

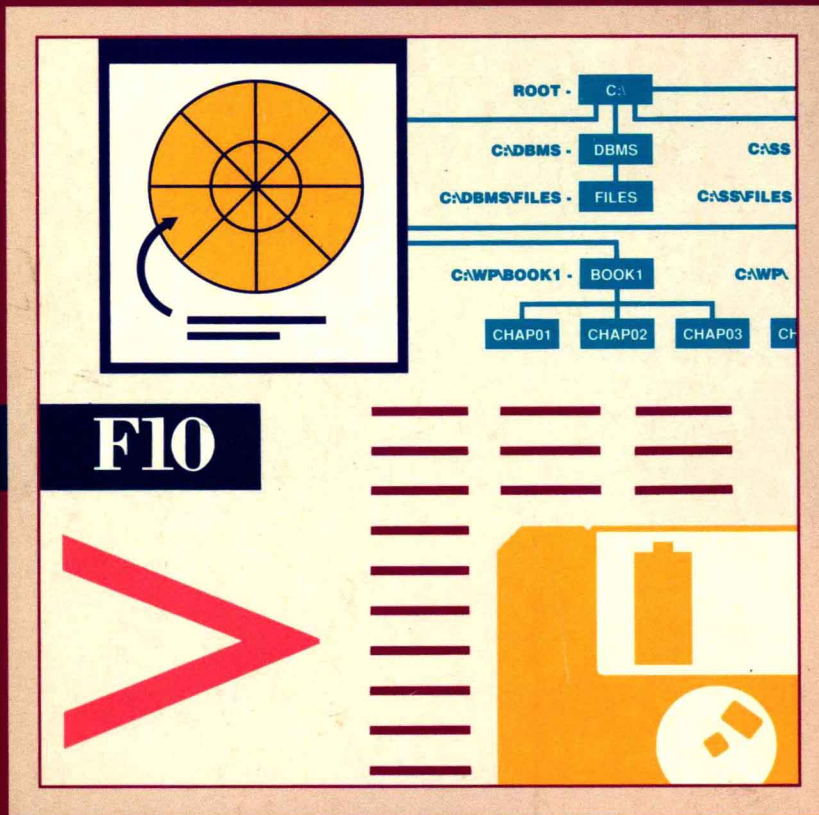
GLENCOE

OSBORNE

MASTERING

DOS

H E R B S C H I L D T



F10

INCLUDES STUDENT DATA DISKETTES

MASTERING

DOS

Herb Schildt

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► Preface ◀

DOS is the program that is in charge of your computer, and it is almost certainly the most widely used program in the world. DOS is involved with everything your computer does. It helps you run other programs, manages the components of your system, and organizes your information. Knowing how to run DOS opens a new world of computing because it gives you full control of your system.

DOS is a complex program that contains many commands and features. This book emphasizes the parts of DOS that you will use on a day-to-day basis. The material is presented in a way that lets you begin using DOS as soon as possible. In fact, by the end of Chapter 2, you will already be performing simple DOS operations, and by the end of Chapter 3, you will be ready to start using your own application programs.

ABOUT THIS BOOK

This book is unique because it teaches you to use DOS by applying *Mastery Learning Theory*. Mastery Learning Theory presents one idea at a time. It then uses numerous examples and exercises to help you master each topic before you move on. Because learning is best accomplished by doing, each example and exercise is designed so that you can perform it on your own computer as you read along.

The material in this book is presented sequentially, with each section using and building upon those that came before. By working through each section, you ensure that your knowledge and understanding are sufficient to advance to the next topic.

DOS is a very rich system, and some of its many features are rarely used by nonprogrammers. This book focuses on the features that you will need and use, so that you can be “up and running” with DOS as soon as possible.

HOW THIS BOOK IS ORGANIZED

This book comprises 11 chapters and 3 appendices. Each chapter begins with a Skills Check, which consists of questions that cover material presented in preceding chapters. Each Skills Check emphasizes the immediately preceding chapter, but material in all preceding chapters is fair game. Every chapter contains several sections. Each section covers a topic, shows examples, and presents exercises to test your understanding. At the end of each chapter is a Mastery Skills Check, which tests your knowledge of the material presented in the chapter, and an Integrating Skills Check, which tests how well you are applying new information to concepts presented earlier.

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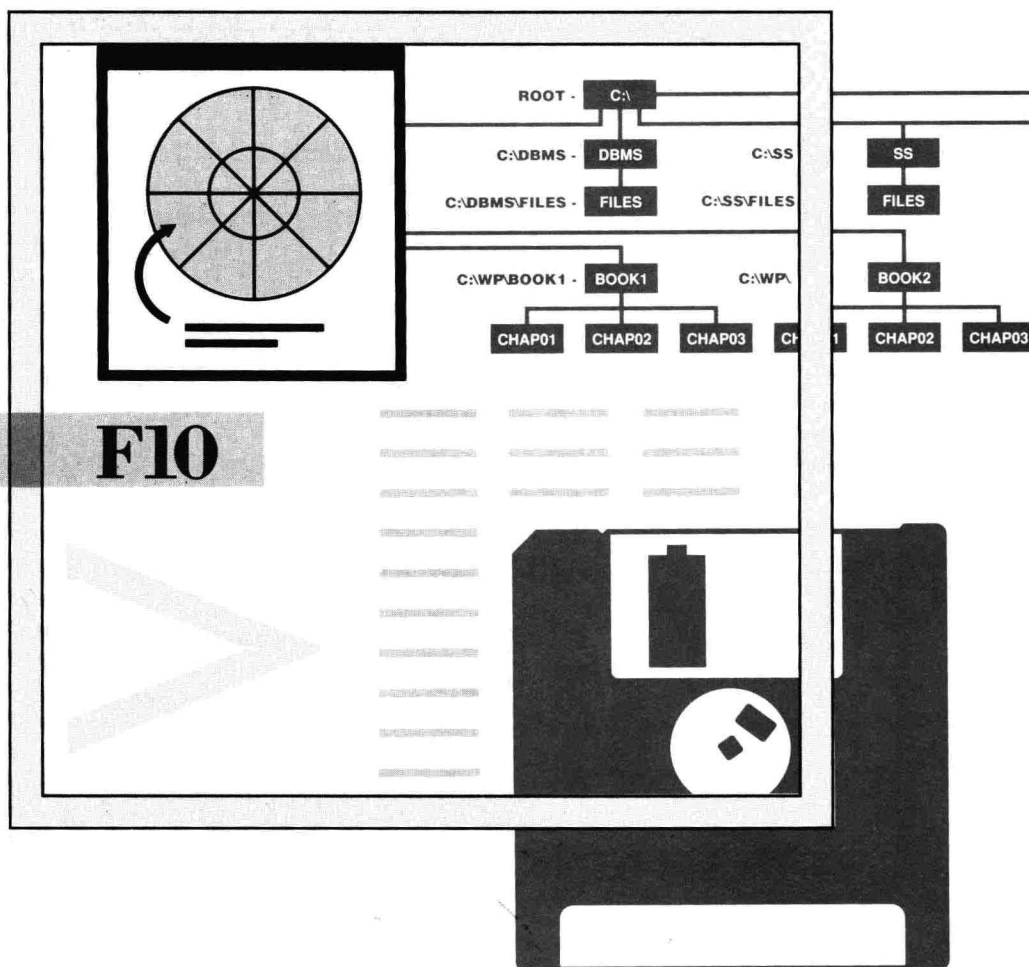
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Introduction to Computers and DOS

►Part I◀



Learn Computer Basics

►1◄

Chapter Objectives



After completing this chapter, you should be able to:

- **Identify the components of a computer system** 1.1
- **Identify the system unit** 1.2
- **Properly handle and care for diskettes** 1.3
- **Understand the fixed disk** 1.4
- **Know what your monitor does** 1.5
- **Identify the differences between a typewriter and computer keyboard** 1.6
- **Know about various peripheral devices** 1.7
- **Understand the role of software** 1.8
- **Understand the role of DOS** 1.9