



Technology in Action-Complete (2nd Edition) (Go Series for Microsoft Office 2003)

Alan Evans, Kendall Martin, Mary Ann Poatsy

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For introductory courses in computer concepts or computer literacy often including instruction in Microsoft Office. *Designed to spark student interest by teaching practical concepts they want to learn (such as setting up a wireless network in their home) while still teaching material the students need to learn (such as how networks function). The media we developed with the book provides instructors with a rich variety of material that they can easily present to the students to keep them engaged. NEW-Active Helpdesk Calls-Energize your students while reinforcing key computer concepts with this next generation learning tool. Designed from the ground up by the authors of Technology in Action and based on chapter content, "Active Helpdesk Calls" assess how well students understand material by placing them in the roll of a helpdesk employee. Students are engaged in reinforcing concepts from the book by fielding questions from callers and answering their questions with this newfound knowledge. Bring your text to life in a fun and exciting way by reinforcing content in the book with "Active Helpdesk Calls".N EW-Expanded Internet Coverage in Chapter 3-Discusses the future of the Internet, the history of the Internet and Blogs. NEW- Expanded Career Coverage in Chapter 1-More examples of how technology is used in today's careers, including increased coverage of computer usage in the arts, medical fields, shipping and fulfillment, law enforcement, and education. NEW-New and Improved Art-New pieces of art have been inserted throughout. Clearly illustrate concepts for the students, and illustrate this edition's expanded coverage and new textual material. NEW-New and Updated Sound Bytes-The multimedia that instructors demand to keep your students engaged has been augmented and updated to keep students current. NEW-New and Updated TechTV Clips-Improved and updated TechTV clips found on the book's companion Web site, www.prenhall.com/tia. Questions Students Ask-These section headings reflect the natural progression of a typical PC learning experience by integrating questions students ask consistently every semester. Dig Deeper-These sections cover technical topics in depth to challenge more advanced students.Bits and Bytes-In these sections, students learn how to maintain their computers, how to develop good habits for safe computing, as well as other interesting facts about computers. Trends in IT-These sections explore new and emerging technologies, computers in society, careers in computing, and ethical considerations involved in computing. End of chapter exercises-emphasize critical thinking and research. Behind The Scenes-Keep more experienced students engaged and challenge them with interesting research assignments. For students ready to go beyond the basics, these special chapters venture deeper into the realm of computing through in-depth explanations of how elements of the system unit (CPU, motherboard, RAM) work. Table of Contents 1. Why Computers Matter to You: Becoming Computer Fluent. 2. Looking at Computers: Understanding the Parts. Technology in Focus: The History of the PC. 3. Using the Internet: Making the Most of the Web's Resources. 4. Application Software: Programs That Let You Work and Play. Technology in Focus: Digital Entertainment. 5. Using System Software: The Operating System, Utility Programs, and File Management. 6.Evaluating Your System: Understanding and Assessing Hardware. 7. Networking and Security: Connecting Computers and Keeping Them Safe from Hackers and Viruses. Technology in Focus: Protecting Your Computer and Backing Up Your Data. 8. Mobile Computing: Keeping Your Data on Hand. 9. Behind the Scenes: Inside the System Unit. 10. Behind the Scenes: Software Programming. 11. Behind the Scenes: Databases and Information Systems. 12. Behind the Scenes: Networking and Security. 13. Behind the Scenes: The Internet: How It Works. Technology in Focus: Careers in IT. Glossary. Index. Credits.

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