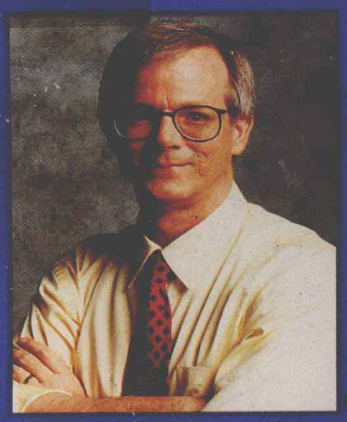

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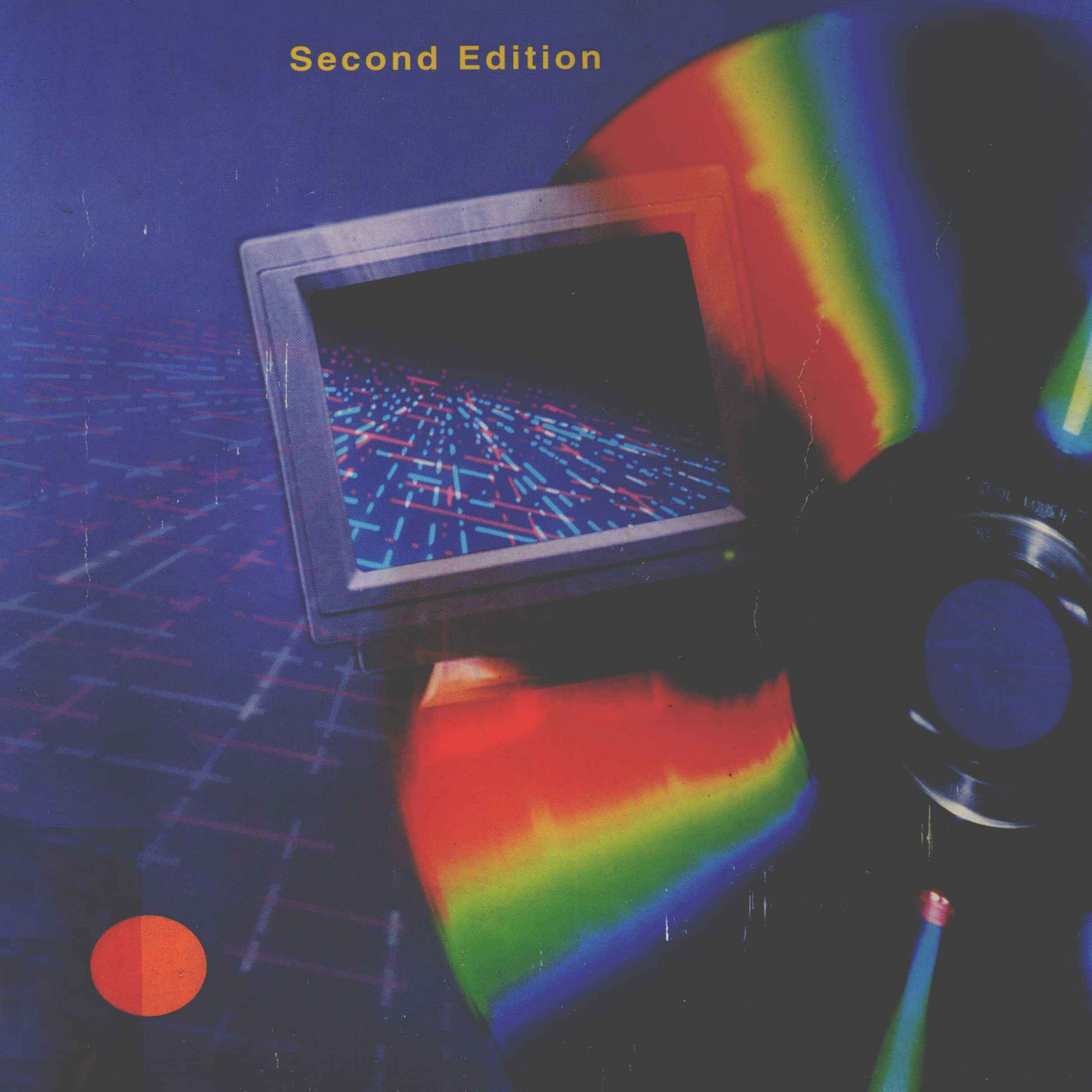
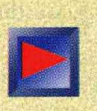
Second Edition





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COMPUTING FUNDAMENTALS

Second Edition

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PREFACE

This new edition of *Peter Norton's Computing Fundamentals* brings you a completely revised textbook and supplements package. The result is an innovative instructional system designed to help you teach and to help your students learn about computer technology.

World renowned computer expert, software developer, and author, Peter Norton has once again joined Glencoe in developing an integrated learning system that emphasizes life-long productivity with computers. Peter's straight forward, easy-to-follow writing style is a known winner! His successful books *Inside the IBM PC* and *Peter Norton's DOS Guide* have defined user-friendly computer instruction. Now students can benefit from his unique ability to teach computer concepts in a way that demystifies computing. Norton's "Glass Box Approach" truly comes to life in this edition! Our enhanced integrated package combines text, 3-dimensional graphics, animation, full-motion video, and sound to put students in touch with what actually happens inside the computer. This learning system will improve your ability to help students learn not only the basics of computing but also valuable tools for a lifetime of productivity.

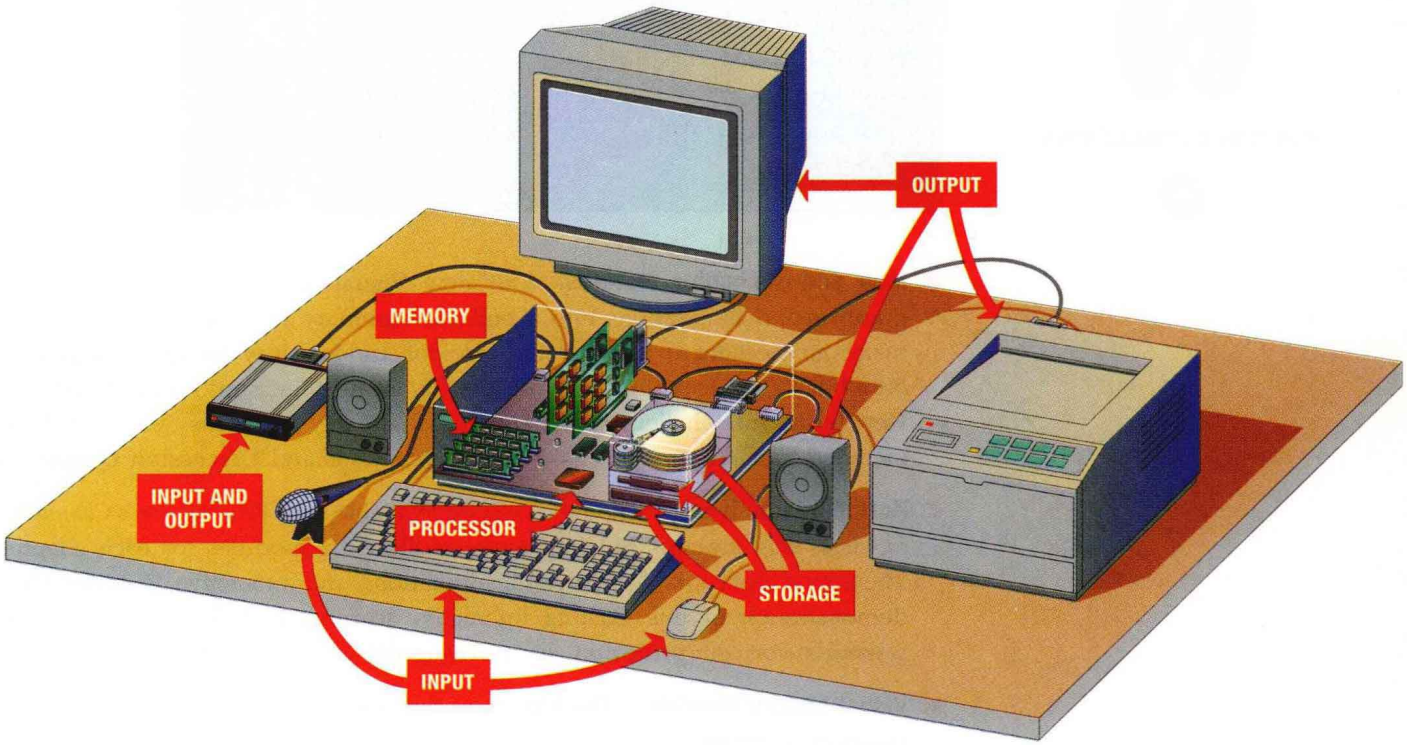
THE SECOND EDITION

Peter Norton's Computing Fundamentals, SECOND EDITION retains all the high-quality features that made the first edition a success! Since our primary goal is to present students with technology that they are likely to encounter at school and on the job, personal computers (PCs) are used in examples throughout. Other platforms (e.g., Mac, OS/2) and sizes of computers (e.g., mainframes) are discussed in the context of how they are used today.

Our emphasis is on productivity. Every computer concept is presented with guidelines on how to use the technology to be more productive at school, at work, and at home. To keep pace with computer technology, we've thoroughly revised every chapter to reflect the latest developments. We've also added coverage on emerging topics such as the Internet, networking, and multimedia. Changes and additions to this new edition are:

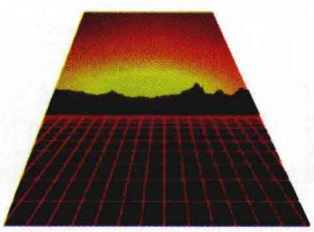
- **Reorganization of material.** Coverage of ergonomics and ethics have been moved to an appendix so that students can get to the core topics sooner.
- **Three entirely new chapters.** In response to new technologies, we've added new chapters on the Internet and the online world, computer graphics, and multimedia.

- **Completely revised text.** All other chapters have been completely revised to reflect the latest technology.
- **Special 3-D transvision in Chapter 1.** This detailed 3-D illustration, along with acetate transparencies, helps students identify and remember key components of a personal computer.
- **All new photographs, 3-D illustrations, and software screen shots.** Colorful, 3-D illustrations help students visualize computer components. New photographs depict the latest chip technology and models of computers.



- **31 New feature boxes.** Throughout the text, you'll find three different types of feature articles each focusing on an aspect of technology. These 1-page articles are designed to help students relate the concepts they're learning to real world applications of technology. The **Norton Notebook** feature emphasizes practical uses of technology in the real world. **Techview** features insights into new technology areas. **Productivity Tip** articles offer practical guides to using technology to be more productive at school, at work, and at home.

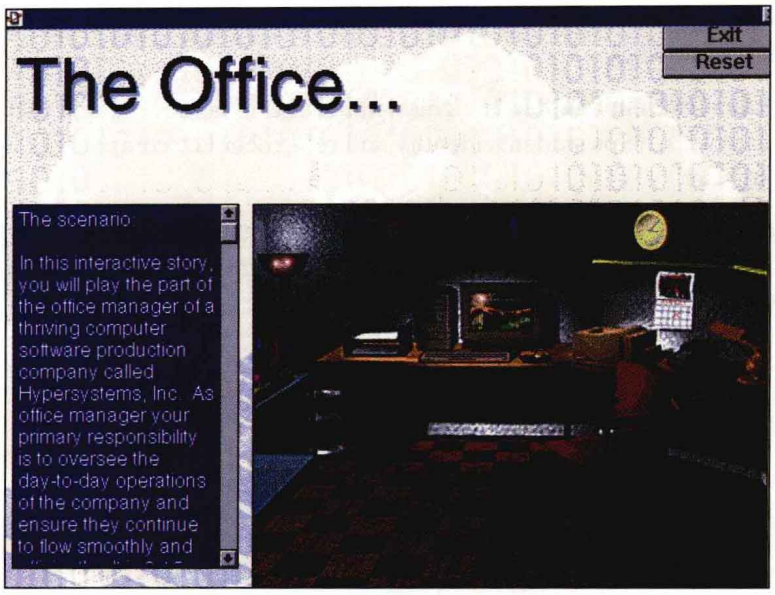
NORTON NOTEBOOK



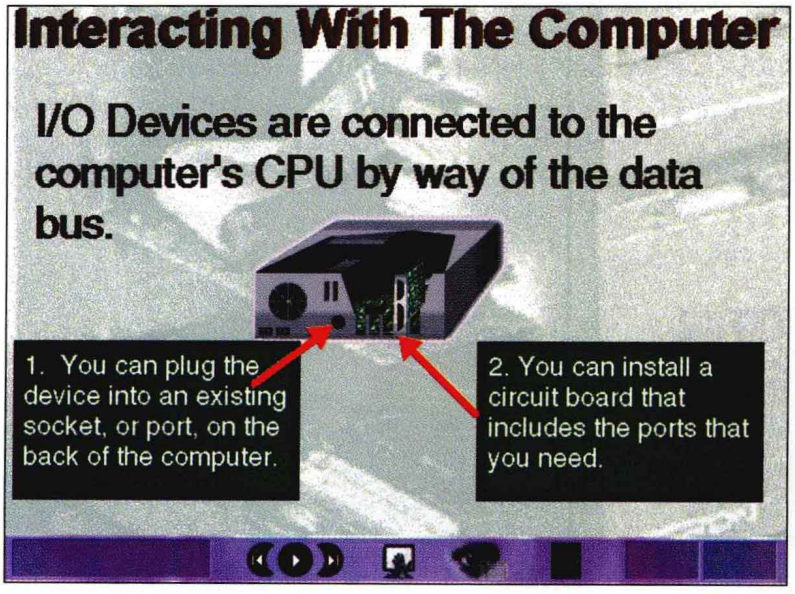
TECHVIEW

PRODUCTIVITY TIP

NORTON INTERACTIVE



- **New end-of-chapter features.** Our new **Visual Summary** incorporates key graphics and illustrations into a bulleted summary of chapter concepts. This makes an excellent review and study tool for students. **Key Terms List with Page Number References** helps students quickly locate definitions for key terms. The **Key Term Quiz** challenges students to use the key terms they've learned. We included more comprehensive **Review Questions** and **Discussion Questions**.
- **Norton Interactive.** A student CD-ROM available with *Peter Norton's Computing Fundamentals* contains full interactive multimedia modules for each chapter! These modules contain instruction, simulations, and interactive activities. For a demonstration of this exciting interactive learning tool, visit our Web site: **www.glencoe.com/ps/norton** or **www.hgcorp.com/nint.htm**
- **Visual history timeline.** The history of the personal computer is captured in a visual presentation.



Computer Concepts Study Guide on CD-ROM

To enhance retention, Glencoe has developed a multimedia Study Guide on CD-ROM. This product includes a pre-test and post-test, and a review of all major concepts in the text.

Instructor Support

Glencoe appreciates the challenges involved in teaching computer technology. We've put together an innovative instructor's support system designed to help you meet the challenge! Updates to these materials, including content updates and projects, can be found on our Web site, **www.glencoe.com/ps/norton**

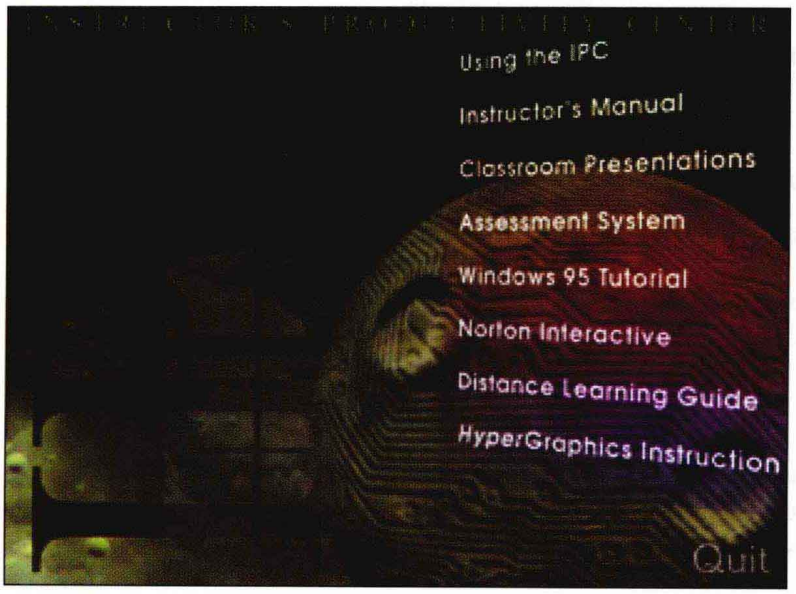
The Instructor's Productivity Center

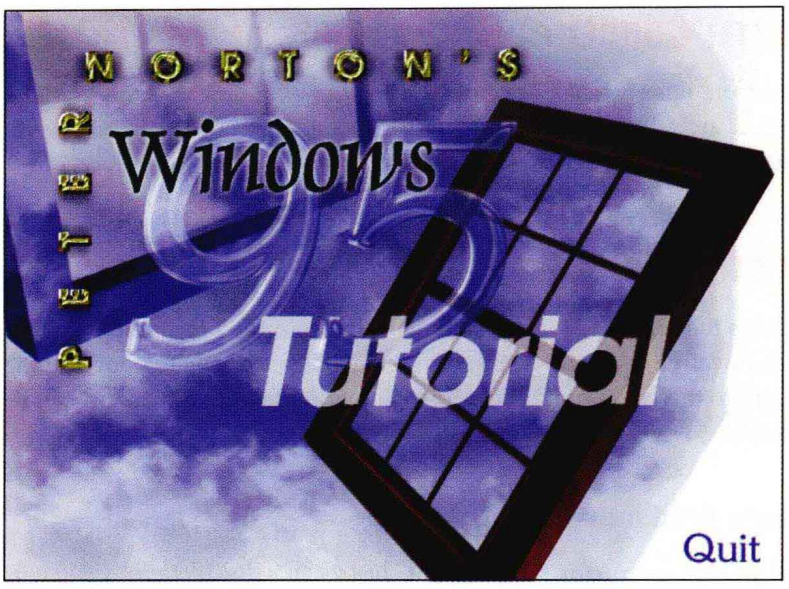
The focal point of our instructor support, the *Instructor's Productivity Center*, is designed to help you prepare for class, present concepts, assess the performance of your students, and use technology in the classroom. The *Instructor's Productivity Center*, or *IPC*, consists of the Instructor CD-ROM, a printed catalog of test questions (Testbank), and an instructor's manual.

The IPC CD-ROM

The IPC CD-ROM contains all the technology tools you need to present computer concepts effectively:

- A complete **online guide to the IPC** and how to use technology in the classroom.
- An **electronic version of the instructor's manual** opens in the word processing program of your choice and allows you to modify teaching notes.
- **Classroom Presentations**. PowerPoint presentations, including diagrams and illustrations, are provided for each chapter in the book. Comes with a slide sorter.





NORTON INTERACTIVE

- The new Glencoe **Assessment System** is a windows-based test generator that allows you to produce and print out tests or deliver them online via your local area network. Contains over 2500 test questions and a built-in grading feature. Questions include True/False, Multiple Choice, Completion, Matching, and Short Answer for each chapter. All questions are rated by difficulty level, and are coded by learning objective and subject area.
- A special multimedia **Windows 95 Tutorial** can be used as a classroom presentation or individualized instruction for your students.
- A copy of the **Norton Interactive** multimedia modules with installation options allows you to install to a hard drive or your local area network.
- **Distance Learning Guide**. An information bulletin for instructors that focuses on defining distance learning and Internet course delivery. Contains practical guidelines on how to set up distance learning facilities, what equipment is required, and how to enhance enrollments using the Internet.
- ***Hyper*Graphics Instruction**. A demonstration of our interactive classroom instructional system. For more information, access **www.hgcorp.com** on the World Wide Web.

The Instructor's Manual and Key

A printed version of the Instructor's Manual, this comprehensive supplement contains detailed lesson plans and outlines, complete with teaching and assessment strategies. Everything is correlated to SCANS competencies. You'll also find answers to all the end-of-chapter questions and a guide to Internet sites. Page references to the textbook help you coordinate your lecture.

The Testbank

This is a printed catalog of the over 2500 test questions in the Glencoe Assessment System. The testbank includes True/False, Multiple Choice, Completion, Matching, and Short Answer questions for each chapter. All questions are rated by difficulty level.

The Annotated Instructor's Edition

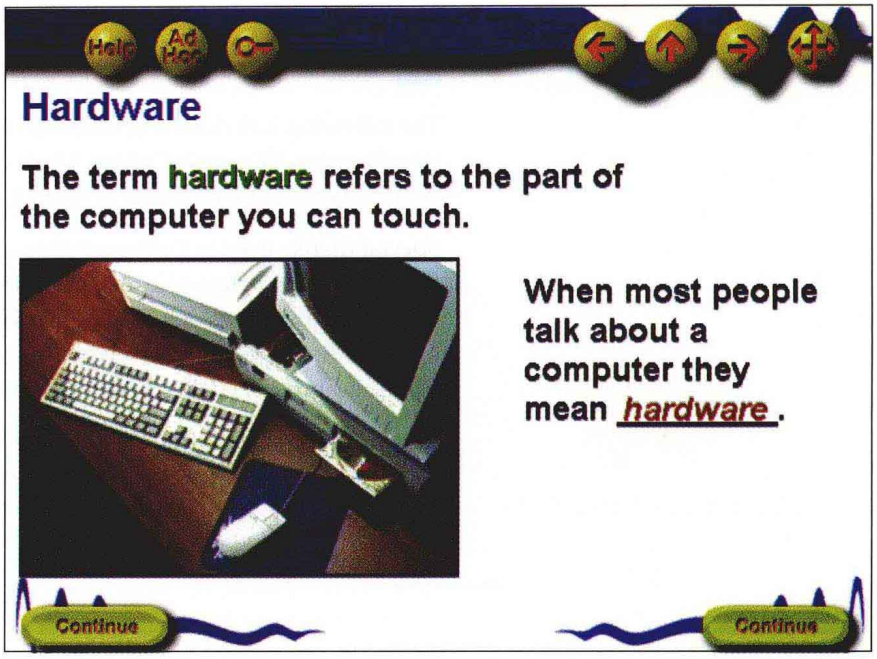
The *Annotated Instructor's Edition* contains valuable teaching tips with additional information, discussion notes, and classroom projects to help you supplement the student textbook during your lecture.

Software Tutorials

Glencoe offers a full line of software tutorials to accompany this textbook. Each tutorial is designed to teach the basics of the software package with an emphasis on practical skills and productivity. Large screen shots and guided exercises help students learn basic skills. Enhanced application projects challenge students to create documents, spreadsheets, and databases using the skills they've learned.

Each tutorial is accompanied by an Instructor's Manual which includes teaching tips, additional projects, and sample quizzes and tests. Our new tutorials for Windows 95 software also include test generators with over 350 test questions.

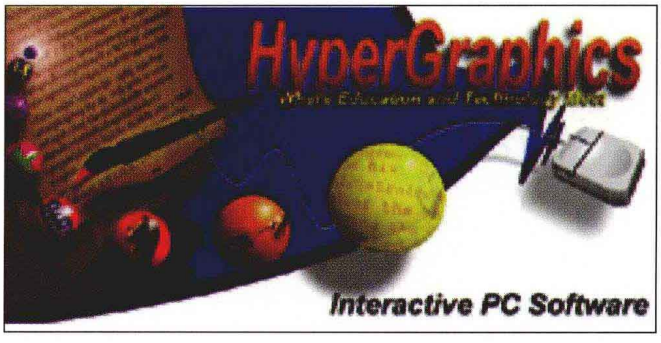
Ask your Glencoe sales representative about our software tutorials and our Software Upgrade program!



HyperGraphics Instructional System

Glencoe and its software development partner, *Hyper*Graphics Corporation, have developed a high-tech learning program for *Peter Norton's Computing Fundamentals*, SECOND EDITION. ***Hyper*Graphics** is an innovative educational system that utilizes interactive computer technology to teach and reinforce computer concepts, and then test and track students' understanding of important concepts.

With classroom presentation software and hand-held student response pads, students can answer questions in real time. Every response is recorded by the system to allow the instructor to monitor both individual and class progress. A variety of assessment tools are built-in, including objective questions after each concept is presented and group challenges for each chapter of material.



The student workbook, called *Textnotes*, allows students to create their own study guides based on the classroom instruction.

Contact your Glencoe sales representative for more information, or visit the *Hyper*Graphics Web site, **www.hgcorp.com**

Our Software Is Distance Learning Ready!

The *Hyper*Graphics system is specially designed to help you implement a distance learning program in computers! Both hardware and software are fully compatible with SMART Technologies' SMART Boards and a variety of video conferencing systems.

In addition, Glencoe and *Hyper*Graphics Corporation support Internet delivery of our material. Ask your Glencoe sales representative about **Internet Course Packs.**

Acknowledgments

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September 1996

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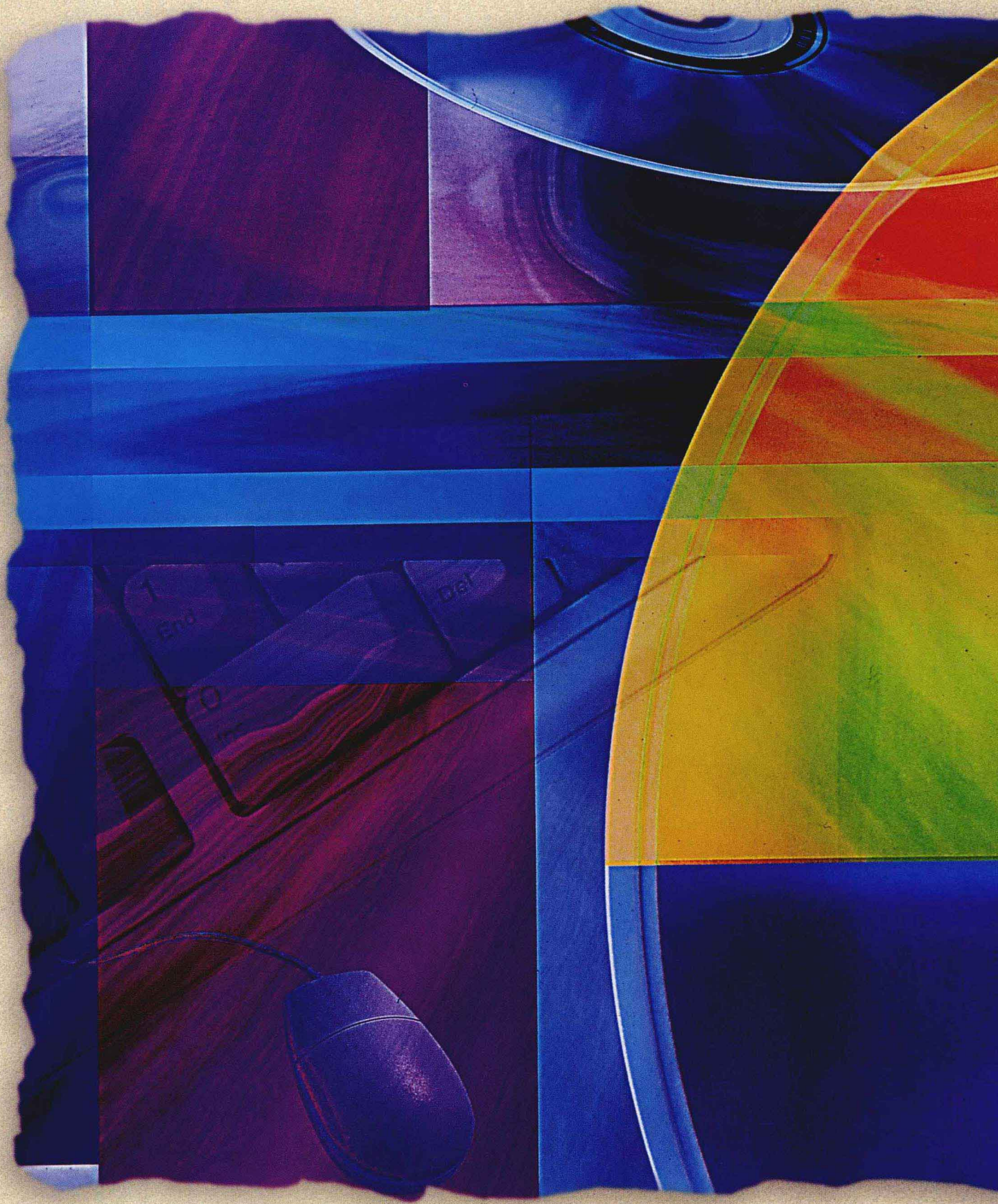
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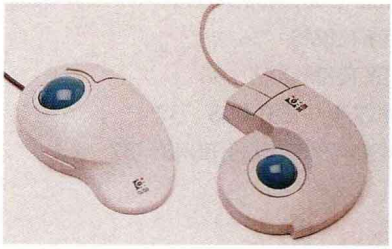

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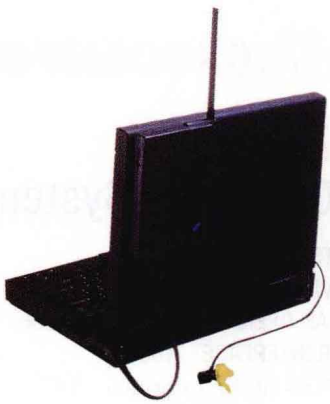

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