

COMPUTERS

IN YOUR FUTURE

SECOND EDITION

Marilyn Meyer & Roberta Baber



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Computers in Your Future

Second Edition

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藏书章

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Computers in Your Future, Second Edition

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Dedication

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

Dan and Matt—M. M.

Jim, Greg, Erin, and Matt—R. B.

Preface

For our readers. . .

Computers in Your Future, Second Edition, 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 second edition. The many student learning aids present in the first edition appear in the second 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.
 - Telecommunications and computer networks played an active role in the 1996 Centennial Olympics in Atlanta.
 - 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*, Second Edition, also includes brief **Critical Thinking** projects in both the book and the *Test Bank*. **Online Discovery** sections provide practice in using the World Wide Web to research Internet resources and answer relevant questions.

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.

The **Computers in Your Future Digital Tutor** is a disk-based, interactive tutorial, referenced in the *Student Study Guide*. Quizzes throughout the tutorial provide immediate feedback and reinforcement of key material.

For the instructor. . .

If you used the first edition of *Computers in Your Future*, you will notice some changes in this second edition. In response to instructors, we have revised the organization of the text to provide greater flexibility. The second edition is divided into 4 Parts, 11 Chapters, and 30 Lessons. As part of our *Quest Custom Publishing Program*, the text can be customized by chapter, which means that you may choose any number of chapters, in any order, and have them spiral-bound by themselves or with any of our computer application tutorials.

For your use in the classroom, *Computers in Your Future*, Second Edition, also includes a thoughtfully crafted complement of ancillary materials.

The *Annotated Instructor's Edition*, written by the authors, contains Lecture Notes and Discussion Points to enhance the class discussion.

The *Instructor's Manual*, written by Dr. Donna Matherly of Tallahassee Community College and Sally Kurz of Coastline Community College, 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. This valuable resource contains a multimedia directory—with additional information about books, videos, and software (including shareware)—and a guide to online services. To enhance classroom discussions, Dr. Matherly has created additional discussion questions. 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*.

The *Test Bank*, also written by Dr. Donna Matherly of Tallahassee Community College, provides approximately 2,000 questions graded by level of difficulty. This extensive collection effectively measures your students' grasp of the material through a variety of test item formats: true/false, multiple-choice, matching, and completion questions; short essay questions; and critical thinking questions.

Online testing developed by Chariot Software Group is available for Windows 3.1/95, DOS, and Macintosh platforms. The program is designed to enable you to create tests using questions drawn from *Computers in Your Future*, Second Edition, as well as your own questions. You may select specific test items or choose to have the program select them for you. For large lecture settings, you can easily scramble the questions and create multiple

forms of the same test (with answer keys). The online feature enables you to administer tests over a network or at individual workstations. Tests are graded online and scores recorded in an electronic grade book for instructors.

The *Electronic Transparencies* feature over 200 slides in PowerPoint 4.0 and PowerPoint for Windows 95 Runtime format.

The *Transparencies* supplement, in color, are drawn from the Electronic Transparencies. Each acetate has been correlated to textual material so that you can easily incorporate the transparencies into your classroom presentation.

The *Computers in Your Future, Second Edition, CD-ROM* is a Que Education and Training exclusive to help you and your students navigate the study, practice, and application of computer systems. This interactive journey combines text, video, audio, and graphics. It actively engages students in the learning process by giving them the options of accessing reference material, learning from the various modules, or taking a quiz and receiving feedback.

You can access online services through Que Education and Training's World Wide Web site. Instructors can download additional ancillaries and exercises to accompany *Computers in Your Future, Second Edition*.

Videotapes of professional broadcast quality are available to adopters as well. Qualifying instructors can select from such sources as Annenberg/CPB and Films for the Humanities and Sciences. Please contact your local representative for details on this and other film series.

Do you teach applications in this course? If so, the *Essentials* series provides the perfect complement to *Computers in Your Future, Second Edition*. This collection of hands-on tutorials is designed to be used separately or as computer lab application modules to accompany *Computers in Your Future*. These books, presented in a project format, cover the fundamental elements of each application. The tutorials are designed for a broad spectrum of majors, although the business case problems contained in the end-of-project material also make them suitable for use in schools of business. Each *Essentials* volume is spiral-bound and sized at 8 1/2 by 11 inches for maximum screen-shot visibility.

The *Essentials* series covers the following applications in both Windows 3.1 and Windows 95 versions, as available: Microsoft Access for Windows, Microsoft Excel for Windows, Lotus 1-2-3 for Windows, Microsoft Office Professional, Paradox for Windows, Quattro Pro for Windows, Word for Windows, WordPerfect for Windows, and Works for Windows. The series also includes manuals on Netscape, HTML, Internet, Windows 3.1, and Windows 95.

For lab courses, Que Education and Training has made arrangements with all the major software vendors to provide academic versions of the leading word processing, spreadsheet, and database software, as well as operating systems packages. Because our research has shown that many students lack the typing skills necessary to use existing packages fully, our software mix also includes Que Software's Typing Tutor package.

For more information about the *Computers in Your Future* ancillary package or the *Essentials* series, please contact your local Que Education and Training representative or Marketing Manager, Que Education and Training, 201 W. 103rd Street, Indianapolis, IN 46290-1097.

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About Que Education and Training. . .

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. Publishing for tomorrow. . .today.

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