more information. It is quite advantages for you. The e-book Digital Literacy For Dummies is not only giving you far more new information but also being your friend when you experience bored. You can spend your own spend time to read your publication. Try to make relationship together with the book Digital Literacy For Dummies. You never experience lose out for everything should you read some books.

Nancy Kline:

Reading a book tends to be new life style on this era globalization. With examining you can get a lot of information that may give you benefit in your life. Together with book everyone in this world can share their idea. Textbooks can also inspire a lot of people. A lot of author can inspire their reader with their story as well as their experience. Not only the storyplot that share in the books. But also they write about advantage about something that you need illustration. How to get the good score toefl, or how to teach your sons or daughters, there are many kinds of book that you can get now. The authors in this world always try to improve their skill in writing, they also doing some study before they write for their book. One of them is this Digital Literacy For Dummies.

Elizabeth Brown:

Spent a free time for you to be fun activity to do! A lot of people spent their down time with their family, or their particular friends. Usually they undertaking activity like watching television, likely to beach, or picnic in the park. They actually doing same every week. Do you feel it? Do you wish to something different to fill your free time/ holiday? Could possibly be reading a book might be option to fill your free time/ holiday. The first thing that you ask may be what kinds of reserve that you should read. If you want to attempt look for book, may be the guide untitled Digital Literacy For Dummies can be very good book to read. May be it may be best activity to you.

Barbara Guevara:

Reading a book make you to get more knowledge from that. You can take knowledge and information from your book. Book is prepared or printed or outlined from each source in which filled update of news. With this modern era like currently, many ways to get information are available for you actually. From media social just like newspaper, magazines, science e-book, encyclopedia, reference book, book and comic. You can add your understanding by that book. Isn't it time to spend your spare time to spread out your book? Or just trying to find the Digital Literacy For Dummies when you essential it?

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