

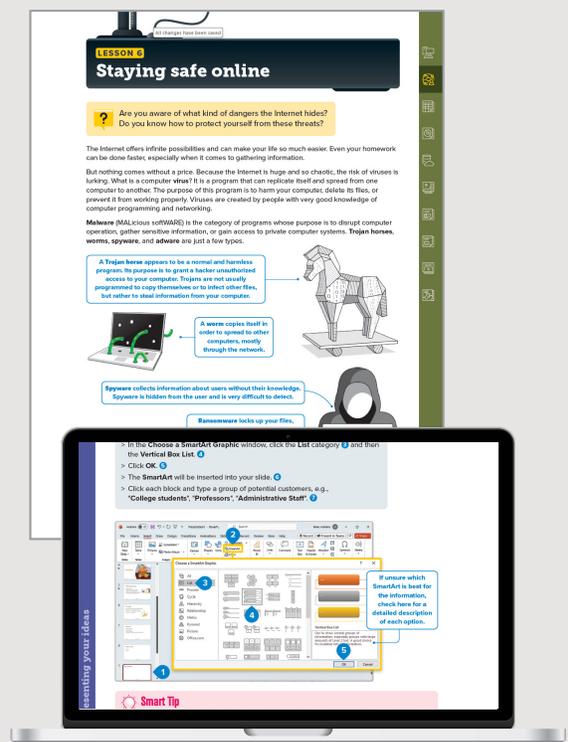
## Build Digital Confidence and Future-Ready Skills

This program guides students through essential computer concepts and practical computer applications used in school, careers, and daily life. Beginning with how computers work and progressing into productivity tools, data organization, and digital communication, students build confidence using technology purposefully and responsibly.

Emphasis is placed on evaluating online information, managing digital files, and communicating ideas clearly using a variety of digital formats. Through structured lessons and hands-on projects, learners explore cloud collaboration and multimedia before using Microsoft Office applications to learn document creation, spreadsheet use, and presentation development.

## Key Features

- **Skill Building:** Students develop computing fundamentals, file management, online research skills, and productivity workflows. They create documents, spreadsheets, charts, and presentations while learning responsible technology use and digital citizenship.
- **Active Learning:** Learners apply skills through hands-on projects that encourage creativity, collaboration, and critical thinking using real-world digital tools and scenarios.
- **Bringing Technology to Life:** Lessons connect technology to everyday tasks and academic applications, helping students understand how digital skills support communication, organization, and problem-solving.
- **Commitment to Pedagogy:** The course follows a structured, scaffolded approach that builds skills progressively, reinforcing concepts through practice and increasing complexity over time.
- **Emerging Technology Awareness:** Students are introduced to concepts such as cloud-based tools and generative AI, with an emphasis on ethical, safe, and purposeful use.



# Introduction to Digital Skills and Computer Applications

Print | Digital | Mobile

## Table of Contents

- Chapter 1: Learning the Basics (Windows, etc.)
- Chapter 2: Getting Online (Multiple Apps)
- Chapter 3: Exploring Cloud Tools (Google Forms, Sheets, Drive)
- Chapter 4: Working with Numbers (Excel)
- Chapter 5: Collecting Information (Excel)
- Chapter 6: Advanced Imaging (GIMP)
- Chapter 7: Creating a Document (Word)
- Chapter 8: Designing a Document (Word)
- Chapter 9: Presenting Your Ideas (PowerPoint)
- Chapter 10: Documents for a Purpose (Microsoft Office, Canva)

## Dynamic Online Resources

- **SmartBook**® delivers personalized, adaptive learning tailored to student progress
- Short **videos** show how to do specific digital tasks
- Various **assessment** types support learning objectives
- Extensive **soft skills** activities and an exploratory **Career Center** helps students become future-ready
- An **interactive eBook** with powerful study tools along with a mobile app helps with studying on the go

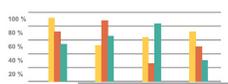
Student Edition ISBN: 9781265095666  
Teacher Edition ISBN: 9781266090554

Available in print and 1- to 8-year digital and bundle subscriptions

**Common types of infographics**

When you start creating infographics, you will find that certain types of infographics are particularly good at conveying certain types of data or information. Each type of infographic has a different purpose and is used to showcase different types of data or information.

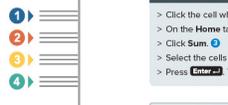
**Single chart**  
It is an infographic that visualizes data about a topic. It is most suitable for e-learning courses for data presentation and data visualization.



**Mixed chart**  
It contains a variety of represent data, many statistics, communicate to



**Informational/list**  
It consists mainly of text that lists information about a particular topic. It is most appropriate when you want to list several items.

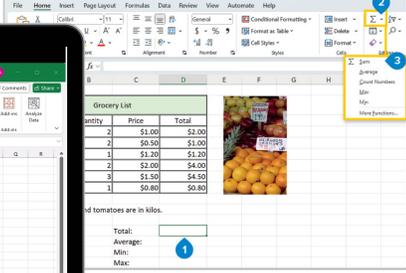


**Timeline**  
It displays events

**Sum**  
Sum gives you the total of a range of cells. To calculate the total of a wide range of cells, use this function instead of adding them one by one.

To calculate the sum:

- > Click the cell where you want to display the sum, e.g., **D13**.
- > On the **Home** tab, in the **Editing** group, click the small arrow next to **Σ**.
- > Click **Sum**.
- > Select the cells that you want to add, e.g., **D4 to D9**.
- > Press **Enter**. The result of the calculation will be in cell **D13**.



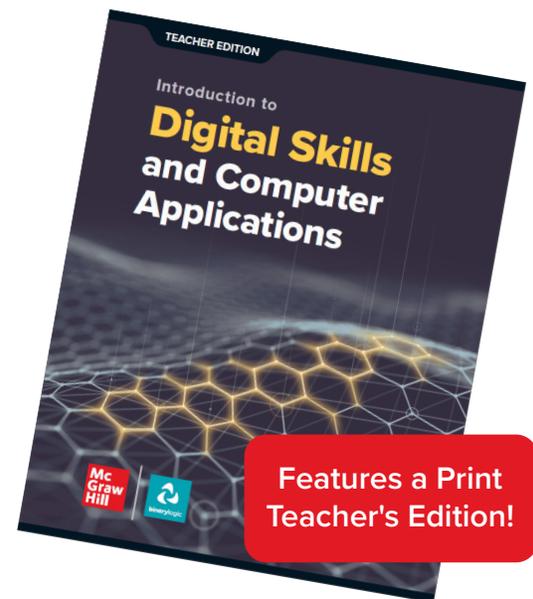
Quantity	Price	Total
2	\$1.00	\$2.00
2	\$0.50	\$1.00
1	\$1.20	\$1.20
2	\$2.00	\$4.00
3	\$1.50	\$4.50
1	\$0.80	\$0.80

tomatoes are in kilos.

Total:  
Average:  
Min:  
Max:

Once you have learned the **Sum** function, try to calculate the Sum of different cells in different worksheets or workbooks.

When you are using the functions or the values, you can type them. For example, if you want to calculate the sum of the cells above, you can type **=SUM(D4:D9)** and press **Enter**. For the same thing, replace **SUM** with **AVERAGE**, **MIN**, or **MAX**. It's very useful when you want to use complex functions.



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