Peter Norton's  Introduction To

COMPUTERS

Includes optional computer activities for DOS, Windows, and *Norton Desktop for Windows*.

PETER NORTON'S INTRODUCTION TO COMPUTERS

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PREFACE

You are entering a world where the skills you learn in this course will be fundamental to your success. Because computing has changed, the need for strong conceptual and practical computer skills has grown. The computer is not like any other appliance: You cannot treat it as you would the telephone—as a "black box."

Computers have gotten easier to use while they've become more powerful. The ways of using them either alone or in the networked environment you may find at work have grown into a large array of options for you, the end user.

This book should help you to become an intelligent end user of this important technology. Our goal is to turn a mysterious "black box" into a comprehensible "glass box," so that you can make more intelligent choices about everything that affects your information-technology needs: what computer, operating system, and applications software do you need? How should you set up your file system to save space and still be accessible? What kinds of information and tools do you need on the computer's "desktop"? How can you customize the way you use your computer to increase your personal efficiency? How can you communicate effectively across a network with others in your organization and outside it?

Almost everything we do in our "information society" depends somewhat on information technology. No matter what you do, chances are that your personal and professional growth can be enhanced with the intelligent use of information technology. The challenge is to incorporate the basic concepts and skills of computing as appropriate into whatever your career and personal goals may be: a business career, or a career of service as a health professional, as a teacher, or as a scholar. We hope that this book gives you the tools to reach your goals.

Special Acknowledgment

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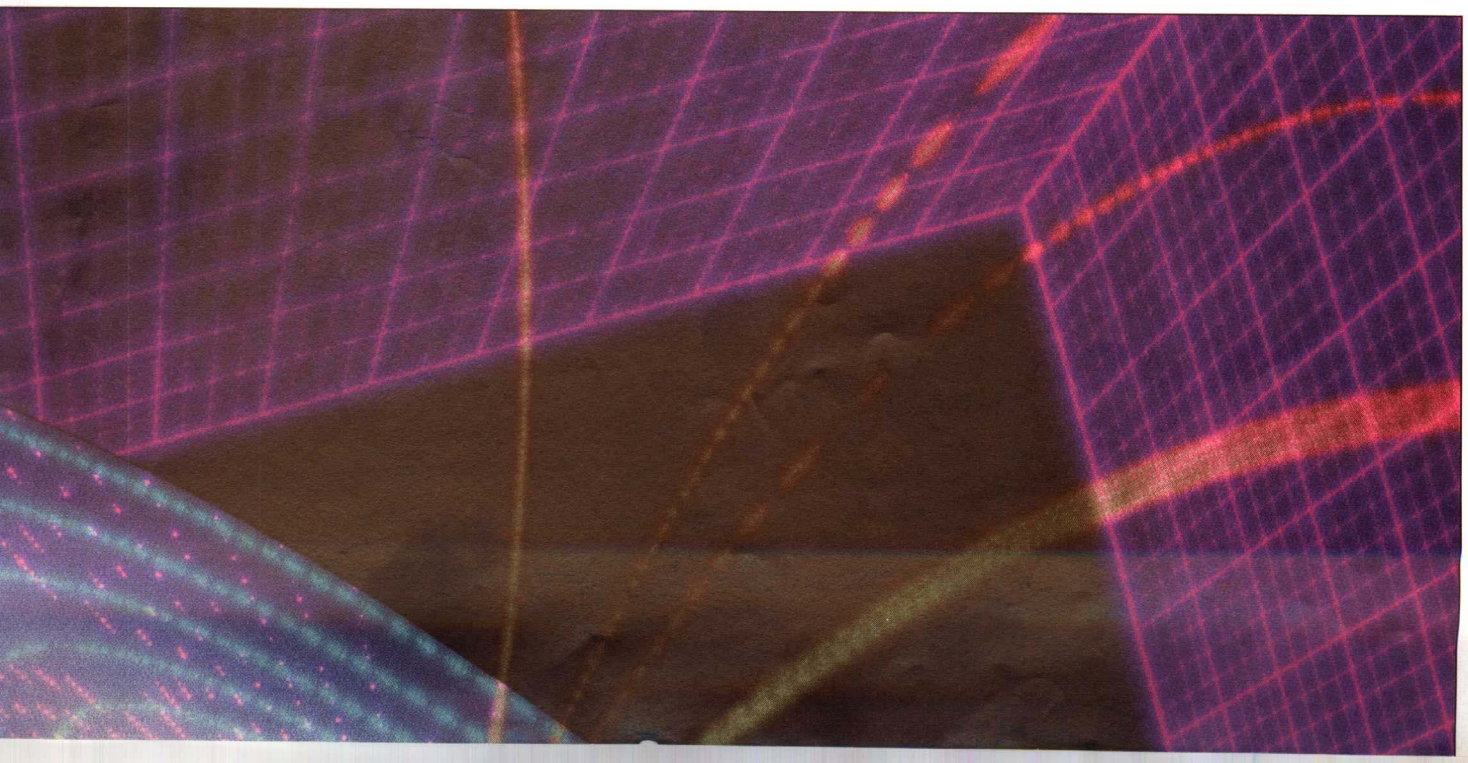

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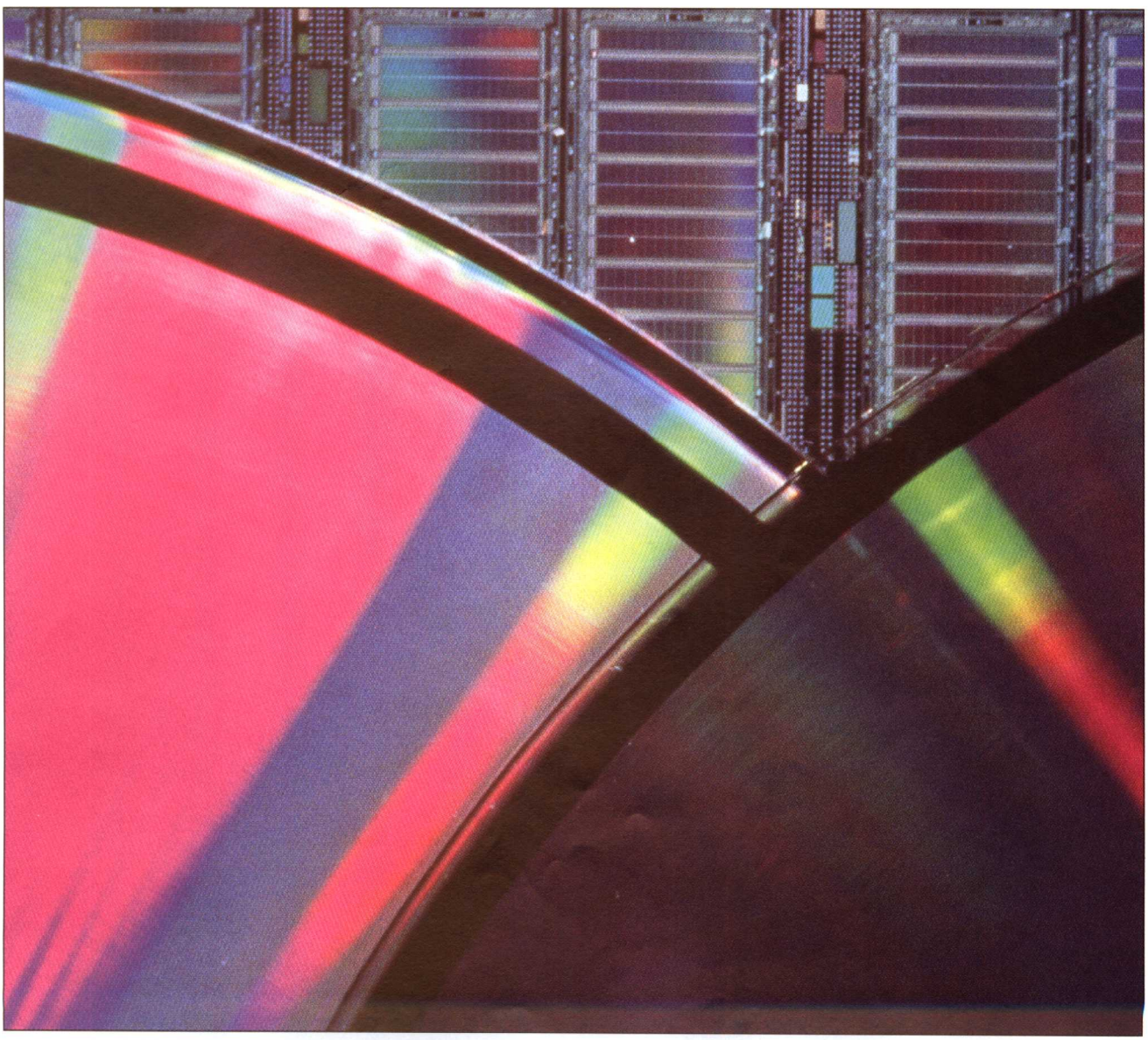

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