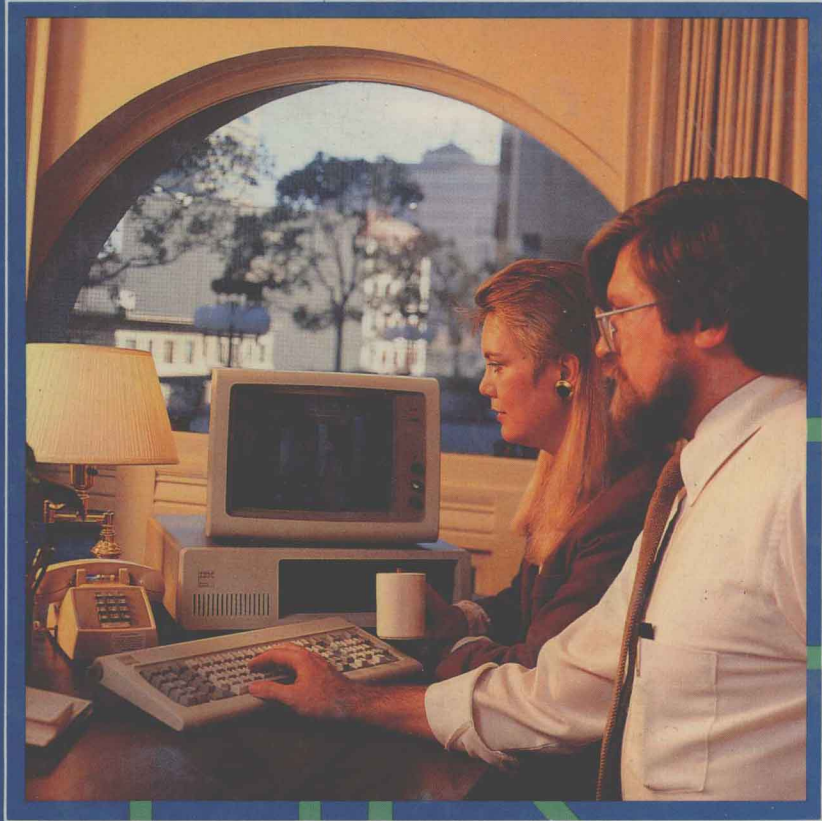


LIVING WITH COMPUTERS

Patrick G. McKeown



**Commercial
Software Version**

DEDICATION

To the memory of my father
Maxwell B. McKeown, 1912–1984.

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PREFACE

Today, society finds itself in an information age, in which the manipulation, storage, and movement of information are extremely important. The keystone of the information age is the computer, a machine that can accomplish many new tasks but at the same time is blamed for many problems. Because the computer is so important in the information age, people must have some degree of computer literacy. The term *computer literacy* means many things to many people, but in this textbook it means a user's understanding of what a computer can and cannot do and his or her ability to make it perform specific tasks.

In *Living with Computers, Commercial Software Version*, the prospective user approaches the computer as a tool—specifically, a mind tool that can extend the capabilities of the user's mind to accomplish many more things than is otherwise humanly possible. As a tool, the computer is used the way that a typewriter, a tape deck, or a camera is used. In each case—computer, typewriter, tape deck, or camera—students need not be experts on the internal mechanism of the tool to be successful users.

An instructional package that makes the student a successful user of computers must have an integrated, flexible approach that blends all the pieces of the total package. The *Living with Computers, Commercial Software Version*, package is the result of such an approach. The complete package includes this textbook, which includes software tutorials, and a comprehensive set of ancillaries—an Instructor's Manual, a Study Guide, a Test Book, and Teaching Transparencies.

The Textbook

Living with Computers, Commercial Software Version, is a textbook for the introductory course in computers, which may be called computer literacy, data processing, or introduction to computers. In this text, the important aspect of the computer as a mind tool—the use of commercial software packages—is emphasized. In particular, the three most popular software packages in use today for spreadsheet analysis, word processing, graphics, and data base management—Lotus 1-2-3, WordStar, and dBase III—are incorporated into the text. In addition, tutorials on using these three packages are included in the text.

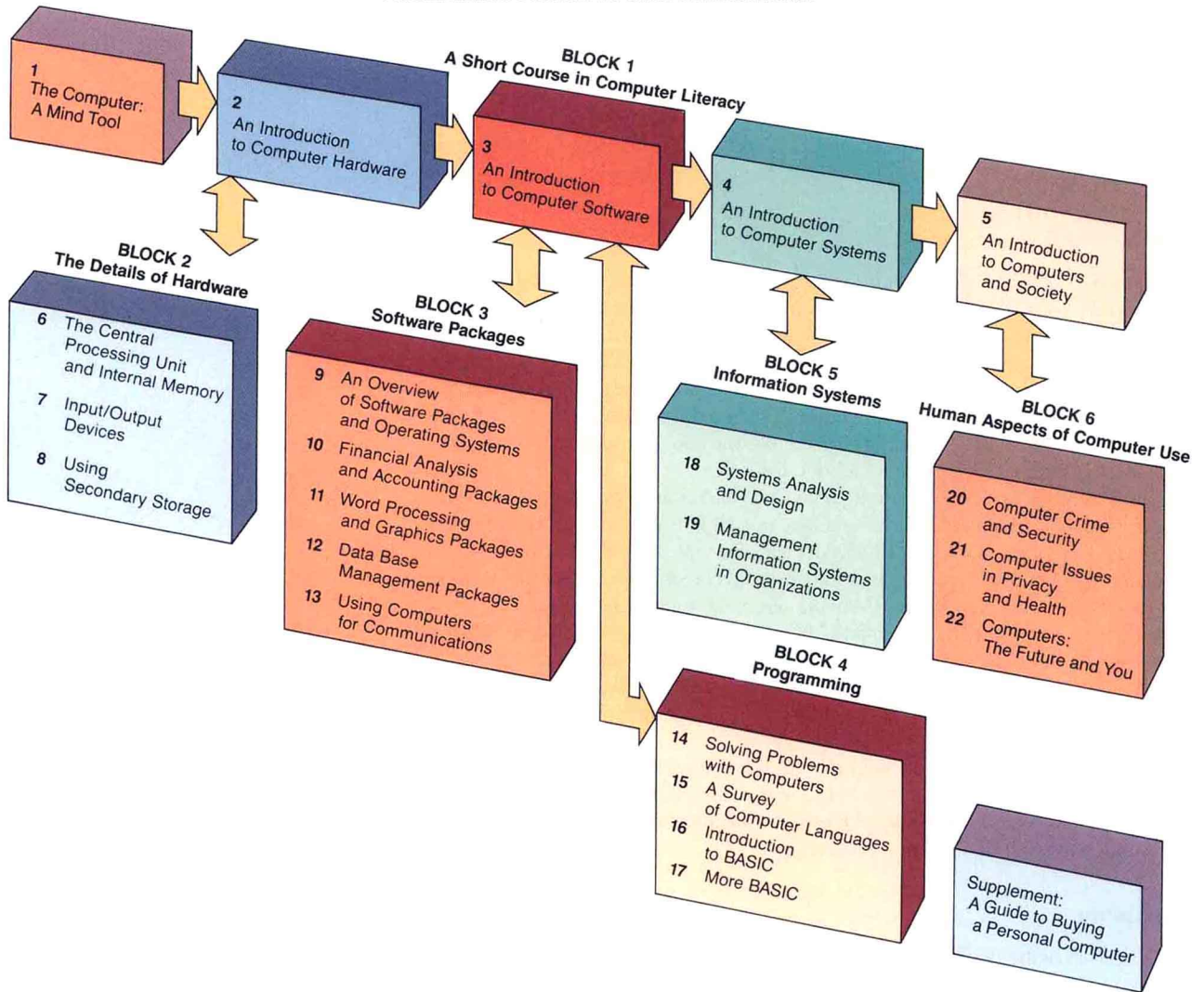
A flexible presentation of the textual material allows an instructor to choose the chapter sequence that fits his or her specific needs. This choice of sequence is aided by the division of the book into blocks of chapters, with each block covering an essential segment of computing. In addition to this flexible presentation, *Living with Computers, Commercial Software Version*, offers the following features:

- Direct links between the text and MS-DOS, Lotus 1-2-3, WordStar, and dBase III.
- Integration of information on personal computers into all chapters.
- Boxed inserts containing historical material, current insights and applications, and the viewpoints of industry leaders.
- A special personal computer buyer's guide.
- Hundreds of full-color photographs and drawings; Study Objectives that open each chapter; a Review of Key Points and a list of Key Terms that summarize chapter contents; and Review Questions that allow students to assess their understanding of the chapter material.

Flexibility

A description of the flexibility of the textbook begins with the two purposes of Block 1, A Short Course in Computer Literacy. First, because this initial block has introductory chapters on hardware, software, computer systems, and the societal implications of computers, it is a self-contained discussion of computer literacy. Block 1 can be read entirely before students progress to any detailed block. Second, Chapters 2–5 in the initial block are each an introduction to a block of chapters later

A MODULAR APPROACH TO COMPUTER LITERACY



in the book. As soon as Chapter 2, 3, 4, or 5 is covered, students can immediately cover the corresponding block of material, as shown in the diagram on the next page. Instructors can assign the chapters in a detailed block in almost any order.

Block 2, The Details of Hardware—including chapters on the CPU/internal memory, input/output, and secondary storage—may be covered after students read Chapter 2. Block 3, Software Packages, contains chapters on operating systems, spreadsheet analysis and accounting packages, word processing and graphics packages, data base management packages, and communications software packages. This software package block provides a detailed discussion of the use of computers by nonprogrammers to solve problems or accomplish tasks. Tutorials on the use of MS-DOS, Lotus 1-2-3, WordStar, and dBase III appear after Chapters 10–13 in this block. Block 4, Programming, presents a structured approach to writing computer programs, an overview of popular computer languages, and a two-chapter discussion of the BASIC language. Blocks 3 and 4 may be covered after students read Chapter 3. Block 5, Information Systems, contains a chapter on the systems analysis and design process and a chapter on management information systems. This block may be covered after Chapter 4 is read. Block 6, Human Aspects of Computer Use, includes chapters that cover computer crime and security problems, issues in privacy and health, and the future of computers and computer careers. Block 6 may be covered after students read Chapter 5.

Integration of Commercial Software Packages

Throughout this text, three commercial software packages—Lotus 1-2-3, WordStar, and dBase III—are integrated into the discussion wherever appropriate along with examples from these packages. In addition to examples, the text includes tutorials on their use, each of which assumes that students have read the preceding chapter. Included within each tutorial are *Try It Yourself* exercises that test students' understanding of the material.

The Lotus 1-2-3 spreadsheet tutorial leads users through the process of setting up a spreadsheet, working with the

spreadsheet, working with ranges, using the spreadsheet to perform analyses, changing the structure of the spreadsheet, and printing the spreadsheet. The Lotus 1-2-3 graphics tutorial demonstrates the use of 1-2-3 spreadsheets to create and print graphs.

The WordStar 3.3 tutorial helps users create, edit, and print a document. It then gives them a guided tour through the menu structure of WordStar and introduces them to the advanced word processing topics of searching for a string, using block-action commands, using dot commands, and formatting a printed document.

The dBase III tutorial allows users to set up a data base, add records to the data base, manipulate and search the data base, sort and index the data base, and create report forms for the data base.

Integration of Information about Personal Computers

Because of its ever-increasing availability, the personal computer must play a large role in any computer literacy textbook. In *Living with Computers, Commercial Software Version*, the personal computer is not treated as a special type of computer that is dealt with in a separate chapter. Discussion of the personal computer and its software is integrated throughout the text with the discussion of mainframe computers. Block 3, Software Packages, is especially oriented toward the personal computer because applications software for personal computers is widely available. However, the continuing importance of the large computers is emphasized.

Boxed Inserts

Each chapter of the text contains numerous boxed inserts, which present historical material pertinent to the chapter, insights into computer use, selected computer applications, or views on chapter topics expressed by computer industry leaders.

A unique set of boxed inserts titled Another View presents the opinions of various computer industry leaders. Five such individuals were personally interviewed by the

author, and excerpts from these interviews appear as boxed inserts. Interviews from the news media were excerpted for use as boxed inserts or as marginal quotations. The Another View boxes and the marginal quotations give students an insider's view of the computer industry.

The Guide to Buying a Personal Computer

A special Guide to Buying a Personal Computer appears in *Living with Computers, Commercial Software Version*, to help students make a personal computer purchase. The buyer's guide, which may be read after the first three chapters, emphasizes the logic behind the personal computer purchase decision rather than particular types of machines or software. The step-by-step procedure presented should help students make appropriate decisions based on their needs, regardless of new technology.

Chapter Components

Each chapter in *Living with Computers, Commercial Software Version*, begins with a set of Study Objectives and ends with a Review of Key Points. The Study Objectives are a list of the points that will be covered in the chapter, and the Review of Key Points summarizes the chapter material. The instructor will find both sections useful in preparing lectures, and the student will find them helpful in preparing for examinations. Each chapter is enhanced by full-color photographs and drawings that highlight the text discussion. The Key Terms section at the end of every chapter lists the new terms introduced in each chapter. (A Glossary at the end of the book defines all key terms and notes their chapter location.) A set of Review Questions reflects the major points covered and allows students to assess their mastery of the chapter information.

The Ancillaries

The *Living with Computers, Commercial Software Version*, package contains a complete set of ancillaries, including an Instructor's Manual, a Study Guide, a Test Book, and

numerous Teaching Transparencies. The complete package offers an instructor everything needed to teach the computer literacy or information processing course.

The Instructor's Manual has the following teaching aids for each chapter in the text: a teaching objective for the instructor, a set of learning objectives for students, a chapter review, a list of teaching suggestions, a list of suggested readings, and answers to the Review Questions at the end of the text chapter. The suggested readings section contains references to current books and articles that pertain to the topics covered in the text. These readings and the teaching suggestions based on the author's experience can be helpful in preparing lectures or developing class projects.

The Instructor's Manual also includes aids for using the commercial software tutorials. For each tutorial, there are:

- Solutions to the *Try It Yourself* exercises, which are arranged so they may be copied for use as a computer laboratory manual.
- Software exercises that test the students' understanding of the use of the commercial software package.
- Solutions to the software exercises.
- Test Bank Questions on the use of each software package.
- Answers to the Test Bank Questions.

There are also transparency masters for all software screens shown in the tutorials.

The Study Guide by Robert D. Brown, University of Georgia, contains many elements that will help students in the introductory computer course. Each chapter of the Study Guide contains a Chapter Review and a series of multiple choice, true-false, matching, and short answer questions for every chapter in the text. The Chapter Review summarizes the material covered in the text chapter, emphasizing the key terms. The questions allow students to test their comprehension of chapter material. The answers to the questions appear at the end of each Study Guide chapter. The Study Guide also offers students additional information on the use of the commercial software packages discussed in the text. These tutorials include one or more examples that clearly demonstrate an actual application of each software package.

Prepared by George Bohlen of the University of Dayton, the Test Book contains over 2,000 multiple choice, fill-in, and short answer test items that can be used to prepare quizzes or examinations. The test items cover all important concepts and terminology in the textbook.

The Teaching Transparencies are composed of more than 90 two-color and four-color transparencies and transparency masters. The transparencies may be used as part of a lecture to demonstrate important concepts.

Acknowledgments

The writing and production of *Living with Computers, Commercial Software Version* was not just the work of one person. It was a team effort that involved many people.

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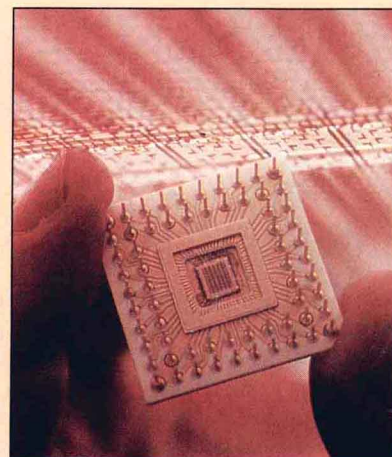
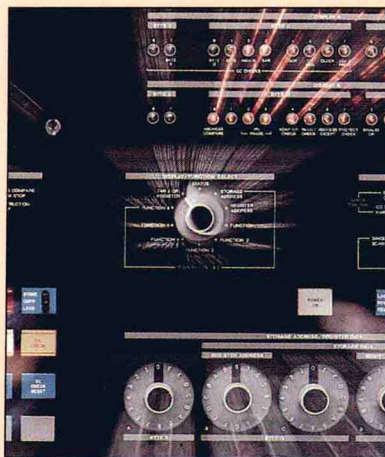
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Patrick G. McKeown

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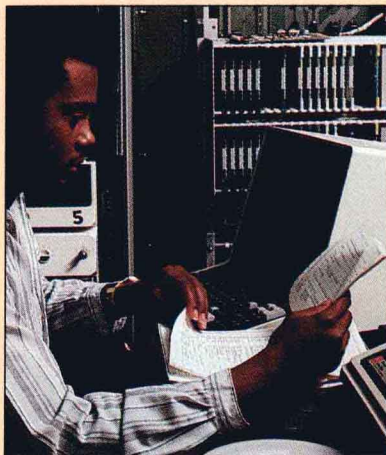
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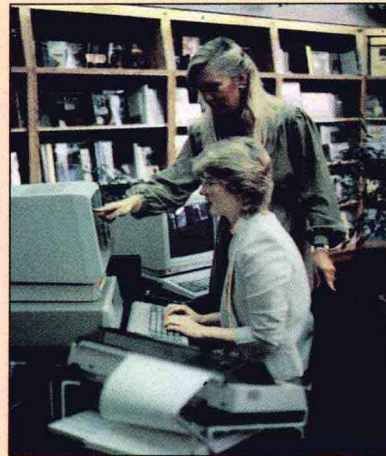
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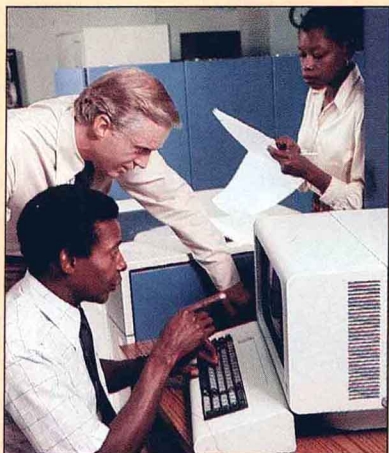
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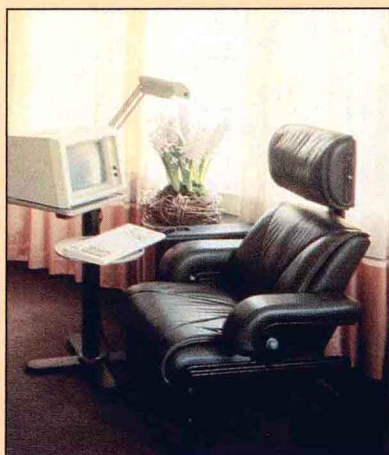
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