

McGraw-Hill

# COMPUTING ESSENTIALS

Timothy J. O'Leary • Linda I. O'Leary

Annual Edition  
*1994–1995*

To

Richard D. Raymond—T.J.O.

Kenneth L. Hoving—L.I.O.

**McGraw-Hill Computing Essentials Annual Edition 1994-1995**

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## *About the Authors*

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# *Preface to the Instructor*

This book is designed for students in an introductory computer or microcomputer course. It assumes no prerequisites.

## **Our Purpose: To Create Computer Competency**

This book is intended to give students competency in computer-related knowledge and skills to support their academic pursuits and be of immediate value to their employers. Our goal is to prepare students to be:

- **Microcomputer-literate**—able to employ microcomputers to increase their productivity and effectiveness.
- **Familiar with commercial software**—especially word processing, spreadsheet, and database management packages.
- **Grounded in fundamental concepts**—a basic working vocabulary and knowledge of computing and information concepts.

## **Distinguishing Features and Benefits**

**Key Feature #1: Flexibility** The modular design provides instructors with many opportunities to meet their particular course objectives. There are four standard book formats:

- **Text Only.** *McGraw-Hill Computing Essentials: Annual Edition 1994–1995* in 14 brief chapters describes basic computer and information concepts.
- **Labs Only.** *McGraw-Hill Microcomputing Labs: Annual Edition* is available in three configurations of software application labs. Each is spiral-bound for convenient use in a lab setting. *Edition A* includes DOS 3.3–6.0, WordPerfect 5.1, Lotus 1-2-3 Release 2.3, and dBASE IV Version 1.1. *Edition B Revised* includes DOS 3.3–6.0, WordPerfect 5.1 Revised, Lotus 1-2-3 Release 2.2 Revised, and dBASE III PLUS Revised. *Edition C* includes DOS 3.3–6.0 WordPerfect 6.0 for DOS, Lotus 1-2-3 Release 2.4, and dBASE IV 1.1/2.0
- **Text Plus Labs.** *McGraw-Hill Microcomputing: Annual Edition 1994–1995* is a spiral-bound combination of the *Computing Essentials* text and *Labs Edition C*.
- **Custom-Bound Version (New!!).** With this option, you can “mix and match.” Mix any combination of modules to match your course needs. The modules listed below can be arranged in any order, and spiral-bound to form a “Custom-Bound Version” for your course.

Essentials	Lotus 1-2-3 Release 4 for Windows
DOS 3.3 – 6.0	Lotus for Windows Release 1.0
DOS 6.0	Lotus 1-2-3 Release 2.4
DOS 5.0	Lotus 1-2-3 Release 2.3
Windows 3.1	Lotus 1-2-3 Release 2.2 Revised
WordPerfect 6.0 for Windows	dBASE IV 1.1/2.0
WordPerfect 6.0 for DOS	dBASE III PLUS Revised
WordPerfect 5.1 Revised	Paradox for Windows
WordPerfect (5.1/5.2) for Windows	Paradox 4.0
WordPerfect 5.0	LAN
Excel 4.0 for Windows	Works 3.0 for Windows
Excel 5.0 for Windows	Works 3.0 for DOS

Also available in separately bound modules are all of the above plus:

Windows 3.0	Lotus 1-2-3 Release 2.01
WordPerfect 5.0	Quattro*
WordPerfect 4.2*	SuperCalc 4*
WordStar 4.0*	Works 2.0 for DOS

\*Educational versions of WordPerfect 4.2, Quattro Training Edition 1.01, SuperCalc 4, and dBASE III PLUS can be shrink-wrapped with these lab modules.

Consult with your McGraw-Hill sales representative to put together the best “customized” package for your course.

**Key Feature #2: Revised Annually** Being able to revise our materials every year allows us—and our readers—to keep pace in this dynamic field.

*New to the 1994–1995 edition:*

- **Update of Technology and Issues.** New coverage includes Windows NT, the Pentium chip, wireless modems, PIMs, more on ethics, and much more.
- **New Review Questions.** True–False, matching, fill in the blank, and discussion questions now appear at the end of each chapter in the *Essentials* volume.
- **Updated Graphics.** Over 50% of the illustrations are new, reflecting the rapid changes in technology and applications.
- **New Lab Modules.** Our lab offerings have been expanded to include the popular new software applications (see listing above).
- **Revised Lab Modules.** The most popular modules (WordPerfect 5.1, Lotus 1-2-3 Release 2.2, and dBASE III PLUS) have been completely revised. All new prob-

lems and exercises are included, and the tutorials have been rewritten to reflect use of hard-disk systems as well as floppy-disk systems. These modules when bound together form the new *Lab Edition B Revised*.

**Key Feature #3: *Visual Orientation*** We believe that our readers learn visually. Accordingly, *Computing Essentials* balances text with color graphics. Our Visual Summaries capture in a nutshell the key concepts covered in each chapter. The text also contains numerous color illustrations, photos, and charts. Adopters tell us that our visual orientation enhances their students' interest and comprehension.

**Key Feature #4: *"Learn-by-Doing" Approach*** Each chapter in *Computing Essentials* concludes with Review Questions and Discussion Questions and Projects. These pedagogical aids are designed to reinforce learning and encourage students to apply the concepts covered in each chapter to solve actual problems.

The lab modules also follow the "learn-by-doing" approach. An ongoing case study based on real-world use of the software leads the student step by step from problem to solution. Each lab module includes the following additional learning aids:

- Conceptual Overview
- Objectives
- Numerous Screen Displays
- Summary of Key Terms
- Lab Review (Matching and Fill-in Questions)
- Practice Exercises
- Glossary of Key Terms
- Summary of Commands
- Index

### The Support Package

Teaching Materials sets are available to adopters. They are available separately for *Computing Essentials* as well as for each of the lab modules. Each set includes:

- Objectives
- Schedule
- Procedural Requirements
- Teaching Tips

- Answers to End-of-Chapter Problems
- Command Summary
- Answers to Practice Exercises
- Transparency Masters
- Printed Test Bank
- 3½-inch Student Data Disk and Test Questions

Note that RH Test, a test generation software, is also available to adopters and is needed to run the test questions on disk

*Other support materials:*

- Color Transparencies—*New!!*
- Multimedia—A CD-ROM Presentation Device—*New!!*
- Software Assistance Program—*New!!*
- Documentary-Style Videotape Series
- HyperCard Presentation Tool (Computer Resource Library)
- Computerized Glossary of Terms

If you would like information on how to obtain the last six supplements described above, please contact your McGraw-Hill sales representative.

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## Write to Us

We welcome your reactions to this book, for we would like it to be as useful to you as possible. Write to us in care of:

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