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By Dolores Wells

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Editorial Review

Review

UNIT 1: COMPUTER BASICS. 1. Understanding Computers and Computer Literacy. 2. The Internet and the World Wide Web. 3. The Internet and Research. 4. How a Computer Processes Data. 5. Input, Output, and Storage. 6. Operating Systems and Software. 7. Networks. UNIT 2: USING THE COMPUTER. 8. Windows and File Management 9. Email and Electronic Communication. 10. Word Processing. 11. Presentation Graphics. 12. Spreadsheets. 13. Databases. 14. Integration Feature. UNIT 3: COMPUTERS AND SOCIETY. 15. Evaluating Electronic Information. 16. Creating a Web Page. 17. Technology, the Workplace, and Society. Appendix: Keyboarding.

About the Author

Dr. Dolores J. Wells has taught business and computer science at Hillsborough Community College in Tampa for 29 years. She teaches a variety of distance learning courses, participates on several committees assisting with the creation of new AS degrees for Florida community colleges, and has created numerous e-packs and authored or contributed to several textbooks, including Discovering Computers. More recently, she has authored three editions of Shelly Cashman Series' Dreamweaver books. Dr. Wells also created the first WebCT e-packs for the Shelly Cashman Series.

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