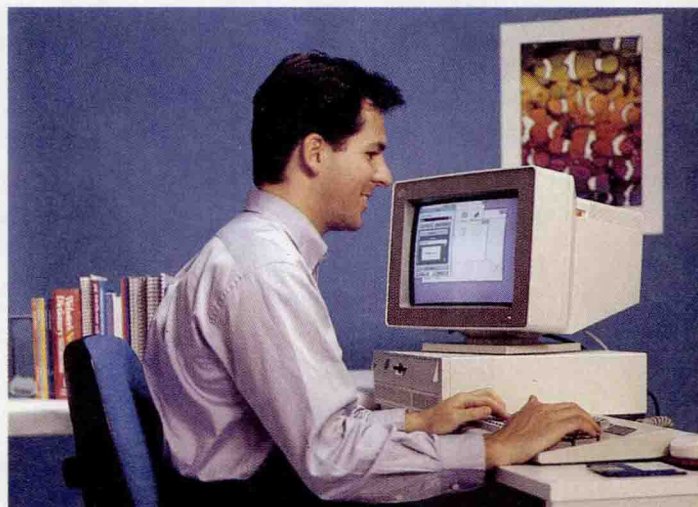


# ***E**SSENTIALS OF ..... COMPUTING*

***H. L. CAPRON***

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*H. L. CAPRON*



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### SUPPLEMENTS TO THE TEXT

- **Instructor's Edition with Annotations** by S. Langman with H. L. Capron. This special edition contains annotations for lecture preparation and includes supplementary material not found in the Instructor's Guide. The annotations include chapter outlines with key terms for lecture, lecture objectives, lecture activities, discussion questions, lecture hints, test bank references, transparency references, answers to end-of-chapter study guide questions, and student projects.
- **Instructor's Guide and Transparency Masters** by H. L. Capron (250 pages). Each chapter contains learning objectives, a chapter overview, a detailed lecture outline, and a list of key words. The Instructor's Guide also includes ten transparency masters, a reference guide to the Lecture Support Software screens, a guide to incorporating the video offerings into lectures, and an answer sheet for all end-of-chapter problems from the study guide within *Essentials of Computing*.

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## OF RELATED INTEREST

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## THE GALLERY AND BUYER'S GUIDE



### GALLERY

Computer Graphics

Color and Content

*Follows page 96*

In this photo essay we explore the colorful world of computer graphics, from realistic and abstract art to the new realm of virtual reality.



### BUYER'S GUIDE

How to Buy Your Own Personal Computer

*Follows page 192*

This special eight-page section presents issues and questions to consider before buying a personal computer and software. If you are thinking about buying a personal computer now or in the future, read this section carefully.



Exploring the world of computers can be both informative and exciting. For those students taking an introductory course who are just beginning to discover computers, *Essentials of Computing* will make the process of discovery enjoyable and educational. For those who are not entirely comfortable with computers, this textbook provides blocks of information presented within the framework of the user's environment. This introduction to computers is written in a friendly and engaging style that sparks the reader's interest.

We believe that, in *Essentials of Computing*, you will find all you need to ensure that students understand and retain what they have read. We offer up-to-date coverage of computer concepts and an explanation of popular software packages. Though comprehensive in scope, each topic presents practical, day-to-day applications of computers. In addition, the integrated instructional support package and accompanying software provide you with all the elements you need to teach an introductory computer course.

## KEY THEMES

- **Extensive personal computer coverage.** Although we discuss all types of computers, we place a strong emphasis on personal computers, reflecting their continuing prominence in business and education. Two chapters focus specifically on issues related to the personal computer: Chapter 3, "Personal Computers: An Introduction," and Chapter 9, "Personal Computers on the Job: For Information Systems Managers and Everyone Else." In addition, we incorporate a wide variety of personal computer examples throughout the text.
- **Focus on computers in business settings.** We provide several features that focus on the uses of computers in the business environment. Each of the four parts of the text begins with a personal interview, in which individuals from a variety of industries discuss their use of computers on the job. Part 3, Computers and Business, is devoted to issues of current interest in business computing. Topics include the use of personal computers; the role of the information systems manager; security, privacy, and ethics; and artificial intelligence, expert systems, and robotics.
- **Appealing style.** When students enjoy what they read, they remember it. The text's friendly style encourages the reader and increases students' comprehension and confidence. For example, each chapter begins with an engaging story that leads the student into the material. The real-world applications included throughout the text pique student interest as well as illustrate key points from the chapter.

## SPECIAL FEATURES

- **The Microsoft Windows graphical user interface** is introduced in three featured essays that focus on special elements of this popular operating environment, including multitasking, automatic updating, and desktop publishing applications. Additional coverage of the Windows environment is included in Chapter 8, "Operating Systems: The Underlying Software."
- **The Macintosh computer** is highlighted in several chapters through brief discussions of the Macintosh operating environment. The text covers topics such as graphics, HyperCard, and PageMaker desktop publishing software.



- **Built-in study guide.** To allow students to review essential concepts easily and to confirm their comprehension of the material, each chapter concludes with a student study guide. This Chapter Review provides an end-of-chapter summary of core concepts and key terms, followed by a self-test that includes true/false, matching, and completion questions. Answers to odd-numbered questions are provided for the student at the end of the self-test; a complete set of answers is included in the Instructor's Edition with Annotations.
- **Buyer's Guide.** Students and their families are making important economic decisions about the purchase of a computer for their educational needs. This concise eight-page guide with checklist offers students the information they need to answer questions about hardware and software purchases.
- **Personal Computers in Action.** Each chapter includes a feature article on personal computers that demonstrates the range of tasks personal computers perform. The articles include topics such as the use of personal computers in retail stores, on cruise ships, and in hospital emergency rooms.
- **Computing Highlights.** To give students a glimpse at the great variety of roles computers can play, each chapter provides a brief essay that focuses on issues and trends in the world of computing. Examples include subjects such as self-serve businesses, software glitches, and computer security and privacy.
- **Photo gallery.** A full-color photo essay on computer graphics vividly illustrates the increasing sophistication of computer graphics and the wide variety of uses for graphics applications.
- **Margin notes.** To further engage student attention, margin notes are carefully placed throughout the text. The margin notes extend the text material by providing additional information and highlighting interesting applications of computers.

## IN-TEXT LEARNING AIDS

Each chapter includes the following pedagogical support:

- A chapter **preview** that outlines key concepts
- **Key terms** boldfaced throughout the text
- A **built-in study guide** (chapter review) that includes extensive **summaries** of core concepts and boldfaced key terms and a **self-test** that students can use to check their comprehension of essential concepts
- An extensive **glossary** and comprehensive **index**

## ORGANIZATION OF THE TEXT

The text is divided into four parts:

- **Part 1** offers an overview of computer systems and their uses in our society, and an introduction to the personal computer.
- **Part 2** explores computer hardware and software, including coverage of the central processing unit, input/output, storage, communications, programming and languages, and operating systems.
- **Part 3** looks at personal computers in the workplace; management of information systems; security, privacy, and ethics; and artificial intelligence, expert systems, and robotics.

- **Part 4** includes three chapters on applications packages: word processing (WordPerfect 5.1) and desktop publishing, spreadsheets and business graphics (Lotus 1-2-3 version 2.2), and database management systems (dBASE IV).
- **Appendices** include coverage of dBASE III PLUS database management software for those who prefer to use this application package instead of dBASE IV, a discussion of the history of computing, and information on number systems.

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## SPECIAL NOTE TO THE STUDENT

We welcome your reactions to this book. It is written to open up the world of computing for you. Expanding your knowledge will increase your confidence and prepare you for a life that will be influenced by computers. Your comments and questions are important to us. Write to the author in care of Computer Information Systems Editor, Benjamin/Cummings Publishing Company, 390 Bridge Parkway, Redwood City, California 94065. All letters with a return address will be answered by the author.

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3. Projects for WordPerfect 5.1	31096	128	Fox/Metzelaar
4. Projects for dBASE III PLUS	31093	128	Fox/Metzelaar
5. Projects for dBASE IV	31094	128	Fox/Metzelaar
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Each of the modules, written by an experienced author and instructor, follows a consistent, pedagogically sound format. The modules begin with an introduction to basic concepts for each software application—concepts such as using the program, getting help, and an explanation of the conventions the modules use. The student then learns problem-solving techniques by completing seven or more increasingly challenging projects. The approach both enhances and reinforces comprehension of the specific software application package.

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In addition to the complete instructional support package for the *Essentials of Computing* textbook, we will make available to qualified adopters an Instructor's Guide for the modules with transparency masters, and a test bank for each of the modules. The student study questions and review exercises can serve as a student study guide if you elect to distribute to your class the answer key provided in the Instructor's Guide.

## COMPLIMENTARY REVIEW COPIES

We have prepared the following materials for review and adoption consideration:

### The Instructor's Edition with Annotations of *Essentials of Computing*

This edition contains the complete contents of the student text plus nine types of margin annotations to support instruction. The student version of the PRISM edition of *Essentials of Computing* contains only Chapters 1 through 11 plus appendices from the Instructor's Edition and without the blue margin annotations.

To avoid duplication of applications concepts contained within the modules, Chapters 12, 13, 14, and the appendix on dBASE III PLUS do not appear in the PRISM edition of *Essentials of Computing*.

Important note: The Instructor's Edition with Annotations is marked with a blue stair-step symbol (*see margin*) in the bottom right corner of each right-hand page in Chapters 12, 13, 14, and the appendix on dBASE III PLUS. This symbol indicates that all of this chapter is *not* included in your PRISM edition of *Essentials of Computing*.





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These four modules are bound separately as a sample for your review. Once adopted, the PRISM edition (Chapters 1 through 11, plus appendices) is bound with the modules you have selected. The four modules on dBASE IV, Paradox, Excel, and BASIC are available for your review from your sales representative.

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