

McGraw-Hill

COMPUTING ESSENTIALS

Timothy J. O'Leary • Linda I. O'Leary

Brief Version

Annual Edition
1995–1996

To

Helen Mershon, who saw potential in every student. Thanks for seeing mine—T.J.O.
Reba Miller, whose kindness and dedication as a teacher will always be
remembered—L.I.O.

McGraw-Hill Computing Essentials Annual Edition 1995-1996 — Brief Version

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About the Authors

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Preface to the Instructor

This Brief Version of *Computing Essentials* has been designed for those instructors who wish to spend more time in the lab on the hands-on portion of the course and want to stress the key topics dealing with hardware and software. The eight chapters in this Brief Version cover hardware, software, communications, and databases—topics critical to all computer users. We have also retained the popular Student Buyer's Guide found at the back.

Our Purpose: To Create Computer Competency

This book is intended to give students competency in computer-related knowledge and skills to support their academic pursuits and be of immediate value to their employers. Our goal is to prepare students to be:

- **Microcomputer-literate**—able to employ microcomputers to increase their productivity and effectiveness.
- **Familiar with commercial software**—especially word processing, spreadsheet, and database management packages.
- **Grounded in fundamental concepts**—a basic working vocabulary and knowledge of computing and information concepts.

Distinguishing Features and Benefits

Key Feature #1: Flexibility The Microcomputing Annual Edition System allows instructors to choose exactly what they want to teach.

- **McGraw-Hill Computing Essentials: Annual Edition 1995–1996** in 14 brief chapters describes basic computer and information concepts.
- **New! Brief Version of Computing Essentials: Annual Edition 1995–1996** contains Chapters 1 through 8, featuring the hardware and software concepts.
- **More than 25 Lab Modules** offer hands-on, beginning-skill level, easy-to-use software application tutorials. A case study in each tutorial provides a problem-solving approach to using the software.
- **Custom-Bound Version.** With this option, you can build your own book by choosing either version of *Computing Essentials* and/or 2 to 5 *Lab Modules*. You can choose exactly what you want to teach and provide your students with an

affordable, easy-to-use spiral bound textbook. The *Lab Manuals* in the following list can be custom-bound for your course.

Essentials	Lotus 1-2-3 Release 2.3
DOS 3.3 – 6.0	Lotus 1-2-3 Release 2.2 Revised
DOS 6.0	Quattro Pro 5.0 for DOS
DOS 5.0	Quattro Pro 5.0 for Windows
*Windows 3.1	dBASE IV 1.1/2.0
*Word 6.0 for Windows	dBASE III PLUS Revised
WordPerfect 6.0 for Windows	dBASE for Windows
WordPerfect 6.0 for DOS	*Access 2.0 for Windows
WordPerfect 5.1 Revised	Paradox for Windows
WordPerfect (5.1/5.2) for Windows	Paradox 5.0 for Windows
Excel 4.0 for Windows	Paradox 4.5 for DOS
*Excel 5.0 for Windows	Paradox 4.0
Lotus 1-2-3 Release 5 for Windows	*PowerPoint 4.0 for Windows
Lotus 1-2-3 Release 4 for Windows	LAN
Lotus for Windows Release 1.0	Works 3.0 for Windows
Lotus 1-2-3 Release 2.4	Works 3.0 for DOS

Also available in separately bound modules are all of the above plus:

Windows 3.0	Lotus 1-2-3 Release 2.01
WordPerfect 5.0	Quattro
WordPerfect 4.2	SuperCalc 4
WordStar 4.0	Works 2.0 for DOS


***Lab Modules available in 4-color.**

Consult with your McGraw-Hill sales representative to put together the best “customized” package for your course.

Key Feature #2: Revised Annually Being able to revise our materials every year allows us—and our readers—to keep pace in this dynamic field.

New to the 1995–1996 edition:

- **Update of Technology and Issues.** New coverage includes National Information Highway, Windows NT, Groupware, the Pentium chip, optical disks, multimedia, virtual reality, and much more.
- **Updated Graphics.** Over 50% of the illustrations are new, reflecting the rapid changes in technology and applications.

- 
- **New Lab Modules.** Our lab offerings have been expanded to include the popular new software applications (see listing above).
 - **New 4-color versions** of popular Windows lab modules.

Key Feature #3: Visual Orientation We believe that our readers learn visually. Accordingly, *Computing Essentials* balances text with color graphics. Our Visual Summaries capture in a nutshell the key concepts covered in each chapter. The text also contains numerous color illustrations, photos, and charts. Adopters tell us that our visual orientation enhances their students' interest and comprehension.

Key Feature #4: "Learn-by-Doing" Approach Each chapter in *Computing Essentials* concludes with Review Questions and Discussion Questions and Projects. These pedagogical aids are designed to reinforce learning and encourage students to apply the concepts covered in each chapter to solve actual problems.

The lab modules also follow the "learn-by-doing" approach. An ongoing case study based on real-world use of the software leads the student step by step from problem to solution. Each lab module includes the following additional learning aids:

- Conceptual Overview
- Objectives
- Numerous Screen Displays
- Summary of Key Terms
- Lab Review (Matching and Fill-in Questions)
- Practice Exercises
- Glossary of Key Terms
- Summary of Commands
- Index

The Support Package

Teaching Materials sets are available to adopters. They are available separately for *Computing Essentials* as well as for each of the lab modules. Each set includes:

- Objectives
- Schedule
- Procedural Requirements

- Teaching Tips
- Answers to End-of-Chapter Problems
- Command Summary
- Answers to Practice Exercises
- Transparency Masters
- Printed Test Bank
- 3½-inch Student Data Disk and Test Questions

Note that RH Test, a test generation software, is also available to adopters and is needed to run the test questions on disk.

Other support materials:

- Color Transparencies
- Multimedia—A CD-ROM Presentation Device—Updated
- Electronic Transparencies for Microsoft Office lab modules—New
- Software Assistance Program—Updated
- Documentary-Style Videotape Series
- Computerized Glossary of Terms

If you would like information on how to obtain the last six supplements described above, please contact your McGraw-Hill sales representative.

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Write to Us

We welcome your reactions to this book, for we would like it to be as useful to you as possible. Write to us in care of:

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