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## Application Software

### Software for Home, Personal, and Educational Use

- Tax Preparation Software
- Desktop Publishing Software (for Personal Use)
- Paint/Image Editing Software (for Personal Use)
- Home Design/Landscaping Software
- Travel and Mapping Software
- Reference and Educational Software

### Web Applications

- Web-Based Training

### Application Software for Communications

- Learning Tools for Application Software

### Web Research

- Web Applications

### Business Software

- Business Software for Phones
- Accounting Software
- Document Management Software
- Enterprise Computing Software

### Graphics and Multimedia Software

- Video and Audio Editing Software (for Professional)
- Multimedia Authoring Software
- Web Page Authoring Software

### Operating Systems and Utility Programs

- System Software
- Operating Systems

### Operating System Functions

- Starting and Shutting Down a Computer
- Providing a User Interface
- Managing Programs
- Managing Memory
- Configuring Devices
- Establishing an Internet Connection
- Monitoring Performance
- Providing File Management and Other Utilities
- Updating Software Automatically
- Controlling a Network
- Administering Security

### Types of Operating Systems

- Windows 7
- Mac OS X
- UNIX
- Linux

### Chapter 3: Making Use of the Web

- Special Feature 2
  - Discovering Computers & Microsoft Office 2010

### Chapter 4: Operating Systems and Utility Programs

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### Technology Trailblazers

- Steve Wozniak
- Linus Torvalds

### Chapter Review

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- Problem Solving
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Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. This book is intended to provide instructors and students with a singular textbook that meets the needs of the combined computer concepts and Microsoft Office 2010 application course.

The early chapters of Discovering Computers & Microsoft Office 2010: A Fundamental Combined Approach present introductory computer subjects in an educationally sound, highly visual, and easy-to-follow pedagogy. The computer concepts chapters are followed by an introduction to Microsoft Office 2010 with the Shelly Cashman’s step-by-step, screen-by-screen, project-oriented approach. This combination of concepts and applications coverage designed by the renowned Shelly Cashman Series author team provides the ultimate solution for the introductory computing course.

Objectives of This Textbook

Discovering Computers & Microsoft Office 2010: A Fundamental Combined Approach is intended for a full-semester, introductory course that includes an introduction to both computer concepts and Microsoft Office 2010. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

• To provide a concise introduction to computers
• To present the most up-to-date technology in an ever-changing discipline
• To teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computers, software, and the Web
• To present the material in a visually appealing and exciting manner that motivates students to learn
• To present strategies for purchasing a desktop computer, notebook computer, smartphone, portable media player, and digital camera
• To offer an introduction to the following Microsoft products: Windows 7, Internet Explorer 8, Word 2010, PowerPoint 2010, Excel 2010, and Access 2010
• To expose students to practical examples of the computer as a useful tool
• To acquaint students with the proper procedures to use a computer; interact with the Web; and create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
• To help students discover the underlying functionality of Microsoft Office 2010 so that they can become more productive
• To develop an exercise-oriented approach that allows learning by doing
• To offer alternative learning techniques and reinforcement via the Web
• To offer distance-education providers a textbook with a meaningful and exercise-rich MS Office 2010 and Concepts CourseMate solution

The Shelly Cashman Approach
To date, more than six million students have learned about computers using a Discovering Computers textbook. Our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, Microsoft Office XP, Microsoft Office 2003, Microsoft Office 2007, and Microsoft Office 2010 textbooks have been the most widely used books in education. Features of this book include:

• A Proven Pedagogy Careful explanations of computer concepts and applications, educationally-sound elements, and reinforcement highlight this proven method of presentation.

• A Visually Appealing Book that Maintains Student Interest The latest technology, pictures, drawings, and text are combined artfully to produce a visually appealing and easy-to-understand book. Many of the figures include a step-by-step presentation, which simplifies the more complex computer concepts and application techniques.

• Extensive End-of-Chapter Student Assignments A notable strength of this book is the extensive student assignments and activities at the end of each chapter. Well-structured student assignments can make the difference between students merely participating in a class and students retaining the information they learn.

DISTINGUISHING FEATURES OF DISCOVERING COMPUTERS—SELECTED CHAPTERS FROM FUNDAMENTALS, 2012 EDITION

• Innovative Computing Innovative Computing boxes engage students with examples of how particular technologies are used in creative ways, and Computer Usage @ Work boxes describe how computers are utilized in five different professional industries.

• At the Movies videos CNET At the Movies videos highlight current technology events of interest to students, involving them in the constant evolution of the computing world.
• **Learn It Online** The Learn It Online end-of-chapter exercises, which include online videos, practice tests, interactive labs, learning games, and Web-based activities, offer a wealth of online reinforcement.

• **Problem Solving** The Problem Solving and Collaboration end-of-chapter exercises tackle everyday computer problems and put the information presented in each chapter to practical use.

**DISTINGUISHING FEATURES OF MICROSOFT OFFICE 2010**

• **Project Orientation** Each chapter in the book presents a project with a practical problem and complete solution using an easy-to-understand approach.

• **Step-by-Step, Screen-by-Screen Instructions** Each of the tasks required to complete a project is clearly identified throughout the chapter. Now, the step-by-step instructions provide a context beyond point-and-click. Each step explains why students are performing a task, or the result of performing a certain action. Found on the screens accompanying each step, call-outs give students the information they need to know when they need to know it. We have used color to distinguish the content in the call-outs. The Explanatory call-outs (in black) summarize what is happening on the screen, and the Navigational call-outs (in red) show students where to click.

• **Learn It Online** Every chapter features a Learn It Online section that is comprised of six exercises. These exercises include True/False, Multiple Choice, and Short Answer; Flash Cards; Practice Test; Who Wants To Be a Computer Genius?; Wheel of Terms; and Crossword Puzzle Challenge.

• **Make It Right** This exercise requires students to analyze a document, identify errors and issues, and correct those errors and issues using skills learned in the chapter.

• **In the Lab** Three in-depth assignments per chapter require students to utilize the chapter concepts and techniques to solve problems on a computer.

• **NEW! Expanded Office 2010 Coverage** This edition includes additional coverage of Word 2010, PowerPoint 2010, and Excel 2010—an extra chapter for each of these three applications.

**NEW! MS Office 2010 and Concepts CourseMate**

The content in the MS Office 2010 and Concepts CourseMate Web site for *Discovering Computers & Microsoft Office 2010* is integrated into each page of the text. It gives students easy access to current information on important topics, reinforcement activities, and alternative learning techniques. Integrating this digital solution into the classroom keeps today's students engaged and involved in the learning experience. For each computer concepts chapter in the text, students can access a variety of interactive Quizzes and Learning Games, Exercises, Web Links, Videos, and other features that specifically reinforce and build on the concepts presented in the chapter. For each Microsoft Office chapter, students can practice the skills they have learned with the Learn It Online exercises, including chapter reinforcement, practice tests, flash cards, learning games, and more. Additionally, students can view 380 Microsoft Office 2010 videos that dynamically illustrate the step-by-step instructions found in the text. The interactive e-book and hands-on activities encourage students to take learning into their own hands and explore related content in which they are especially interested. With all of these resources, the MS Office 2010 and Concepts CourseMate enables students to get more comfortable using technology and applications. For instructors, it allows easy assessment of students’ knowledge through Engagement Tracker reports.
Instructor Resources
The Instructor Resources include both teaching and testing aids and can be accessed via CD-ROM or at login.cengage.com.

INSTRUCTOR’S MANUAL Includes lecture notes summarizing the chapter sections, figures and boxed elements found in every chapter, teacher tips, classroom activities, lab activities, and quick quizzes in Microsoft Word files.

LECTURE SUCCESS SYSTEM Includes intermediate files that correspond to certain figures in the book, which allow you to step through the creation of a project in a chapter during a lecture without entering large amounts of data.

SYLLABUS Contains easily customizable sample syllabi that cover policies, assignments, exams, and other course information.

FIGURE FILES Illustrations for every figure in the textbook are available in electronic form. Figures are provided both with and without callouts.

POWERPOINT PRESENTATIONS A one-click-per-slide presentation system provides PowerPoint slides for every subject in each chapter. Several computer-related video clips are available for optional presentation. Presentations are based on chapter objectives.

SOLUTIONS TO EXERCISES Includes solutions for all end-of-chapter exercises. Also includes Tip Sheets, which are suggested starting points for the Problem Solving exercises in the concepts chapters, and chapter reinforcement solutions for the Microsoft Office 2010 chapters.

RUBRICS AND ANNOTATED SOLUTION FILES Grading rubrics provide a customizable framework for assigning point values to the laboratory exercises. Annotated solution files correspond to the grading rubrics to make it easy for you to compare students' results with the correct solutions whether you receive their homework as hard copy or via e-mail.

TEST BANK AND TEST ENGINE Test Banks include 112 questions for every chapter, featuring objective-based and critical-thinking question types, and include page number references and figure references, when appropriate. Also included is the test engine, ExamView, the ultimate tool for your objective-based testing needs.

PRINTED TEST BANK A Rich Text Format (.rtf) version of the test bank you can print.

LAB TESTS/TEST OUT Parallel to the Microsoft Office 2010 In the Lab assignments, these can be used for testing students in the laboratory on the chapter material or for testing students out of the course.

DATA FILES FOR STUDENTS Includes all the files that are required by students to complete the exercises.

ADDITIONAL ACTIVITIES FOR STUDENTS Consists of Chapter Reinforcement Exercises for the Microsoft Office 2010 chapters, which are true/false, multiple-choice, and short answer questions that help students gain confidence in the material learned.

Content for Online Learning
Course Technology has partnered with the leading distance learning solution providers and class-management platforms today. To access this material, instructors will visit our password-protected instructor resources available at login.cengage.com. Instructor resources include the following: additional case projects, sample syllabi, PowerPoint presentations per chapter, and more. For additional information or for an instructor user name and password, please contact your sales representative. For students to access this material, they must have purchased a WebTutor PIN-code specific to this title and your campus platform. The resources for students may include (based on instructor preferences), but are not limited to: topic review, review questions, and practice tests.
SAM: Skills Assessment Manager

SAM 2010 is designed to help bring students from the classroom to the real world. It allows students to train on and test important computer skills in an active, hands-on environment.

SAM’s easy-to-use system includes powerful interactive exams, training, and projects on the most commonly used Microsoft Office applications. SAM simulates the Microsoft Office 2010 application environment, allowing students to demonstrate their knowledge and think through the skills by performing real-world tasks such as bolding word text or setting up slide transitions. Add in live-in-the-application projects, and students are on their way to truly learning and applying skills to business-centric documents.

Designed to be used with the Shelly Cashman Series, SAM includes handy page references so that students can print helpful study guides that match the Shelly Cashman textbooks used in class. For instructors, SAM also includes robust scheduling and reporting features.

CourseNotes

Course Technology’s CourseNotes are six-panel quick reference cards that reinforce the most important and widely used features of a software application in a visual and user-friendly format. CourseNotes serve as a great reference tool during and after the student completes the course. CourseNotes are available for software applications such as Microsoft Office 2010, Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Windows 7. Topic-based CourseNotes are available for Best Practices in Social Networking, Hot Topics in Technology, and Web 2.0. Visit www.cengagebrain.com to learn more!

A Guided Tour

Add excitement and interactivity to your classroom with “A Guided Tour” product line. Play one of the brief mini-movies to spice up your lecture and spark classroom discussion. Or, assign a movie for homework and ask students to complete the correlated assignment that accompanies each topic. “A Guided Tour” product line takes the prep work out of providing your students with information about new technologies and applications and helps keep students engaged with content relevant to their lives—all in under an hour!

About Our Covers

The Shelly Cashman Series is continually updating our approach and content to reflect the way today’s students learn and experience new technology. This focus on student success is reflected on our covers, which feature real students from Bryant University using the Shelly Cashman Series in their courses, and reflect the varied ages and backgrounds of the students learning with our books. When you use the Shelly Cashman Series, you can be assured that you are learning computer skills using the most effective courseware available.
Digital Cameras

Digital cameras are devices that allow users to take pictures and store the photographed images immediately through a small light, a transmitter, and batteries. The device contains a miniature disposable camera, a flash, an autofocus mechanism, a mini compact disc drive, and a base station. The flash contains a set of batteries that are charged when a digital camera is powered on. A digital camera is designed to connect to a computer via USB or Firewire, which is a type of serial connection.

**Step 1**
- **How a Camera Maybe Works**
- **Step 2**
- **Step 3**

**ETHICS & ISSUES 1-2**

Due to rapidly changing technology, however, the distinction among categories is not always clear—often, one category overlaps with another. The following pages describe how computers have been used in health care, science, publishing, travel, and manufacturing. In addition, they can reap the benefits from converging technologies.

**Categories of Computers**

The following pages describe how computers have been used in health care, science, publishing, travel, and manufacturing. In addition, they can reap the benefits from converging technologies.

**Looking Ahead**

Boxes offer a glimpse of the latest advances in computer technology that will be available, usually within five years.

**Interactive e-Book**

Activity Icon Several elements in each chapter are interactive learning activities in the e-book and are identified by this icon.

**CourseMate Icon**

Visit the MS Office 2010 and Concepts CourseMate Web site for access to many of the interactive chapter elements.

**Web Links**

Provide current information and a different perspective about key terms and concepts by visiting the Web Links found in the margins throughout the book.

**Innovative Computing**

Boxes present different and innovative ways of using various technologies and help students learn how computing is applied creatively to solve problems.

**Quiz Yourself**

Boxes help ensure retention by reinforcing sections of the chapter material, rather than waiting for the end of chapter to test. Use the Quiz Yourself boxes for a quick check of the answers, and access additional Quiz Yourself quizzes via the Microsoft Office and Concepts CourseMate Web site.

**Ethics & Issues**

Boxes raise controversial, computer-related topics of the day, challenging readers to consider closely general concerns of computers in society.

**Step Figures**

Present the more complex computer concepts using a step-by-step pedagogy.
Companies on the Cutting Edge and Technology Trailblazers at the end of every chapter present the key computer-related companies and the more famous leaders of the computer industry.

Learn It Online exercises, which include At The Movies online CNET videos, practice test, interactive labs, learning games, and Web-based activities, offer a wealth of online reinforcement.

Learn How To end-of-chapter activities allow students to apply the concepts in the chapter to everyday life with hands-on activities. Learn how the Learn How To activities fit into your life with relevant scenarios, visual demonstrations, and practice questions via the Microsoft Office and Concepts CourseMate Web site.

Problem Solving and Collaboration exercises tackle everyday computer problems and put the information presented in each chapter to practical use. Students work as a team to solve the Collaboration exercise.

Web Research exercises require follow-up research on the Web and suggest writing a short article or presenting the findings of the research to the class.
Textbook Walk-Through
Microsoft Office 2010

Plan Ahead boxes prepare students to create successful projects by encouraging them to think strategically about what they are trying to accomplish before they begin working.

Step-by-step instructions now provide a context beyond the point-and-click. Each step provides information on why students are performing each task or what will occur as a result.

Navigational callouts in red show students where to click.

Explanatory callouts in black summarize what is happening on screen.

Q&A boxes offer questions students may have when working through the steps and provide additional information about what they are doing right where they need it.

Experiment steps within our step-by-step instructions encourage students to explore, experiment, and take advantage of the features of the Office 2010 user interface. These steps are not necessary to complete the projects but are designed to increase confidence with the software and build problem solving skills.
Break Points identify logical breaks in the chapter if students need to stop before completing the project.

To complete the project, students need to stop before.

Chapter if students need to stop before.

Break Points

Identify logical breaks in the chapter if students need to stop before completing the project.

Extend Your Knowledge

Projects at the end of each chapter allow students to extend and expand on the skills learned within the chapter. Students use critical thinking to experiment with new skills in order to complete each project.

Make It Right

Projects call on students to analyze a file, discover errors in it, and fix them using the skills they learned in the chapter.

Cases & Places

Exercises call on students to create open-ended projects that reflect academic, personal, and business settings.