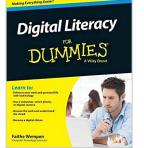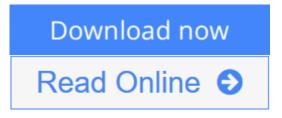# Digital Literacy For Dummies

By Faithe Wempen

Digital Literacy For Dummies By Faithe Wempen

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:

Judith Lea:

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A lot of people always spent their very own free time to vacation as well as go to the outside with them household or their friend. Were you aware? Many a lot of people spent they will free time just watching TV, as well as playing video games all day long. If you would like try to find a new activity that's look different you can read a new book. It is really fun for yourself. If you enjoy the book which you read you can spent 24 hours a day to reading a book. The book Digital Literacy For Dummies it is quite good to read. There are a lot of people that recommended this book. These people were enjoying reading this book. When you did not have enough space bringing this book you can buy typically the e-book. You can m0ore effortlessly to read this book from the smart phone. The price is not very costly but this book possesses high quality.

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