



SHELLY CASHMAN WAGGONER

**COMPUTER CONCEPTS
WITH MICROCOMPUTER APPLICATIONS:**

WORDPERFECT 5.0 / 5.1

LOTUS 1-2-3

dBASE III PLUS

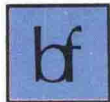
Computer Concepts with Microcomputer Applications: WordPerfect 5.0 / 5.1 Lotus 1-2-3 dBASE III PLUS

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PREFACE

This textbook presents fundamental computer concepts in a manner that emphasizes their importance from the user's point of view. These concepts are reinforced by appendices on the most widely used microcomputer applications—word processing, spreadsheet, and database. No previous experience with computers is required for this text.

ORGANIZATION OF THE TEXTBOOK

This textbook consists of fifteen concepts chapters and four appendices—an introduction to DOS, and three microcomputer applications. It is a derivative of earlier works by Shelly and Cashman. Great care has been taken to maintain the content and philosophy of the original works, as well as the Shelly/Cashman pedagogy and teaching style—a style which has proven effective in educating millions of students.

The Concepts

Fifteen chapters cover a full range of computer and processing concepts. The concept of the information system is introduced in Chapter 1 and used throughout the text. The impact of microcomputers is also addressed throughout. Chapter 2 presents a unique overview of microcomputer applications early in the text. Up-to-date topics such as disk cartridges, relational database systems, computer viruses, SQL and fourth generation languages, and desktop publishing are included where relevant.

The Applications

After an introduction to the most commonly used DOS commands, students are presented six problem-oriented projects for each software application. Each project uses the unique Shelly/Cashman problem-oriented approach, in which various problems are presented and then *thoroughly* explained in a step-by-step manner. Numerous, carefully labeled screens and keystroke sequences illustrate the exact steps necessary to solve the problems. Using this approach, students are visually guided as they enter the various commands and quickly learn how to use the software.

At the end of each project Project Summaries list key concepts covered in the project, and Keystroke Summaries list each keystroke used to solve the project's problem. Numerous and varied Student Assignments follow and include: true/false and multiple-choice questions; assignments to explain various commands; realistic problems for students to analyze and solve by applying what they have learned in the project, and minicases for the dBASE projects.

SUPPLEMENTS TO ACCOMPANY THIS TEXT

Nine teaching and learning materials supplement this textbook. They are the Companion Software, Instructor's Manual, Test Bank, MicroSWAT III, Transparency Masters, Data Diskette, HyperGraphics, and *Instructor's Manual to Accompany HyperGraphics*, and *ClassNotes and Study Guide*.

Companion Software

Free educational versions of WordPerfect 4.2, VP-Planner Plus, and dBASE III PLUS are available to adopters of this text. These versions are *not* tutorials but *actual* applications software packages in their commercial form. The software is available for IBM Personal Computers and PS/2 series, and for IBM compatibles. Note that WordPerfect Corporation does not publish an educational version of WordPerfect 5.0 and VP-Planner Plus works like Lotus 1-2-3. Every sequence of Lotus 1-2-3 keystrokes in this textbook is the same for VP-Planner Plus, and the VP-Planner Plus screen can be changed to resemble the Lotus 1-2-3 screen.

Instructor's Manual

This manual includes Lesson Plans, and Answers and Solutions. The Lesson Plans include: chapter or project objectives, chapter or project overviews, chapter or project outlines that are annotated with textbook page numbers on which the outlined material is covered, notes, teaching tips, additional activities, and a key for using the Transparency Masters. Complete answers and solutions for all exercises, projects, controversial issues, Student Assignments, and Minicases are included.

Test Bank

This book contains test questions with answers and is a hard copy version of MicroSWAT III (see below). It is comprised of three types of questions—true/false, multiple-choice, and fill-in. Each chapter or project has approximately 50 true/false, 25 multiple-choice, and 35 fill-ins.

MicroSWAT III

This easy-to-use, computerized test-generating system is available free to adopters of this textbook. MicroSWAT III is menu-driven and allows the creation of custom testing documents plus answer keys. It includes all of the questions from the Test Bank including true/false, multiple-choice, and fill-in. It will run on the IBM PC, IBM PS/2, or compatible systems with two diskette drives or a hard disk.

Transparency Masters

A Transparency Master is included for *every* piece of art in the textbook.

Data Diskette

This free supplement contains the documents (letters and memos) used to teach the WordPerfect projects, the Lotus 1-2-3 project worksheets, Student Assignment solutions for WordPerfect and Lotus 1-2-3, the databases that students will create and use in the dBASE minicases, and the data for the dBASE employee database example.

HyperGraphics

HyperGraphics is an instructional delivery system; it is a piece of software that presents the entire text's content by using graphics, color, animation, and interactivity. It is a state-of-the-art, computer-based teaching and learning environment that enhances classroom instruction and promotes interactive learning and self-study.

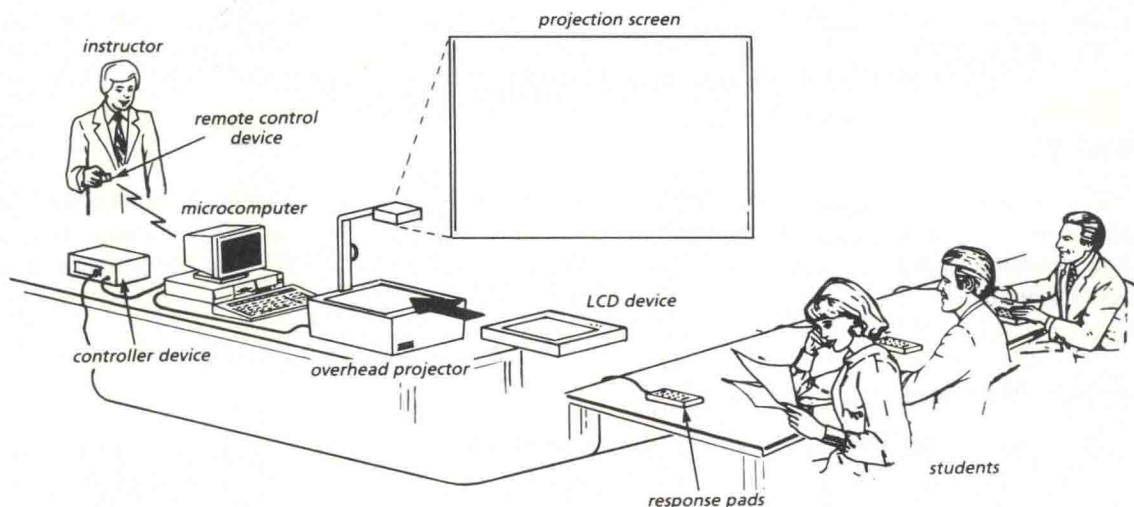
What Hardware Do You Need for HyperGraphics? You need three pieces of hardware to run HyperGraphics; two additional pieces are optional.

1. An IBM Personal Computer or PS/2 Series computer (or compatible) with a standard CGA graphics card.
2. A standard overhead projector and projection screen.

3. A standard projection device, such as a color projector or a liquid crystal display (LCD), that fits on the projection area of the overhead projector. The projection device is connected to the personal computer, resulting in the projection of the computer's screen.
4. A hand-held remote control device (*optional*) that allows the instructor to navigate throughout the presentation materials and still move freely around the classroom.
5. A set of response pads (*optional*), small pads consisting of 10 digit keys, that can be pressed to indicate a student's response. (These pads are linked to the microcomputer by a controller device.)

How Does the Instructor Use HyperGraphics? HyperGraphics is very easy to use. The instructor presses the appropriate keys on the hand-held remote control device or the keyboard and thereby controls the screen display. This display is projected through the LCD to the overhead projector. The instructor has complete control over the order and pacing of how the lessons are taught. By pushing one or more keys he or she can do such things as the following.

- View and select from the lesson menu
- Deliver the lesson's instructional materials in sequence
- Repeat any portion of a lesson to reinforce or review material
- Move ahead to specific portions of the lesson
- View the chapter objectives at any time
- View one or more questions about the lesson at any time
- Have students respond to one or more questions via the response pads
- Log students' responses to questions
- Randomly select students to respond to a question
- End a lesson
- Return directly to that point in the lesson where he or she stopped in the previous class meeting



What Are the Benefits of Using the Student Response Pads? Instructors can assess student comprehension and retention of class instruction immediately and accurately if they use HyperGraphics with the student response pads. Suppose the instructor presents a multiple-choice question on the screen at the end of a segment of a lesson. Students see an indication light illuminate on their response pads, and they have a period of time (controlled by the instructor) to press the button corresponding to the answer of their choice. Answers are tabulated by the microcomputer, and an optional aggregate bar chart of the answers selected is immediately available for viewing by the entire class. Each student's answer is also available on disk for later analysis or review. Thus, the progress of the entire class as well as each student can be tracked throughout the course.

What Does HyperGraphics Cost? HyperGraphics is *free* to adopters of this textbook. The only cost is for the computer and the projection device and screen, equipment that most educational institutions already possess. (Student response pads and the controller device are available at an extra charge.)

Instructor's Manual to Accompany HyperGraphics

This manual contains teaching tips and guidelines for enhancing your classroom instruction using HyperGraphics and easy to implement installation instructions.

ClassNotes and Study Guide

The *ClassNotes and Study Guide* provides a chance for students to review and study independently. If used with HyperGraphics, this supplement relieves students from laborious and tedious notetaking responsibilities, freeing them to concentrate on the instruction.

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