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Comprehensive

Computer Concepts 4th Edition

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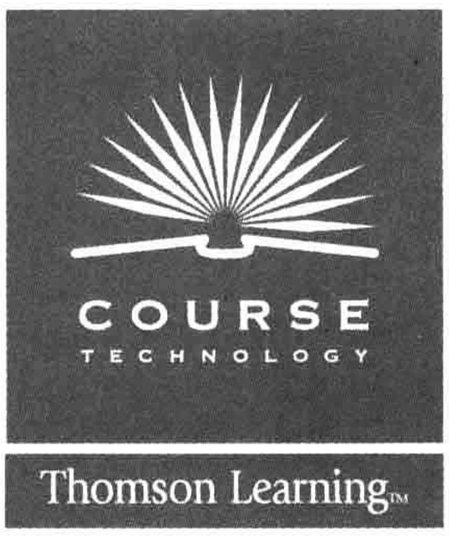
New Perspectives on Computer Concepts 4th Edition

COMPREHENSIVE

Includes an interactive Book-on-CD that contains the entire contents of the textbook, plus videos, software tours, Course Labs, computer-scored practice tests, and more!

June Jamrich Parsons
Dan Oja



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PREFACE

"I love the flexibility of participating in the interactive exercises either on the NP4 Web site or on the Book-on-CD! I can decide what works best for me."

Alexa Griffin, student tester

About New Perspectives on Computer Concepts, 4th Edition

With the 4th edition of *Computer Concepts*, we're building on a legacy of excellence. With each new edition we are able to offer you more. The 4th edition is no exception. We've retained the great features of the previous editions that you've told us you liked and added some new features we know you're going to love. If you want a truly excellent introduction to computers, look no further than *Computer Concepts, 4th Edition.*

Flexibility

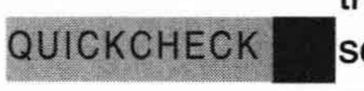
Whether you use the book alone, or use it with the Book-on-CD and/or the dedicated Web site, it's your choice. Let your needs dictate how you use this integrated text and technology package. Our goal is to provide you with you with flexible, innovative teaching and learning tools. With our solid pedagogy and proven technology, *New Perspectives on Computer Concepts* is reaching new students everyday.

Classic Features

As with the popular 3rd edition, the 4th edition features a CD-ROM that contains the entire contents of the book. Every page of this **Book-on-CD** looks exactly like the printed book, so you can use either one—or both. The Book-on-CD also contains animated software tours, videos, Course Labs, InfoWeb links, and more. Students, instructors, and beta testers have given high marks to the Book-on-CD because it adds an interactive dimension to the learning experience.

For the 4th edition we've added more **animated software tours** that demonstrate popular software packages, such as Microsoft's Internet Explorer Web browser, Coda Software's Finale MIDI music toolkit, Caligari TrueSpace 3-D graphics, and more!

We've updated our highly interactive, computerized **Course Labs**. The labs combine illustrations, animation, digital images, and simulations. They make computer skills and concepts fun and easy to understand. The labs provide step-by-step tutorials, present reinforcement questions, and allow independent exploration. For the 4th edition, we've added an exciting new lab on Photo Editing. See page xi for a complete listing of the Course Labs that accompany this book.



We've retained our interactive assessment options such as **QuickCheck questions** at the end of every section. **Practice Tests** at the end of each chapter generate computer-scored tests from a test bank of 150 questions per chapter. You will also find a rich selection of end-of-chapter **Projects**, **Lab Assignments**, and **InfoWeb links** that helped make the 3rd edition such a success.

If you're looking for a solution for local or distance learning courses, **CyberClass** might be for you. It is a Web-based tool designed for on-campus or distance learning. To learn more, go to: *www.cyber-class.com*

New Features in the 4th Edition

A Great New Web Site

Now you can do more on the Web! Explore InfoWeb links to research a topic of interest or participate in a multitude of new interactive end-of-chapter activities that include summary exercises, key terms, quizzes, study tips, and additional projects. Or, simply sit back and watch a video. It's all at your fingertips at the new, NP4 Web site, *www.cciw.com/np4*.

Issue Feature

Students can read about current ethical, social, and cultural computing issues in the new *Issue* section at the end of each chapter, then provide their opinions verbally or electronically. Instructors can collect, summarize, and display a chart of student responses using the Consolidation Module found on the IRK. It's a great way to spark classroom discussion!

Interactive Key Terms, Pop-up Definitions & Glossary

Computer terms that can be difficult to remember won't be a problem anymore. Students can now interact with the Key Terms list at the end of each chapter to review new terms. We've also added pop-up definitions that appear on screen when using the Book-on-CD and a Glossary button provides easy access to all definitions from any page in the book.

WebCT

If you want to take your course online, you can use WebCT to help you. WebCT is a flexible course management tool that allows instructors to host a course Web site on a campus server. Course Technology offers FREE content-specific information for *Concepts, 4th Edition*. To learn more, go to: *webct.course.com*

Supplements

The following supplements accompany *New Perspectives on Computer Concepts, 4th Edition*.

Course Labs: Bring Concepts to Life Computer skills and concepts come to life with the New Perspectives Course Labs—27 highly interactive tutorials that present step-by-step instruction, allow independent exploration, and provide printed feedback.

Course Online: A Site Dedicated to Keeping You Up To Date We offer a dedicated Web site for students and instructors who use *New Perspectives on Computer Concepts*. Instructors may visit the site's password-protected Faculty Online Companion for solutions, frequently asked questions with answers, articles, content updates, and more.

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Course Presenter: Ready-Made or Customizable Presentations Course Presenter is a CD-ROM-based presentation tool that provides instructors with a wealth of resources for use in the classroom, replacing traditional overhead transparencies with computer-generated presentations. Presenter includes a structured presentation along with videos, animations, Course Labs, and more for each chapter of the textbook. It also provides flexibility to create customized presentations.

Course Test Manager: Testing and Practice Online or On Paper Course Test Manager is a powerful testing and assessment package that enables instructors to create and print tests from testbanks designed specifically for Course Technology titles. In addition, instructors with access to a networked computer lab can administer, grade, and track tests online. Students can also take online practice tests, which generate customized study guides that help students locate review information in the book.

Electronic Instructor's Manual: Help is Only a Few Keystrokes Away This enhanced Instructor's Manual offers an outline for each chapter; suggestions for instruction on the chapter content, including how to effectively use and integrate the InfoWebs, the CD content, and the labs; answers to the end-of chapter materials (Review, Projects, and Lab Assignments); and numerous teaching tips.

Consolidation Module: Find Out What Your Students Are Thinking The Consolidation Module allows instructors to gather student data from interactive activities (including the Issue sections), consolidate student scores, and print assessment reports.

Acknowledgments

Every edition of New Perspectives requires extraordinary effort by a dedicated and creative team. The content of every page is subjected to the scrutiny of professional educators, such as Chuck Calvin, Ed Mott, Catherine Perlich, and David Primeaux. Student reviewers and testers, such as Heather House help us target our readers. We get additional help from professionals all over the world, such as Andrew Hodges at Oxford and Jeffrey Goldberg at Cranfield who helped us verify some information about Alan Turing; Steve Kapsinow at Webopaedia for clearing up some technical terms; and Jeffrey Harrow for the excellent and up-to-date information he supplies in his online newsletter, *The Rapidly Changing Face of Computing*.

The book would not exist—and certainly would not arrive on schedule—were it not for the efforts of our media, editorial, and production teams: Donna Gridley for tireless work on the entire New Perspectives series. Deborah Masi for managing production. Fatima Nicholls and Donna Schuch for creating videos, screentours, and interactive tests. Marilyn Freedman for designing and maintaining our Web sites. Melissa Dezotell, Stacie Parillo and Karen Bartlett for keeping everyone on schedule. Pam Conrad for her insightful developmental edit. Abby Reip for photo research. Jennifer Hambly and Doug Goodman for design work on the cover. We would like to thank you all!

June Parsons and Dan Oja

COURSE LABS

Using a Mouse

Keyboarding & Typing Tutor

User Interface

DOS Command-Line Interface

Photo Editing NEW!

Word Processing

Spreadsheets

Databases

Computer History Hypermedia

Multimedia

Using Files

Defragmentation and Disk Operations

Windows Directories, Folders, and Files REVISED!

DOS Directories and File Management

Troubleshooting REVISED!

CPU Simulator

Buying a Computer UPDATED!

E-mail

The Internet: World Wide Web

Web Pages and HTML

Data Backup

Data Representation

Binary Numbers

Building a Network

System Testing

SQL Queries

Visual Programming

BEFORE YOU BEGIN

You're going to enjoy using *New Perspectives on Computer Concepts 4th Edition* and the accompanying Book-on-CD. It's a snap to start the Book-on-CD and use it on your computer. So don't delay—get started right away! The answers to the FAQs (frequently asked questions) in this section will help you begin.

FAQ

Will the Book-on-CD work on my computer? The Book-On-CD works on most computers that run Windows. The easiest way to find out if the Book-on-CD works on your computer is to try it! Just follow the steps below to start the CD. If it works, you're all set. Otherwise, check with your local technical support person. If you are technically inclined, the system requirements are listed inside the front cover of this book.

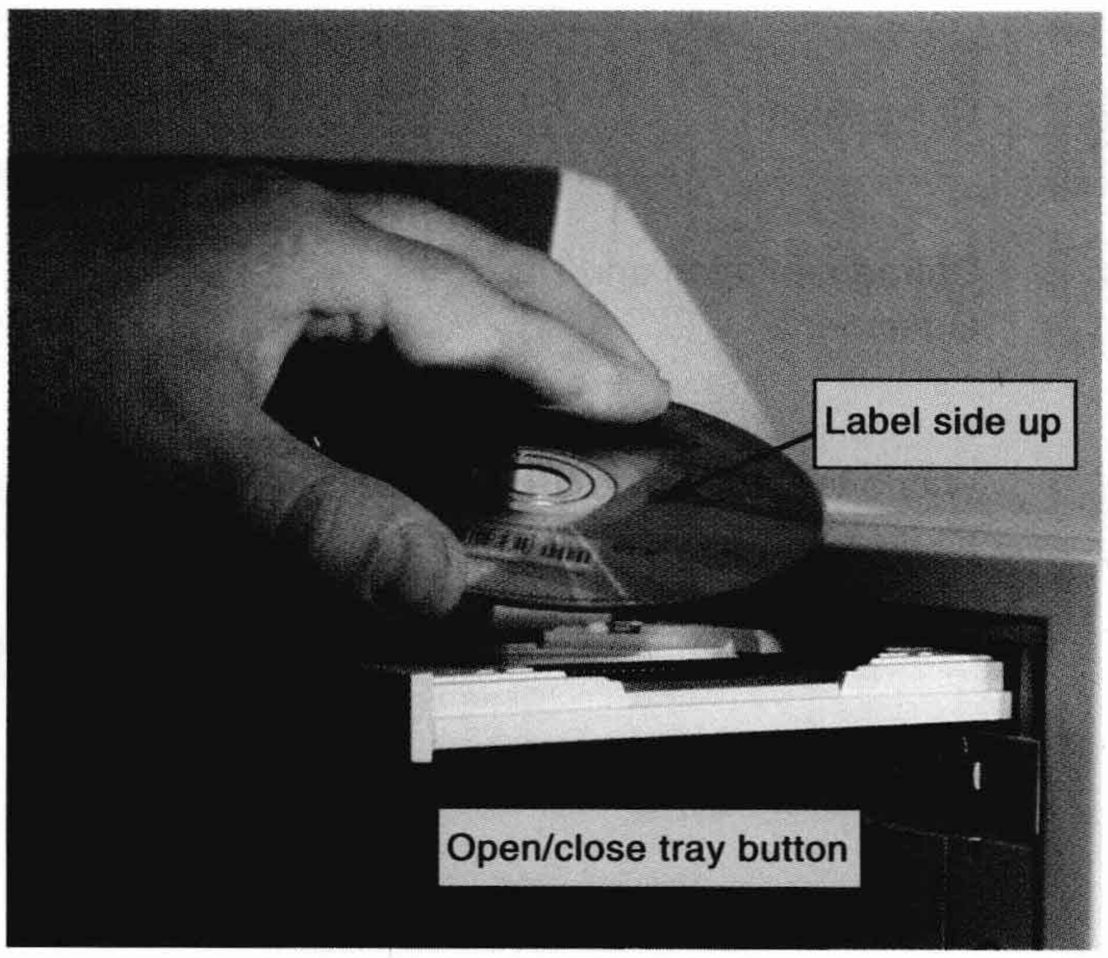
FAQ

How do I start the Book-on-CD? The *New Perspectives on Computer Concepts 4th Edition* Book-on-CD is easy to use and requires no installation. Follow these simple steps to get started:

1. Make sure your computer is turned on.
2. Press the button on your computer's CD-ROM drive to open the drawer-like "tray" as shown in the photo below.
3. Place the Book-on-CD into the tray with the label facing up.
4. Press the button on the CD-ROM drive to close the tray, then proceed with Step 5 on the next page.

FIGURE 1

To use the Book-on-CD, your computer must have a CD-ROM drive. If you have any questions about its operation, check with your local technical support person.



5. Wait about 15 seconds. During this time, the light on your CD-ROM drive should flicker. Soon you should see the Computer Concepts Welcome screen.

FIGURE 2

The Welcome screen displays the menu of options for the Book-on-CD. Typically, you'll click the **Contents menu**, then select the chapter that you want to read.

Use the **Media menu** to jump to pages containing a video, animation, or software tour.

Use the **Labs menu** to jump to any Lab.

Use the **Tests menu** to jump to a computer-scored Practice Test for any chapter.

Use the **Tools menu** to view your Tracking Disk data, turn sound on or off, and change the default browser.

Use the **File menu** to exit.

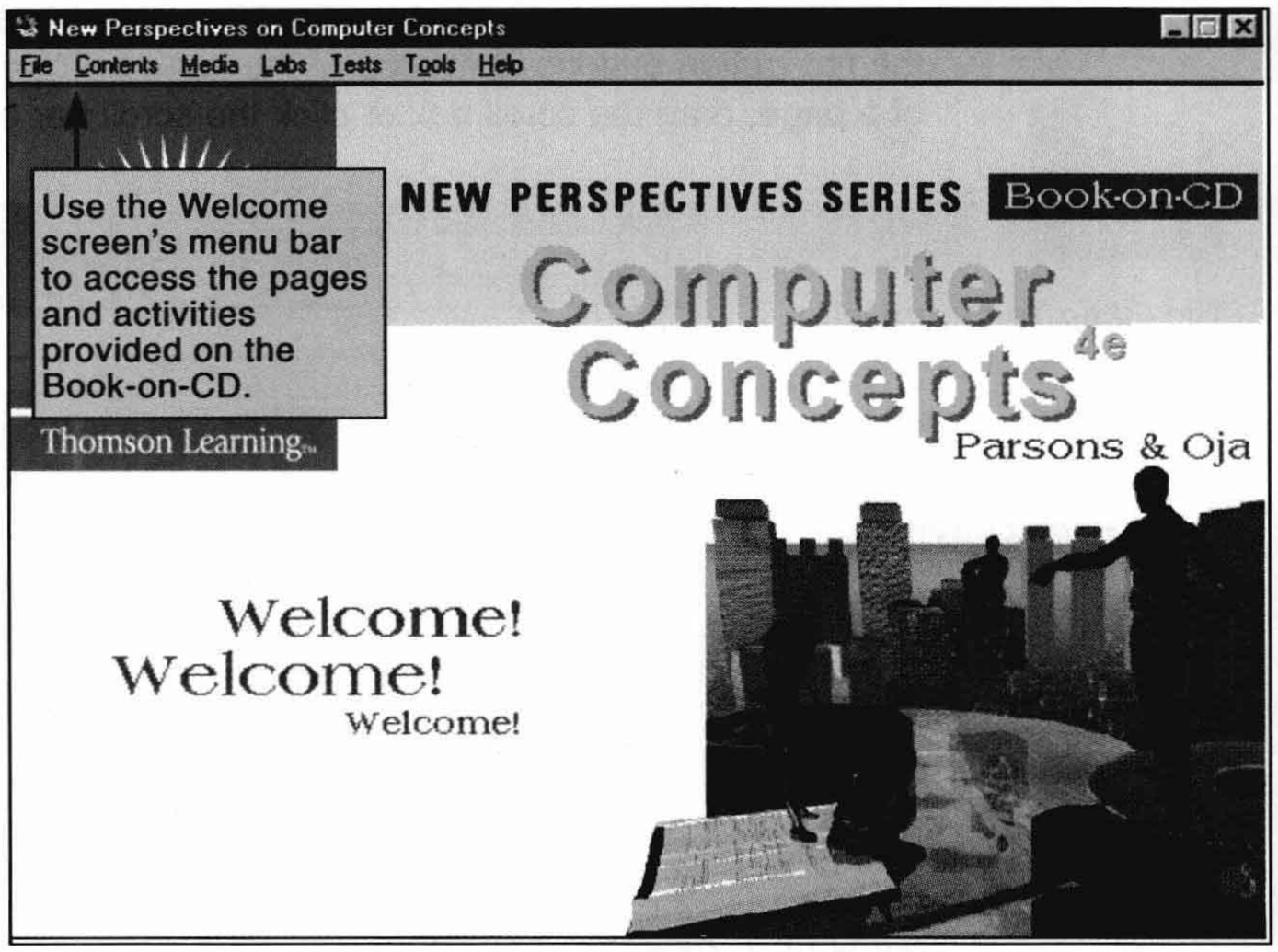
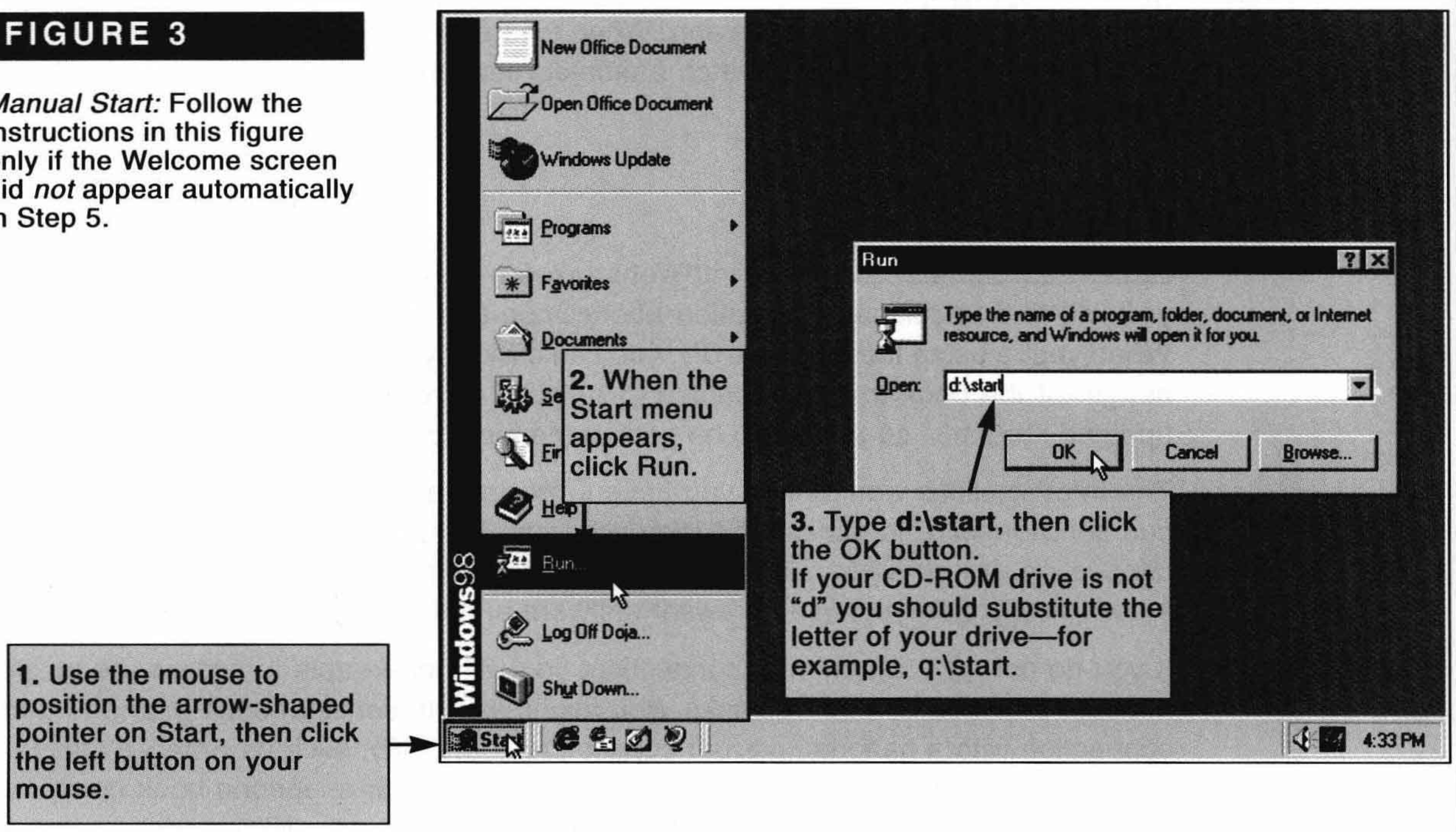


FIGURE 3

Manual Start: Follow the instructions in this figure only if the Welcome screen did *not* appear automatically in Step 5.



FAQ

How do I end a session? You'll need to leave the Book-on-CD disk in the CD-ROM drive while you're using it. Before you remove the CD from the drive, exit the program by clicking the Exit button at the top of the screen.

FAQ

How do I navigate from page to page? Click the Contents menu to jump to any chapter, section or page number of the book. To move from page to page, you can click the navigation buttons at the top of the screen. To read down to the text at the bottom of a page, drag the scroll box or click the scroll bar at the side of the screen.

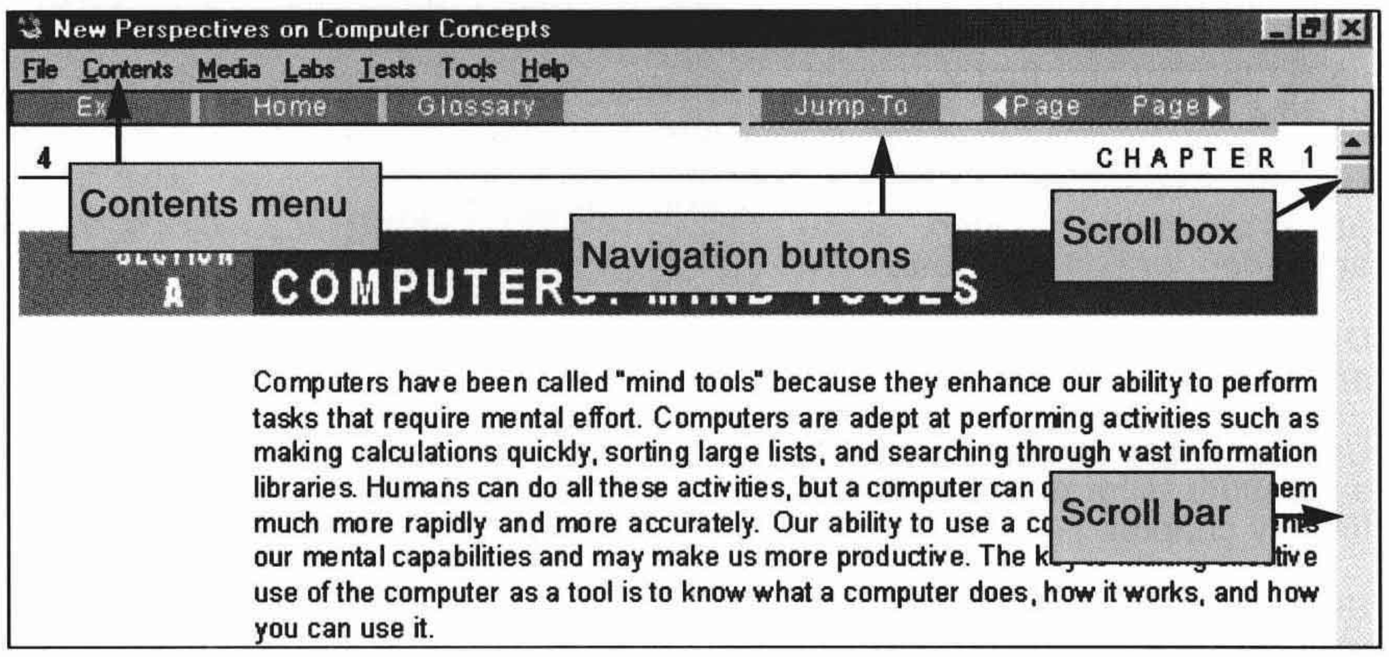
FIGURE 4

The **Jump To button** lets you enter any page number.

The **Page ▸ button** takes you to the next page.

The **◂ Page button** takes you to the previous page.

You can use the mouse to drag the **scroll box** or click the **scroll bar** to view the rest of the page.



FAQ

How do I view videos, animations, and screentours? Many of the figures contain a Start Video, Start Animation, or Start Screentour button, such as the sample one pictured to the left of this paragraph. When using the Book-on-CD, you can click these buttons to see videos clips, watch animated conceptual diagrams, and tour through popular software packages.

FAQ

What's an InfoWeb? The InfoWebs provide up-to-date links to Web sites where you will find additional information about important topics covered in each chapter. When you're using the Book-on-CD, you can click any InfoWeb icon that you see in the margin of the book to be connected to a list of corresponding Web sites. This list is updated regularly, so that you'll be getting the most current information.

The InfoWeb links work only if you have a browser and an Internet connection. If you can send e-mail and access the Web with your computer, you probably have such a connection. If this is the case, when you click an InfoWeb icon, your Book-on-CD will automatically start your Web browser software and dial up your connection.

If you do not have an Internet connection, you will not be able to access the auxiliary material provided by InfoWeb links. You might want to consider setting up an Internet connection with a national Internet service provider (ISP), such as America Online, or with a local ISP that you find in the Yellow Pages of your telephone book (look under "Internet"). The InfoWebs are a helpful supplement to the NP4 textbook, but, an Internet connection is **not** required to use the book or the Book-on-CD.

When you complete your exploration of InfoWeb links, you can return to the Book-on-CD by closing your browser. Click your browser's File menu, then click Close or Exit .

FAQ

What is the NP4 Web site? The NP4 Web site contains the first two pages of every chapter, including the chapter preview video, list of chapter topics, chapter objectives, and opening feature story. In addition, the Web site contains the Issue section and all of the end-of-chapter activities, including the interactive summary, key terms, quizzes, study tips, practice tests, projects, lab assignments, and InfoWebs.

You can interact with the Web-based material just as you would with the Book-on-CD. You can watch videos, complete interactive activities, view your scores, and save your scores on a Tracking Disk. The NP4 Web site is a handy—and portable—companion to the book.

FAQ

How do I access the NP4 Web site? To access the NP4 Web site, you need Microsoft Internet Explorer (included with Windows). You will also need an Internet connection provided by your school or by an Internet service provider (ISP).

Whenever you want to visit the NP4 Web site, start your browser software and connect to the Internet. Enter the address www.cciw.com/np4.

The first time that you access the site, your browser will download a program that allows you to view the NP4 pages, interact with the end-of-chapter activities, and receive computer-scored results. The download takes approximately five minutes, depending on the speed of your Internet connection. When the download is complete, follow the instructions on the screen to make sure that your computer will display everything correctly.

For those of you with some technical background, note that the download is digitally signed to ensure that it is a legitimate program and that it does not carry a virus.

FAQ

How do the interactive summaries, quizzes, and practice tests work? When you use the Book-on-CD or the NP4 Web site, you can use a variety of activities to review the chapter material and make sure that you understand the important points. Simply follow the instructions for these activities to enter your answers. When you've completed an activity, the computer will automatically check your responses and provide you with a score. For Practice Tests, you will also receive a study guide to help you find the answers to questions that you answered incorrectly. You can print this study guide by following the instructions on the screen.

You have the option of saving your results on a Tracking Disk, as explained on the next page.

FAQ

What about the Interactive Key Terms? At the end of each chapter, a list of key terms helps you review new terminology. Follow the directions at the top of the page to interact with the key terms list. Your results are not scored or saved.

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FAQ

What's a Tracking Disk?

A Tracking Disk tracks your progress by saving your responses to the "What do you think?" questions on the Issues pages as well as your scores on the QuickChecks, Interactive Summary, Interactive Quizzes, and Practice Tests.

When you complete an activity, such as a QuickCheck, you'll see a message that asks if you would like to save your score. If you click the OK button, you will be prompted to insert your Tracking Disk, then your score will be saved on it.

The first time you save a score, you will need to follow the directions on the screen to create a Tracking Disk. To do so, click the Create button and insert a blank, formatted floppy disk. You only need to create a Tracking Disk one time. Once you've created the Tracking Disk, just insert it into the floppy disk drive of your computer when you insert the Book-on-CD or when prompted to do so.

You can view or print a summary report of all your scores by using the Tools menu on the Welcome screen. In an academic setting, your instructor might request your Tracking Disk data to monitor your progress. If this is the case, you might want to make a copy of your Tracking Disk (refer to page 420 in the Introductory or Comprehensive editions).

FAQ

What about sound?

If your computer is equipped for sound, you should hear audio during the videos. If you don't, check the volume control on your computer by clicking the speaker icon in the lower-right corner of your screen. If you're working any place where sound would be disruptive, consider using earphones. You can also use the Tools menu on the Welcome screen to turn sound off.

FAQ

Can I make the type appear larger on my screen?

If the type in the Book-on-CD appears small, your monitor is probably set at a high resolution. The type will appear larger if you reduce the resolution by using the Start menu to access Settings and Control Panel. Double-click the Display icon, then select the Settings tab. Move the Screen Area slider to 640 x 480. This setting is optional. You can view the Book-on-CD at most standard resolutions.

If your Book-on-CD text looks jumbled, your computer might be set to use Windows large fonts, instead of the standard font. The standard fonts setting is located on the Scheme list that you can access by double-clicking the Display icon in Control Panel, then selecting the Appearance tab.

FAQ

What if I have additional questions about how to use the CD or Web site?

Additional technical information about the NP4 Book-on-CD and NP4 Web site is provided in the Readme file on your CD. To read this information, use the Programs option on the Start menu to view a list of programs on your computer. Select Windows Explorer from the list. Click the icon that represents your CD-ROM drive. Locate the program Readme or Readme.txt in the list on the right side of the screen and double-click it.

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