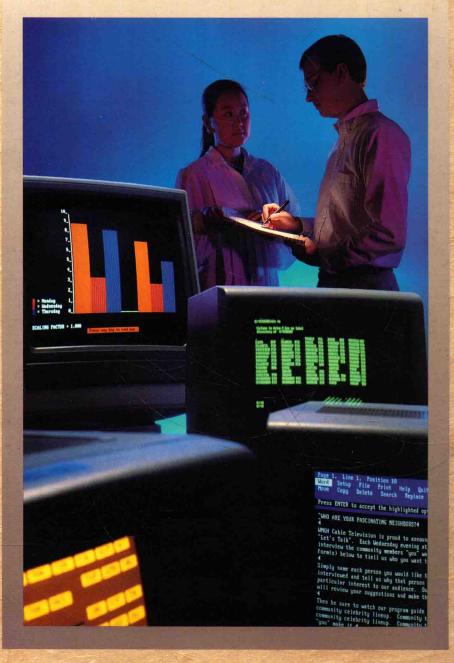
# MICROCOMPUTER APPLICATIONS for TECHNICIANS



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# MICROCOMPUTER APPLICATIONS for TECHNICIANS

# PREFACE

# MICROCOMPUTER APPLICATIONS FOR TECHNICIANS

As recently as a decade ago, technical laboratory reports and design projects were presented using the "age old" traditional method. That is, the narrative portion would be manually written, the results manually tabulated, and the graphs or drawings constructed by the use of a T-square, triangles, compass, irregular curve, and pencil. The only thing "electronic" about the process would be that a hand-held calculator might be used to determine the numerical result. More recently, due to the evolution of Micro CAD (Computer-Aided Design), the graphical part was able to be produced electronically. Now we see that by also using word processing for the narrative and spreadsheets for the calculations/ numerical results, the entire process approaches the electronic age. One problem associated with this is having to learn three or four different software packages that are unrelated to each other. This text addresses and solves that concern. You will need to learn only one software package that truly integrates word processing with spreadsheets, graphs, and database management.

By completing the tutorials in each chapter, you will learn how to fully utilize the software and develop an integrated approach. The projects in each chapter begin with relatively easy to accomplish applications and become progressively more difficult. The projects at the end of the chapters are open-ended to suit the specific goals of virtually any course. Consequently, since they may be "tailor made" by each instructor, solutions are not included. After developing mastery of the topics in this text and with the knowledge of one CAD package, you will be producing truly complete electronically generated laboratory reports and design projects.

Donald D. Voisinet

# TABLE OF CONTENTS

CHAPTER 1	Introduction		
	Concept		1
	What Is an Integrat	ed Software Program and	
7	What Can It Do?		1
	EXERCISE 1.1	DOS	5
	Loading the McGrav	w-Hill Integrated Software Program	
	Into Your Compu	uter	7
	Data Options		8
	Special Keys		9
	Generic Tutorials		14
	Key Terms		15
CHAPTER 2	SPREADSHEETS		
	What Is a Spreadsheet and What Can It Do?		18
	Moving Around		19
	Tutorials		23
	EXERCISE 2.1	Example Spreadsheet: HVAC1	23
	EXERCISE 2.2	Example Spreadsheet: Resistance	27
	EXERCISE 2.3	Example Spreadsheet: Allowable	
		Horsepower	29
	EXERCISE 2.4	Example Spreadsheet: Fluid Flow	
		Through Orifice	33
	Applications.		37
	EXERCISE 2.5	Graphical Analysis	37
	EXERCISE 2.6	HVAC Duct Sizing	39
	EXERCISE 2.7	Shaft Allowable Horsepower	41

EXERCISE 2.8	Speed Ratio of Gears	43
EXERCISE 2.9	Total Resistance and Voltage Drop	45
<b>EXERCISE 2.10</b>	Volt and Current Characteristics 1	47
EXERCISE 2.11	Volt and Current Characteristics 2	49
<b>EXERCISE 2.12</b>	Fluid Flow Through a Venturi	51
EXERCISE 2.13	Pump Characteristics	53
<b>EXERCISE 2.14</b>	Beam Design	55
<b>EXERCISE 2.15</b>	Compressive Strength	57
EXERCISE 2.16	Stress and Strain	59
<b>EXERCISE 2.17</b>	Cable Diameter	61
<b>EXERCISE 2.18</b>	Key Size	63
<b>EXERCISE 2.19</b>	Discipline-Specific Projects	65

# CHAPTER 3 GRAPHING

171-4 T T1-4	Durfting Durgensum and	
what is an Electroni	ic Drafting Program and	
What Can It Do?		69
How to Read the Me	nu	71
Tutorials		77
EXERCISE 3.1	Example Bar Graph: Horsepower	77
EXERCISE 3.2	Example Point Graph: Horsepower	79
EXERCISE 3.3	Example Multiple Bar Graph:	
	Horsepower	81
EXERCISE 3.4	Example Multiple Point Graph:	
	Product Cost	83
Applications		85
EXERCISE 3.5	Point Graph: Liquid Boiling Point	85
EXERCISE 3.6	Bar Graph: Lighting Strength	87
EXERCISE 3.7	Multiple Bar Graph: Head Loss	89
EXERCISE 3.8	Point Graph: Bearing Load	91
EXERCISE 3.9	Multiple Point Graph: Concrete Strength	93
<b>EXERCISE 3.10</b>	Example Stacked Bar Graph: Product Cost	95

# CHAPTER 4 GRAPHS FROM SPREADSHEETS

Basic Instructions		97
Tutorials		99
EXERCISE 4.1	Example Bar Graph: Horsepower	99
<b>EXERCISE 4.2</b>	Example Point Graph: Fluid Flow	101
<b>EXERCISE 4.3</b>	Example Multiple-Point Graph: Analysis	103
Applications		105
EXERCISE 4.4	Shaft Allowable Horsepower	105
<b>EXERCISE 4.5</b>	Beam Design	107
EXERCISE 4.6	Voltage Drop	109
<b>EXERCISE 4.7</b>	Voltage and Current Characteristics	111
EXERCISE 4.8	Flow Through a Venturi	113
EXERCISE 4.9	Pump Characteristics	115
<b>EXERCISE 4.10</b>	Stress and Strain	117

# CHAPTER 5 WORD PROCESSING

What Is a Word Prod	cessing Program and What Can It Do?	119
Understanding the M	1enu	120
Moving Around the	Menu	121
Tutorials		127
EXERCISE 5.1	Example Word Processing: Personal Data	127
EXERCISE 5.2	Example Word Processing: Resumé	129
EXERCISE 5.3	Example Word Processing: Flow Indicator	133
EXERCISE 5.4	Example Word Processing: Product Cost	137
Applications		139
EXERCISE 5.5	Technical Resumé	139
EXERCISE 5.6	Item List	141
EXERCISE 5.7	Resistance and Voltage Drop	143
EXERCISE 5.8	Pump Characteristics	145
<b>EXERCISE 5.9</b>	Fluid Flow Through a Venturi	147

CHAPTER 6	DATABASE			
	What Is a Database and What Can It Do?		155	
	Moving Around			
	Tutorials		161 Grades 161	
	EXERCISE 6.1	Example Database: Laboratory Grades		
	EXERCISE 6.2	Example Database: Orifice	165	
	Applications		167	
	EXERCISE 6.3	Product Cost	167	
	EXERCISE 6.4	HVAC Duct Sizing	169	
	EXERCISE 6.5	Discipline-Specific Projects	171	
CHAPTER 7	Integrated Projects			
	Concept		173	
	Integration		174	
	Tutorials		177	
	EXERCISE 7.1	Example Integrated Project:		
		Flow Indicator	177	
	EXERCISE 7.2	Example Integrated Project:		
		Product Cost	181	
	Applications		185	
	EXERCISE 7.3	Resistance and Voltage Drop	185	
	EXERCISE 7.4	Pump Characteristics	187	
	EXERCISE 7.5	Fluid Flow Through a Venturi	189	
	EXERCISE 7.6	Stress and Strain	191	
	EXERCISE 7.7	Voltage and Current Characteristics	193	
	EXERCISE 7.8	Discipline-Specific Integrated Projects	195	

**EXERCISE 5.10** Stress and Strain

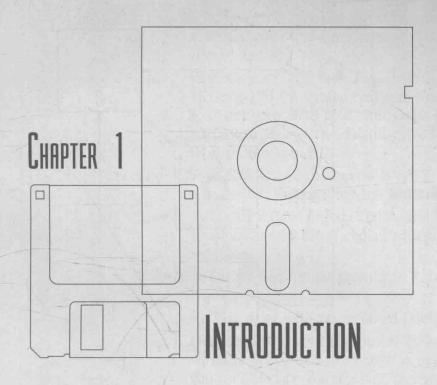
**EXERCISE 5.11** Voltage and Current

**EXERCISE 5.12** Discipline-Specific Projects

149

151

153

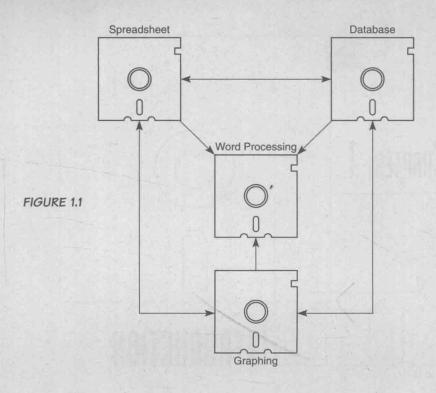


# CONCEPT

McGraw-Hill Integrated Software (MHIS) consists of spreadsheet, database, graphing, and word processing programs. Spreadsheets are generally used for complex calculations, databases for filing, graphing for a visual display of facts, and word processing for the creation of written documents. Each program is explained in detail later.

# WHAT IS AN INTEGRATED SOFTWARE PROGRAM AND WHAT CAN IT DO?

The four programs included in the McGraw-Hill Integrated Software series are fully integrated. In other words, files created in one program can be used in other programs. For example, you can input data in Spreadsheet. Then, if you want to see what the data would look like in a graph, you follow a simple procedure: First you save the file, then load the GRAPHING program. Once the Graphing program is loaded, you then load the file you prepared in Spreadsheet. The beauty of an integrated software system is that the data does not have to be typed in again. Data from Spreadsheet can be loaded into Database and Graphing; data from Database, into Spreadsheet and Graphing; and data from Graphing, into Spreadsheet and Database. The files created in each program can then be merged into a Word Processing document. Figure 1.1 shows how the programs are integrated. Some



additional features make knowing an integrated software system a valuable productivity tool.

As you go through this Lab Manual and learn how to use the four programs, you will discover other ways in which the McGraw-Hill Integrated Software series will become a valuable productivity tool for you.

# Equipment Required to Run This Program

In order to use the McGraw-Hill Integrated Software program you will need:

- An IBM PC or an IBM compatible computer with at least 128K of memory.
- · A color or monochrome monitor.
- One or two floppy disk drives or a floppy disk drive and a hard disk drive.
- McGraw-Hill Integrated Software program disks.
- A DOS disk, version 2.0 through 3.1. (If DOS has already been installed onto your program disks, you will not need the DOS disk.)
- A data disk. (Be sure your data disk has been formatted check Exercise 1.1 for formatting instructions.)
- A printer and printer paper.

#### Installing DOS on Your Program Disks

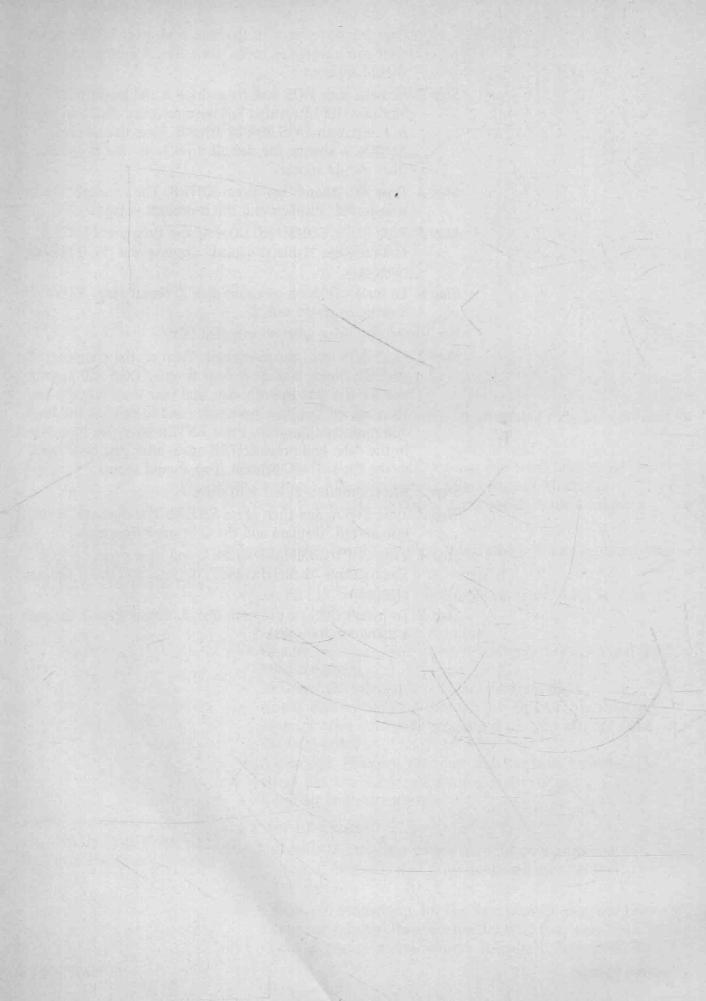
For a two-drive system:

- Step 1. Load DOS into your computer. (Put your DOS disk in Drive A, close the disk drive door, and turn on the computer.)
- Step 2. DOS will prompt you for the date (month, day, and year [mm-dd-yy]) and then ask for the time (you only need to provide the hour and minutes [hh:mm]). Press ENTER

- after you have typed in the date, and press ENTER again after you have typed in the time. The A prompt (A>) should appear.
- Step 3. Remove your DOS disk from drive A and insert your McGraw-Hill Integrated Software program disk 1 in drive A. Insert your DOS disk in drive B. Type B: and press ENTER to change the default drive to B. The B prompt (B>) should appear.
- Step 4. Type SYS A: and then press ENTER. The message "System transferred" displays and the B prompt reappears.
- Step 5. Type COPY COMMAND.COM A: and then press ENTER. The message "1 file(s) copied" displays and the B prompt reappears.
- Step 6. To install DOS on program disk 2, repeat steps 3 through 5 using program disk 2.

For a hard disk drive with no installed DOS:

- Step 1. Load DOS into your computer. Turn on the computer. Be sure the floppy disk drive door is open. DOS will prompt you for the date (month, day, and year [mm-dd-yy]), and then ask for the time (you only need to provide the hour and minutes [hh:mm]). Press ENTER after you have typed in the date, and press ENTER again after you have typed in the time. The C prompt (C>) should appear.
- Step 2. Insert program disk 1 into drive A.
- Step 3. Type SYS A: and then press ENTER. The message "System transferred" displays and the C prompt reappears.
- Step 4. Type COPY COMMAND.COM A: and then press ENTER. The message "1 file(s) copied" displays and the C prompt reappears.
- Step 5. To install DOS on program disk 2, repeat steps 2 through 4 using program disk 2.



### EXERCISE 1.1

#### DOS

The following operating system commands will be used:

**FORMAT** 

COPY

DISKCOPY

MAKE DIRECTORY

CHANGE DIRECTORY

DIRECTORY

DOS (Disk Operating System) must first be loaded into your system. If you are using a system with a hard drive, this will automatically be done during booting up (booting up occurs when the computer is turned on). If your system has only one or two floppy disk drives for operation, insert the DOS disk in the top disk drive (called A) prior to turning on the switches. Be certain to insert the floppy disk with the slot end first and the notch to the left. Slide the disk all the way in until you hear a click (or close the knob). Turn on the computer.

#### **Format**

You should make an extra (backup) copy of the supplied software (each disk) and store it in a safe place. Obtain some blank disks for this purpose. Prepare each one to accept the program. This is accomplished by using the DOS FORMAT command. Remember, DOS has already been loaded. Be sure that the disk you are using is compatible with the disk drive (e.g., use a double-density disk for a double-density drive).

- Step 1. Key FORMAT A: and press ENTER (be sure you entered a space before A and a colon after A).
- Step 2. Insert a floppy disk in the top disk drive (A).
- Step 3. Press ENTER.

Repeat the procedure so that you have a formatted disk for each disk you wish to copy. Format one extra disk.

Copy

Write the name of the program you will be copying on a label. Then attach the label to the disk. Never use a hard pen or pencil on the label after it has been secured to the disk.

If you have two floppy drives, the copies will be easy to produce.

- Step 1. Insert the program disk into the bottom drive (B).
- Step 2. Insert the formatted new disk into the top drive (A).
- Step 3. Key COPY B:\*.\* A: and press ENTER. Be sure to leave a space before A and before B. The STAR DOT STAR part of this command (\*.\*) indicates all file names.
- Step 4. Press ENTER.

Repeat for each disk.

As an alternative to the format and copy commands, you may use the DISKCOPY command. This command combines FORMAT and COPY.

If you have only one floppy disk drive and no hard drive, the copies will be a bit trickier to produce.

#### Directory

After the copies have been made, you will want to check each disk before storing them away. This is quickly accomplished by:

- Step 1. Insert the new disk 1 in drive A.
- Step 2. Key A: and press ENTER.
- Step 3. At the A> prompt, key DIR and press ENTER.
- Step 4. Check that the disk contains data. Look for the MHIS.EXE file to be certain it has been copied. This is the file name that you will key in when you want to execute (EXE) the program. Although it is not the case for our situation, a disk may contain so much data that the directory list will scroll down the screen. To view one page at a time, key DIR/P and press ENTER. Press any key to view the next page.

Note: Each of the DOS commands that we have just covered will be easy to use because you will be instructed each step of the way. Simply read the prompt (message) at the bottom of the screen and follow the instruction.

#### Installing MHIS on a Hard Disk

You may install the program directly on the hard drive (called C) if you have one. Make a directory by keying MD to MHIS. Change directory by keying CD\MHIS and pressing ENTER. Place each program floppy disk in drive A and load its contents by keying COPY A:\*.\* C: and pressing ENTER.

## LOADING THE McGraw-Hill Integrated Software Program Into Your Computer

#### Using a DOS Disk to Load the Program

In order to begin working with the McGraw-Hill Integrated Software program, you should follow these procedures:

- Step 1. Load DOS into your computer. (Put your DOS disk in Drive A, close the disk drive door, and turn on the computer.)
- Step 2. DOS will prompt you for the date (month, day, and year [mm-dd-yy]), and then ask for the time (you need to pro-

vide only the hour and minutes [hh:mm]). Press after

you have typed in the date, and press again after you have typed in the time. The A prompt (A>) should appear.

- Step 3. Remove the DOS disk from Drive A and replace it with either the McGraw-Hill Integrated Software program disk 1 (Spreadsheet, Database, and Graphing), or disk 2 (Word Processing). Close the disk drive door.
- Step 4. Type in at the A prompt and then press



The McGraw-Hill logo screen should appear for a few seconds, and then the program title screen and copyright notice will appear.

Step 5. Press any key to continue. The Main Menu will appear.

A self-loading program disk is a program disk that has had DOS instructions installed on it. If you would like instructions for installing DOS onto your program disk, see the instructions for installing DOS.

Step 1. Load one of the program disks into your computer. (Put one of your program disks in Drive A, close the disk drive door, and turn on the computer.)

The McGraw-Hill logo screen should appear for a few seconds and then the program title screen and copyright notice will appear.

Step 2. Press any key to continue. The Main Menu will appear.

The Main Menu for the McGraw-Hill Integrated Software program, shown in Figure 1.2 offers you five options:

- Spreadsheet. If you want to create a new spreadsheet or do spreadsheet work with a spreadsheet, database, or graphing file stored on your data disk, press 1.
- 2. Database. If you want to create a new database or do database work with a database, spreadsheet, or graphing file that you have stored on your data disk, press 2.

#### Using a Self-Loading Program Disk

The Main Menu



FIGURE 1.2

- **3. Graphing.** If you want to create a new graph or do graphing work with a graphing, spreadsheet, or database file that you have stored on your data disk, press 3.
- **4.** Word Processing. If you want to create a new document or work on a word processing file that you have stored on your data disk, press 4.
- **5.** Tutorial Menu. If you are unfamiliar with this program and want to learn how it operates by following the tutorials included, press 5.

## DATA OPTIONS

The Options Menu, shown in Figure 1.3, offers you five options. To select the Options Menu, press 6.

- 1. Data Disk. If you have a one-drive system and want to change the default drive from Drive B to Drive A for use with your data disk, press 1. If you are using a computer with a hard disk drive, you can use the Data Disk option to change the default drive from Drive B to Drive C or to designate a path for your subdirectory. Press 1 to select DATA DISK. Once you set the drive and/or the path, they remain the default until they are changed again.
- **2.** Mailing Labels. If you want to print mailing labels from a database file, press 2.
- **3.** Printer Selection. If you want to select a printer other than the default printer (Epson/IBM), press 3.
- 4. Hardware Configuration. If you are using a hardware configuration other than the default of a two disk drive system, press 4.