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Computer Literacy

A Beginners' Guide

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B.A., P.G.C.E.

Brannock Teaching Services

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Preface

I am sure that there must be many people nowadays who are as baffled by all the words used in computing as I was when I first started to learn about computers. I believe that any reader, given the willingness to learn, can become computer-literate: like any other specialist area, the biggest problem for newcomers is mastering the basic ideas, vocabulary and concepts. This book explains to the reader, using plain English, many of the words, concepts and ideas of this new and important technology.

To make things easier for the reader, the book is divided into short chapters in which only a limited amount of information is presented. Wherever possible, the important words and concepts have been repeated at least once and many examples are given to show their meanings.

Teachers will find that the book can be used as a class set where pupils or students can read the text and illustrations at their own pace before answering the comprehension questions based on the text. All the answers to these questions can be found by a careful reading of the text. In addition, for classroom-based learning, there are exercises designed for oral work and for homework or private research.

General readers will find that the book can be used as a handy reference book or to teach themselves about topics and subjects that are very often omitted from personal computer guidebooks and usually only found buried in the middle of some highly technical and difficult-to-understand textbook.

1984

VINCENT WALSH

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