

COMPUTING ESSENTIALS

1999
2000



Timothy J. O'Leary • Linda I. O'Leary

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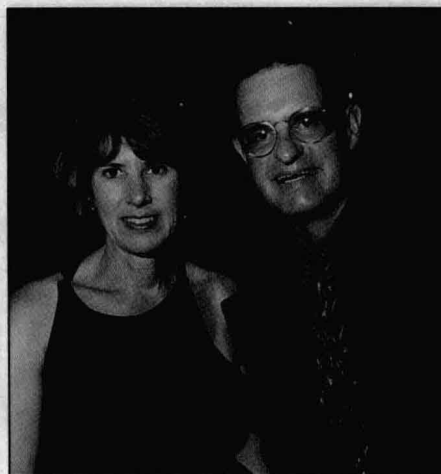
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Dedication

To J. Miller Peck. As a student, I was inspired by your selfless dedication and enthusiasm for learning and teaching. As a colleague, I have enjoyed your thoughtful and invaluable counsel. Thanks

—Tim O'Leary

Preface

We have truly entered the Information Age.

No matter what career you choose, information technology will affect your life. Knowledge of information technology can make the difference between whether those effects are positive or negative. Our goal is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever path they choose in life.

Computing Essentials 1999–2000 features an enhanced visual orientation.

Because we believe that students retain more when concepts are reinforced visually, we feature a unique visual orientation. And adopters have long held that the visual strategy underlying the book enhances their students' interest level and comprehension. Accordingly, this edition's art and design have been extensively updated, enhanced, and enlarged after we listened carefully to the suggestions of dozens of reviewers and focus group participants. *Computing Essentials* balances text with full-color graphics, including numerous color illustrations, photos, and charts.

Other Distinguishing Features



NEW

Visual Chapter Openers Each chapter begins with a unique visual representation that introduces the key concepts in the chapter. Designed to stimulate student interest as well as present an organized framework for the chapter, this new feature combines visually exciting graphics and text.



NEW

On the Web Explorations Throughout the book numerous marginal notes presenting Web explorations have been added. Designed to expand on key concepts in the chapter and to motivate students to use the Web, this new element directs students to well-established and informative sites.

On the Web Exercises This visual end-of-chapter section presents thought-provoking questions that can be answered using Web resources. Designed to demonstrate the quantity and quality of information available on the Internet, these questions require students to either visit our Web site for links to appropriate resources or to use Web search tools to locate information.



NEW

Tips This new element offers practical, timely advice and suggestions on a variety of key issues. Designed to keep students engaged in the chapter as well as to provide valuable guidance, the tips cover a wide range of important topics.



NEW

Privacy and Security Our chapter "Privacy, Security, Ergonomics, and the Environment" has been moved forward in the text to emphasize these important topics. Additionally, to further focus attention on these issues and to promote critical thinking, each chapter now concludes with a



new discussion question requiring students to consider the current and future impact of computer technology on people.

New Art Program Graphics have been added to present essential concepts and issues. Designed to visually engage students and to clearly portray critical information, these new large-scale figures are used to demonstrate relationships between components and to provide important background.

Visual Chapter Summaries Each chapter concludes with our well-established visual summaries. Designed to summarize and reinforce key concepts in the chapter, each visual summary has been redesigned to provide larger graphic elements in a new four-column format.

Hands-On Orientation Each chapter in *Computing Essentials* includes practical advice on critical issues and a variety of Web-related activities that require students to use the Internet to research selected topics.

Lab Modules

The latest version of Microsoft Office is also available, along with Windows 98, Netscape Communicator 4, and Internet Explorer 4, all in addition to our already extensive list of software applications materials.

The lab modules follow the “learn by doing” approach, combining conceptual coverage with detailed software instructions. A realistic case study based on real-world use of software in a business situation runs throughout each module and leads the student step-by-step from *problem* to *solution*.

The Support Package

Comprehensive Teaching Material Sets are available for *Computing Essentials* as well as for each of the lab modules. Ancillaries are also available via our Web site at:

<http://www.mhhe.com/cit/concepts/oleary>

Available components:

- **Instructor's Resource Disk**—includes the following:
 - Instructor's Manual**—contains objectives, sample schedules, procedural requirements, teaching tips, answers to end-of-chapter problems, solutions to case project, command summary, answers to practice exercises, a printed test bank, and student data files.
 - Diploma Online Testing**—this Windows-based computerized test bank makes it easy to pick and choose from our text-specific test items or add to your own. Tests are deliverable via a LAN or Web site.
 - PowerPoint Presentations**—present key figures and topics from the text in an interactive and customizable format.

Also available:

- **Student CD**—enhances the learning process with interactivity.
- **Lecture Launcher Videos**—ten 10-minute segments from PCTV's acclaimed series *The Computer Chronicles* on today's hottest topics in computing help you inspire students.

For information on how to obtain any of the supplements described, please contact your McGraw-Hill representative.

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We are deeply indebted in the development of this edition to the insight and feedback provided by our many reviewers, focus group participants, and survey respondents.

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