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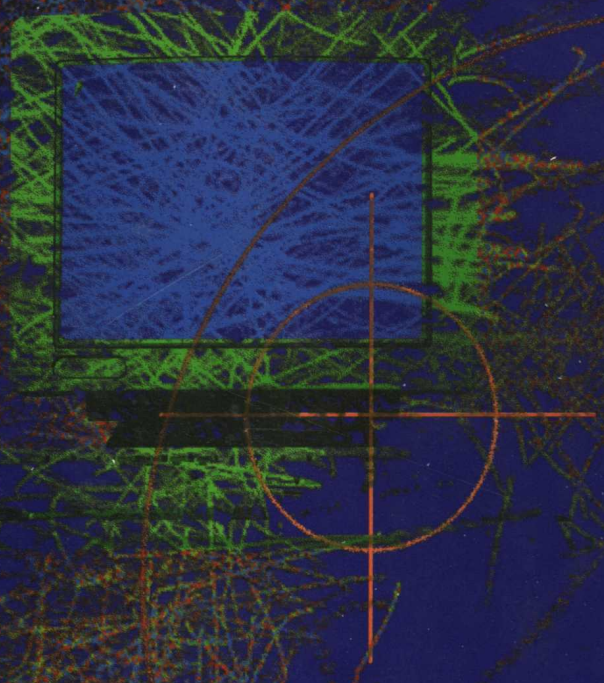

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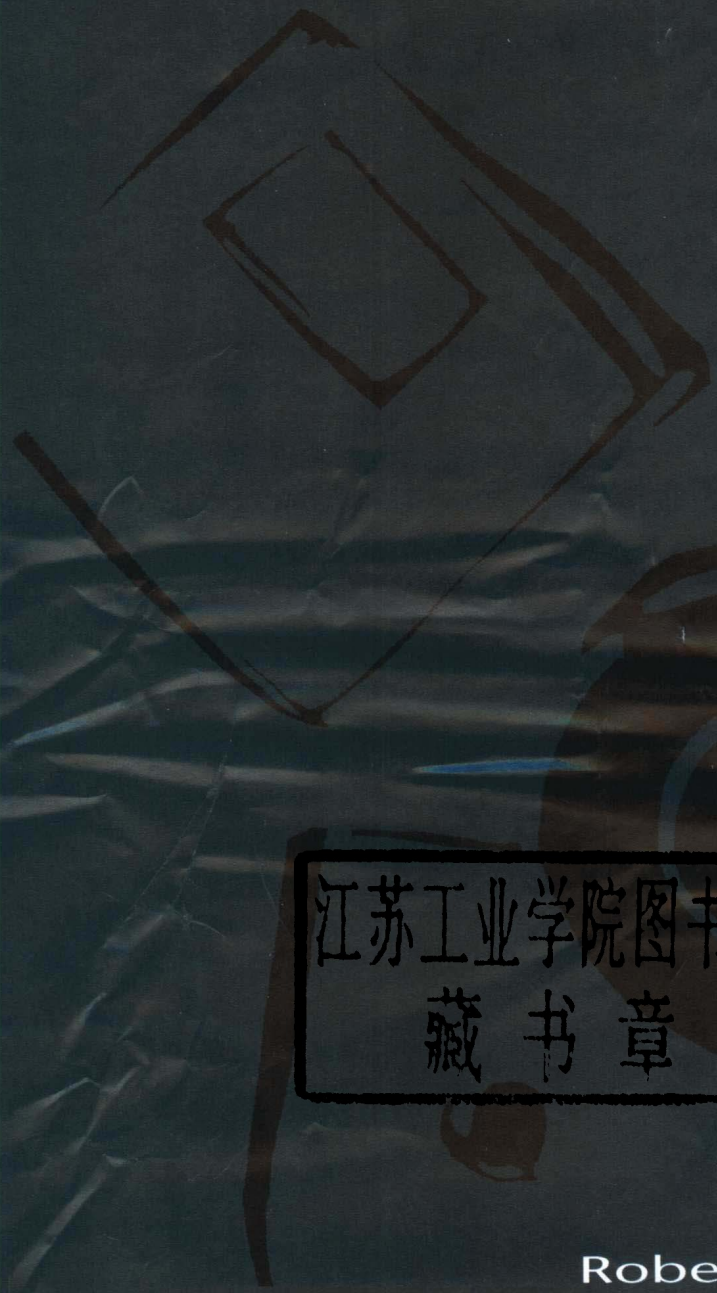

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Computers in Your Future 98

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Dedication

To our families, for their love, patience, understanding, and inspiration.

Jim, Greg, Erin, and Matt—R. B.

Dan and Matt—M. M.

Preface

For our readers...

Computers in Your Future 98 carries forward Que Education and Training's pioneering effort to show how computers affect our daily lives and how they will continue to have an increasing impact on our future. The common-sense, real-world emphasis of the first edition is evident in this 1998 edition. The many student learning aids present in the first and second editions appear in this edition, changed only to reflect current developments in the world of computers and computing. Among the special features are the following:

- **Sidebars** address current events in the computer world. In many cases, these events affect your personal or business life. Some examples tell you how computers are used all over the world:
  - Computers aid in scientific research, education, and law enforcement.
  - The Year 2000 problem and its potential impact on businesses and consumers worldwide. Information Technology professionals are in such short supply that the U.S. government is taking aggressive steps to help solve the problem.
  - Computers are used for timing and scoring at the Indy 500.
  - Virtual reality and computers help people overcome all kinds of handicaps.
- **TechTalk** margin notes provide clear definitions of computer jargon.
- **BITS** margin notes offer interesting sidelights to the text.

To help students learn, the authors have provided this information in *byte*-sized portions called lessons. Each lesson deals with one topic in a clear, succinct presentation. Because these lessons are modular, they can be covered in any sequence.

Each lesson opens with an outline of the major topics in that lesson. For easy review, the bulleted learning objectives, immediately following the outline, list the important concepts covered in the lesson. Key terms appear in boldface in the text and are defined within the lesson; they are also listed at the end of the lesson and are defined again in the Glossary at the end of the book. The end-of-lesson material provides additional self-testing through matching, multiple-choice, completion, and review questions. In the past decade, many educators have voiced the concern that schools have overemphasized the mastery of basic facts to the neglect of thinking skills. To address this issue, *Computers in Your Future 98* also includes brief **Critical Thinking** projects in both the book and the *Test Bank*. **On-line Discovery** sections provide practice in using the World Wide Web to research Internet resources and answer relevant questions.

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To give you an extended review and greater success in this course, the authors of this text have written a ***Student Study Guide***. This supplement provides a chapter overview; lesson outlines; learning objectives; key terms; and a large number of true/false, multiple-choice, matching, completion, and critical thinking questions.

Que Education & Training created ***Computers in Your Future 98* Interactive Edition** to provide students with a unique, discovery-based learning tool. The *Interactive Edition* includes interactive multimedia explorations of key textbook topics, seamless integration of the World Wide Web, personalized study guides, and electronic review exercises with e-mailable results.

For the Instructor...

Que Education & Training offers a dynamic and useful collection of teaching and learning resources for qualified adopters of *Computers in Your Future 98*.

Computers in Your Future 98 Annotated Instructor's Edition (1-58076-079-1)

Computers in Your Future 98 Annotated Instructor's Edition is chock full of teaching resources and includes a fully annotated version of the student text showing how and when to integrate the *Interactive Edition*, QuePresents, and www.ciyf98.com. The annotations include ideas for alternative lecture topics, tips on dealing with common student questions, and other useful information designed to help you in the classroom.

Computers in Your Future 98 Instructor's Manual (1-58076-080-5)

The *Instructor's Manual* provides chapter outlines with learning objectives and lesson outlines. The manual also gives the answers to all the end-of-lesson material in the student edition. For the novice teacher, as well as seasoned instructors looking for new ways to teach this course, the *Instructor's Manual* includes Teaching Tips, Projects and Activities, and Lecture Notes beyond those presented in the *Annotated Instructor's Edition*.

Computers in Your Future 98 QuePresents (1-58076-084-8)

QuePresents is a CD-ROM packed with a library of PowerPoint 97 presentations designed to enhance your classroom presentations. These presentations include a variety of materials used by the author team in their classrooms. QuePresents can be used as is or customized to meet the needs of your students.

QueTest by inQsit (1-58076-081-3)

The finest Web-based testing system available! QueTest by inQsit (developed by Ball State University) utilizes the World Wide Web and Web technologies to present questions, record answers, and return customized graded results. HTML can be directly integrated within the test modules so graphics, sound, videos, and links to additional Web/Internet resources may be added. An internal security system prevents unauthorized access to questions, answer keys, and student scores. QueTest comes with a vault of questions for *Computers in Your Future 98*. QueTest uses Smart Wizards to help

you create your tests and has a variety of question types that can be selected at will or at random. QueTest supports proctored tests, transference of existing test questions, and test item analysis!

www.ciyf98.com

This Web site is an extraordinary and unique teaching and learning resource. We've moved beyond the usual publisher Web sites to create a truly useful place for you and your students to expand your horizons. ciyf98.com includes a Listserve, Chat room, Message Boards, TEQNews clipping service that provides customizable news for your classes, and the Online Discovery Zone.

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An innovative discovery-based learning tool helps you blow the covers off the textbook by offering interactive multimedia explorations of key textbook topics, seamless integration of the World Wide Web, personalized study guides, and electronic review exercises with e-mailable results.

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- QueNotes allows students to build a personal study guide by cutting and pasting or adding their own materials.
- The end-of-chapter Review Exercises are now available electronically with the capability for your students to e-mail their results to you!
- "Whacked" World Wide Web sites are included so that students without live access to the Web have an opportunity to experience the Web's power.

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Level B = Beginning I= Intermediate A = Advanced	B, I, A for all Win 95 and higher	B - A	B	Proficient and Expert	B - I
Course Length	8-12 contact hours	Full semester	6-8 contact hours	8-12 contact hours	12-24 contact hours
Features	• 4 color (most first levels) • Project orientation teaches problem solving • Step-by-step approach and over-sized screenshots • End-of-chapter exercises combine skill assessment and application • All first level Office 97 books include Screen ID and Challenge exercises	• 4 color • Business problem orientation • Full integration of the World Wide Web • Cross-curricular projects	• 4 color • Screen shots show results of steps taken • Learn On-Demand software	• 4 color • Microsoft-approved for MOUS program • Included appendix on Certification process	• 2 color • Skills focus emphasizes practical knowledge • Material is organized around objectives • End-of-chapter exercises integrate material from earlier exercises
Learning Tools	• Why Would I Do This? • Jargon Watch • If You Have Problems • Inside Stuff • Running marginal glossary • Lesson objectives	• In Depth • Caution, Shortcuts • Finished project illustrates each lesson opener	• Completed screen shots at chapter opener • In Depth, Caution, and Shortcuts	• Why Would I Do This? • If You Have Problems • Inside Stuff • Required activities and MS Test Notes give students guidelines and tips for preparing for the certification exams	• Objectives and end-of-chapter summaries • Running marginal glossary • "Notes" • Running cases
Resources	• Instructor's Manual with data disks • Annotated Instructor's • Manuals (Office 97 apps only) • QueTest (Office 97 apps only) • Virtual Tutor CD-ROM	• Annotated Instructor's Editions • QueTest	• Annotated Instructor's Manual w/ data disk • QueTest • Learn On-Demand	• Annotated Instructor's Edition	• Instructor's Manual with data disk

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We are the educational publishing imprint of Macmillan Computer Publishing, the world's leading computer book publisher. Macmillan Computer Publishing books have taught more than 20 million people how to be productive with their computers.

This expertise in producing high-quality computer books is evident in every Que Education and Training title. The same tried-and-true authoring and product development process that makes Macmillan Computer Publishing books best-sellers is used to ensure that every Que Education and Training textbook has the most accurate and up-to-date information. Experienced and respected college instructors write and review every manuscript to provide class-tested pedagogy. Every Que Education and Training book receives

a thorough "tech edit;" quality assurance editors at Macmillan Computer Publishing check every keystroke and command in our books to guarantee that the instructions are clear and precise.

Above all, Macmillan Computer Publishing and, in turn, Que Education and Training have years of experience in meeting the learning demands of computer users in schools, homes, and businesses. This "real world" experience means that Que Education and Training textbooks help students understand how the skills they learn will be applied and why these skills are important.

Que Education and Training. Helping your students see the possibilities.

Acknowledgments

We, the authors, have discovered that a partnership is much more than the sum of its parts. We have come to appreciate each other's work, and the work of our hidden partners at Que Education and Training of Macmillan Publishing.

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