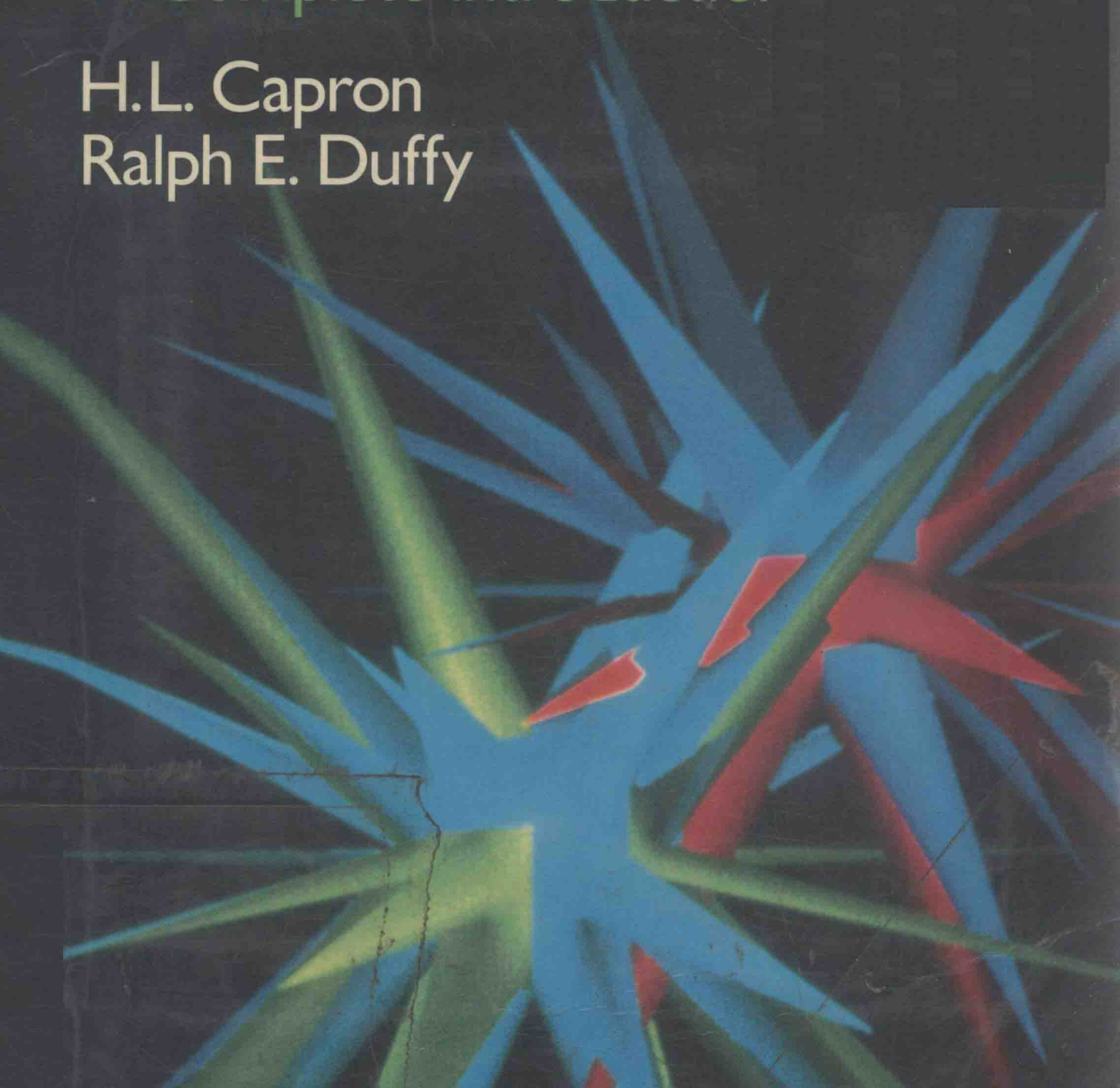


Using Microcomputers

Educational Versions
of dBASE III PLUS™ and
WordPerfect® Enclosed

A Complete Introduction

H.L. Capron
Ralph E. Duffy



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江苏工业学院图书馆
藏书章



The Benjamin/Cummings Publishing Company, Inc.
Redwood City, California • Fort Collins, Colorado
Menlo Park, California • Reading, Massachusetts • New York
Don Mills, Ontario • Wokingham, U.K. • Amsterdam • Bonn
Sydney • Singapore • Tokyo • Madrid • San Juan

Editorial Director: Sally D. Elliott
Sponsoring Editor: David B. Jackson
Developmental Editor: Margy Kuntz
Production Supervisor: Laura Kenney
Production Editor: Judith Hibbard
Text Design: Seventeenth Street Studios
Cover Design: Victoria Philp
Cover Illustration: Computer graphic created by Melvin L. Prueitt, © Los Alamos National Laboratory
Photo Researcher: Sarah Bendersky
Photo Editor: Wendy Earl
Copy Editor: Toni Murray
Illustrator: George Samuelson
Composition and Technical Art: Graphic Typesetting Service

Production and manufacturing management by The Compag Company, San Francisco

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Library of Congress Cataloging-in-Publication Data

Capron, H. L.

Using microcomputers: a complete introduction / H.L. Capron,

Ralph E. Duffy.

p. cm.

Includes index.

ISBN 0-8053-0461-4

I. Microcomputers. II. Duffy, Ralph E. III. Title.

QA76.5.C364 1989

004—dc19

88-38531

CIP

Software version: ISBN 0-8053-0461-4

Non-software version: ISBN 0-8053-0466-5

ABCDEFGHIJ-VH-8932109

The Benjamin/Cummings Publishing Company, Inc.
390 Bridge Parkway
Redwood City, California 94065

For Jamison and Jason
HLC

For Mary Jo Cashman, Bill Wills, and Muhammad Husami
RED

Why Adopt This Book?

Using Microcomputers: A Complete Introduction offers both a general and a hands-on introduction to microcomputers in a manner that students can readily follow and will even enjoy. The broad-based coverage of principal microcomputer concepts gives students a solid background in hardware, software, and computer issues. The hands-on applications chapters, which cover three market-leading commercial software packages, let students apply microcomputer techniques and keystrokes as they read. As an instructor you will find this text useful for both beginning students and those with some computer knowledge. Moreover, this text has all the elements you have been asking for, including accompanying software and a complete supplements package.

A Complete Introduction

Using Microcomputers: A Complete Introduction covers all the topics needed for an introductory course in microcomputers. In addition, we have specific, hands-on instruction in four major areas: word processing, spreadsheets, database management systems, and business graphics. Other features of this text include a friendly writing style, up-to-date coverage, a colorful art and photo program, and extensive student learning aids.

The book is divided into three parts. Part I, "Microcomputer Orientation," begins with a discussion about computers in today's society to provide students with a context for the use of software. The book then outlines the major hardware and software components of a microcomputer system. Part II, "Hands-On Applications Packages," provides thorough, hands-on coverage of four primary microcomputer applications—word processing, spreadsheets, database management, and graphics—using software that a majority of schools have elected to teach: WordPerfect, Lotus 1-2-3, and dBASE III PLUS. This section includes both introductory and advanced topics. These chapters are the heart of



the book, giving students practical knowledge they can use in and out of the classroom. Part III, "Beyond the Basic Applications," includes chapters on data communications, desktop publishing, advanced microcomputer applications, and microcomputer trends. The text ends with four appendixes: a quick reference to directories and subdirectories, a brief explanation of the use of Lotus 1-2-3 as a database, a preview of dBASE IV, and an overview of IBM's new PS/2 and OS/2.

Our purpose has been to construct as *flexible* a textbook as possible, because we recognize that courses on microcomputer applications vary widely from school to school. For example, some instructors may choose to cover only Part II, spending all the classtime teaching applications in a microcomputer laboratory and assigning other elements of the text as outside reading. Instructors with limited class- or lab time may cover only the introductory chapters for each application, giving students a chance to learn the basic skills necessary for using each package. Other instructors may wish to emphasize the general nature of the text, assigning the hands-on exercises as optional class work. Whatever the goals and thrust of your course, we hope you find our coverage tailor-made to your needs.

Features

In addition to the many practical examples woven into each chapter, we have included a variety of pedagogical elements and features to enhance students' interest and maximize their comprehension. We will now look at each of these features.

Exercises. The exercise section in each applications chapter contains a set of generic exercises that can be used with any program. The exercises range from easy to complex and help students reinforce their newfound skills. The optional lab manual extends these chapter-end exercises.

Color-Coded Computer Screens. Computer-screen illustrations, which show exactly what students will see when they run a program, are used extensively throughout the applications chapters. These screens have been color-coded to help students locate their place easily in a lab setting.

Keystrokes Only Boxes. Each chapter in Part II includes these handy reference boxes, which contain the sequence of keystrokes used in the text examples. After they read the example, students can refer to these boxes to duplicate the results of the example or to generate their own work.

Random Bits Boxes. Random Bits boxes provide students with helpful bits of information. Topics range from practical how-to information to unique computer applications.

Real World Pages. Found at the end of each chapter, the Real World pages illustrate a broad range of microcomputer usage by presenting examples of how people and businesses use microcomputers in their daily lives.

Buyer's Guide. This special 16-page section explains how to evaluate and purchase a microcomputer system and software.

Ready Reference Guide. This unique section lists the main keystrokes alphabetically by function for WordPerfect, Lotus 1-2-3, and dBASE III PLUS. Students should find this section helpful long after they have completed the course.

Additional Features. We have included a variety of additional pedagogical features: key terms boldfaced in the text, extensive summaries with key terms boldfaced, review questions, informative margin notes, a thorough glossary, and a complete index.

The Software Packages

With this text, Benjamin/Cummings offers both educational versions of commercial software and software to assist the instructor. You can provide the educational version of WordPerfect 4.2 and the limited-use version of dBASE III PLUS to your students in one of two ways: your students can purchase the version of the text with the software included or you can obtain master diskettes from Benjamin/Cummings which you can copy for your lab. If you elect to use our software, please note the licensing agreements and special WordPerfect order form at the end of the text. If you have any questions or need any further information about our software offerings, please contact your local Benjamin/Cummings representative or call toll free: (800) 950-BOOK.

WordPerfect Enhanced Version 4.2. This educational version of WordPerfect contains all the features of the full-function version with the following exceptions: saved document size is limited to approximately 50,000 characters, "WPC" is printed randomly at the ends of paragraphs, advanced printing features are not accessible, and the HELP function is not active.

dBASE III PLUS Limited Use Version. The accompanying educational version of dBASE III PLUS is fully functional. The only restriction is that each database may contain a maximum of 31 records.

University Gradebook. This is complete class record-keeping software developed by Professor David Herrick of the University of Oregon. Available for the IBM-PC and compatibles, University Gradebook calculates student grades using an instructor-defined weighting system.

The Supplements Package

The ancillary materials that accompany *Using Microcomputers: A Complete Introduction* have been carefully crafted to augment the text's effectiveness and to help you teach and manage your classroom or lab.

Lab Manual. Written by Mary Allyn Webster of the University of Florida, the lab manual extends the end-of-chapter exercises by providing additional hands-on practice in the form of advanced exercises and mini-cases. These exercises have been carefully crafted to match the level and tone of the exercises in the text.

Instructor's Guide. The instructor's guide, written by author Ralph Duffy, provides objectives, outlines, key words and concepts, review-question answers, and teaching tips for each chapter in the text. The instructor's guide is available on disk, and you may obtain a separate data disk that provides sample documents in WordPerfect, sample worksheets in Lotus 1-2-3, and sample databases in dBASE III PLUS.

Test Item File. The test item file was prepared by Barbara McCormick of North Seattle Community College. It contains approximately 1700 test questions, presented in several test formats and with answers included for the instructor. The test item file is also available on MicroTest, Benjamin/Cummings's microcomputer test generator.

Related Titles. Benjamin/Cummings offers other related texts that you and your students may find valuable, depending on the level and duration of your course. These include:

Student Edition of Lotus 1-2-3 by T. J. O'Leary (50176).

Hands-On MS-DOS, WordPerfect, dBASE III PLUS, Lotus 1-2-3 by Lawrence Metzelaar and Marianne Fox. This text is available in two versions: as an instructional manual alone (32051) or as a manual with educational versions of WordPerfect and dBASE III PLUS included (32052).

Special Note to the Student

We have tried to present the applications in this book by using examples that are similar to situations you might encounter at home or on the job. We think this book will give you needed tools and knowledge, broaden your background, and raise your confidence level.

We welcome your reactions to this book. Any comments, favorable or otherwise, will be read with care. Write to us in care of the Computer Information Systems Editor, Benjamin/Cummings Publishing Co., 390 Bridge Parkway, Redwood City, CA 94065. All letters with a return address will be answered.

Acknowledgments

We are grateful to the many teachers of microcomputer applications courses who took pains to tell us how to make the book suitable for their needs. These committed instructors helped us accomplish the goal of writing a comprehensive but readable text, and we thank them for their contributions. We list their names below.

Joyce Abler, Central Michigan University
 Gary Armstrong, Shippensburg State University
 Christopher Bell, Illinois State University
 Warren J. Boe, University of Iowa
 Don R. Brown, Antelope Valley College
 James H. Cooper, Solano Community College
 Francis Dunston, Casper College
 Henry Estrada, Evergreen Valley College
 Richard Fleming, North Lake College
 Linda Gammill, Weber State College
 Robert Gillan, Northwestern State University of Louisiana
 Jean Gonzalez, Cypress College
 Tom Harris, Ball State University
 Harold Hartman, Iowa State University
 John Hays, San Joaquin College
 Harry Hoffman, Miami-Dade Community College
 Russell C. Hollingsworth, Tarrant County Community College
 Cary Hughes, North Texas State University
 William Jackson, Metropolitan State University
 Usha Jindall, Washtenaw Community College
 Ronald G. Kapper, College of DuPage
 Kevin Kreitman, San Jose State University
 Rose M. Laird, Northern Virginia Community College at Annandale

Doug Meyers, Des Moines Area Community College
Kathleen Middleswart, North Seattle Community College
Douglas Robertson, University of Minnesota
Leonard Schwab, California State University
Peter Simus, Fresno State University
Karen Stalworth, Western Illinois University
David F. Stephan, Baruch College—City University of New York
Douglas A. Troy, Miami University
Thomas Van Valley, Western Michigan University
George Vlahakis, Evergreen Valley College
Karen Watterson, Shoreline Community College
Nancy Webb, Skyline College
Mary Allyn Webster, University of Florida at Gainesville

The employees of Benjamin/Cummings have contributed to the success of this book. We would like to thank sponsoring editor David Jackson, developmental editor Margy Kuntz, and production editor Laura Kenney for their hard work and patience. In addition, Judith Hibbard and Wendy Earl deserve special recognition for their extra-special efforts.

H. L. Capron
Ralph E. Duffy

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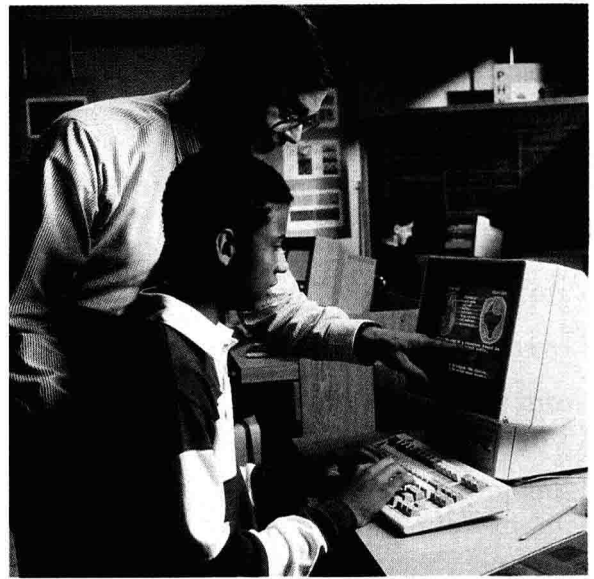
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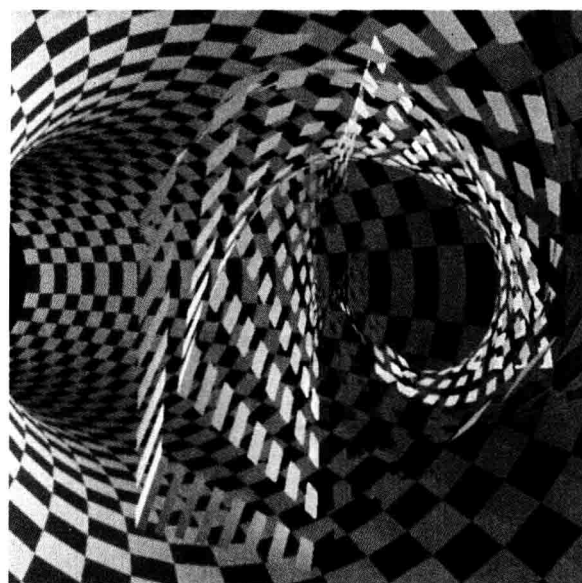
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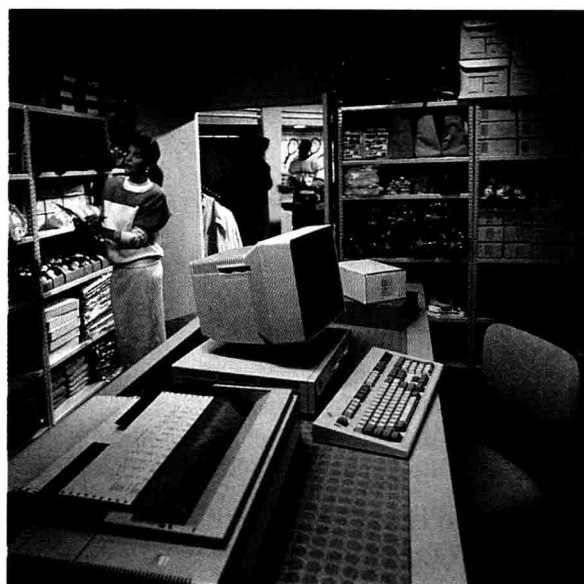
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