



Computer Basics with Office Automation

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Author's Name

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Introduction to Computers

1.1 INTRODUCTION

We are living in an information age dependent upon digital information. Digital information is electronic information, the result of computer processing. Every type of job relies upon getting information, using it, managing it, and relaying information to others. Computers enable the efficient processing and storage of information.

Do not think of a computer merely as the machine with the keyboard and the mouse, although that might be true for some types of computers. Embedded computers may be inside your household appliances, the VCR, the automobile, planes, trains, power plants, water purification plants, calculators, and even inside a few toys. These embedded computers are very small. They affect our lives each day. Why, even modern traffic lights operate with computers. They are all around us. Think of additional ways in which computers affect our lives each day.

1.1.1 Hardware

Computer hardware is made up of the equipment used to make up the computer unit. These parts include the monitor, central processing unit (CPU), keyboard, mouse, printer, and modem. The computer is an electronic machine that performs the following four general operations:

- Input
- Processing
- Output
- Storage



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Computer Basics with Office Automation

The book covers the entire gamut of Computer Fundamentals concepts in details for M.Tech., MCA, B.Tech., BCA, B.Sc. (Computers) of various universities.

Key Features

- Brief Introduction to Computers
- Describes Algorithm and Flow Chart with examples
- Operating Systems with a brief light on DOS, Batch Files
- Discusses Windows Operating System
- Describes Editors and Word Processor along with Desktop Publishing and a detail on MS-Word.
- Discusses Spreadsheets and Database Packages like MS-Excel and MS-Access
- Throws a light on Linux along with the Linux File System, Linux Commands, Permissions and Nodes, I/O Redirections, Pipes and VI Editor.

In this book each chapter has an exercise supplement.

Archana Kumar has done her Ph.D. in "A Study in Software Reliability Growth Modelling under Distributed Development Environment" from University of Delhi. Her interests include Software Engineering, Multimedia, Internet, Application Programming and Database. She had immense international and national publications to her credit. She had more than 9 years of experience in teaching. She had work in institutes like Apeejay Institute of Technology, Greater Noida and Indira Gandhi Institute of Technology, Delhi. At present she is serving as Assistant Professor and Head (CSE/IT) at Delhi Institute of Technology & Management, Sonapat, Haryana.



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