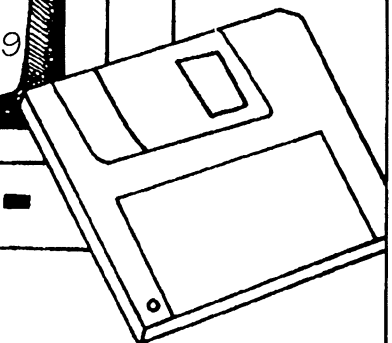
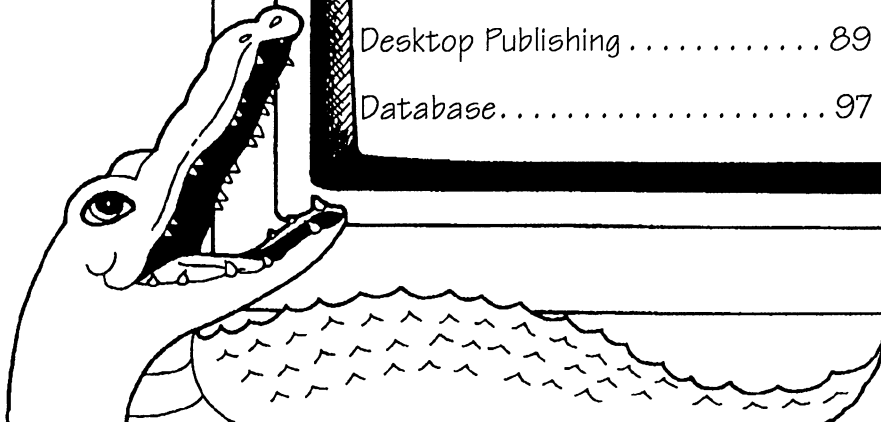


Table of Contents

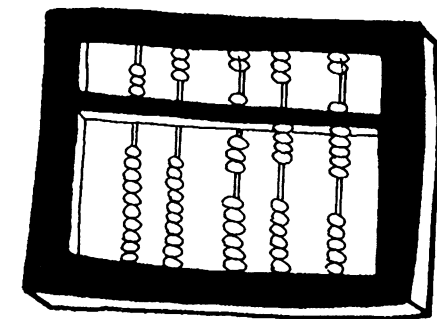
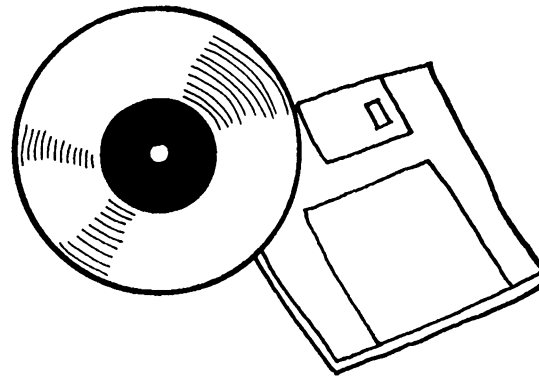
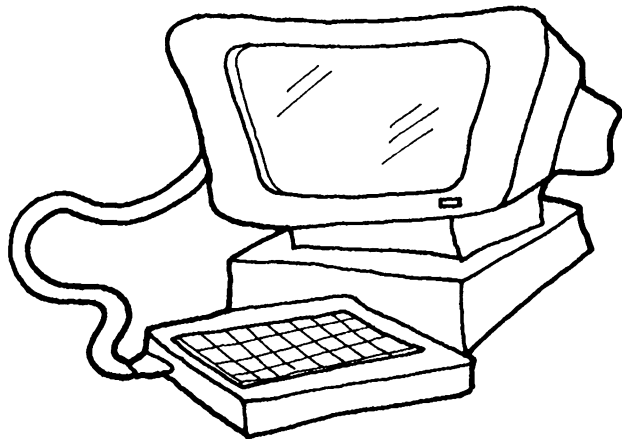
Introduction.....	4	Spreadsheets	106
What Is a Computer?	5	Computers at Work	115
History of Computers	12	Telecommunications	124
Hardware.....	25	Computers in Society.....	128
Inside a Computer	38	Computer Related Occupations.....	134
Software	54	Purchasing a Computer.....	138
Word Processing.....	66	Future, Closing, and Award	141
Desktop Publishing	89	Computer Glossary.....	144
Database.....	97	Bibliography	159



Introduction

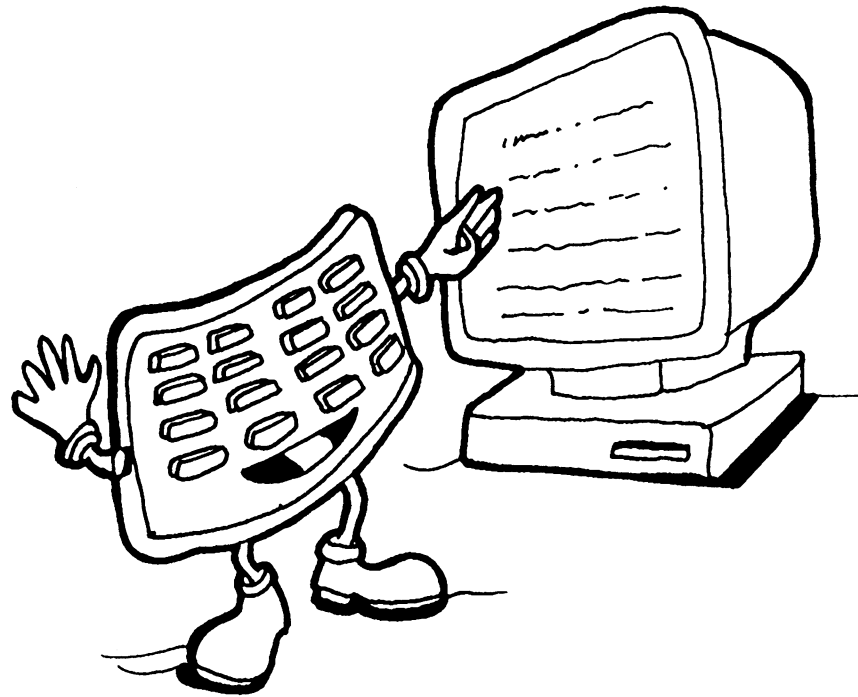
Computers Don't Byte has been designed to give children, parents, and teachers a simple way of learning how to use and how to understand the operation of computers. This book contains information that will help you understand what a computer is, the history of computers, hardware that is available for computers, what is inside a computer, several types of software available for computers, and how to use the many functions computers have to offer. **Computers Don't Byte** will provide you with a basic understanding of how computers influence you as an individual, and society as a whole. Most

importantly, **Computers Don't Byte** will serve as an instructional guide in fostering computer literacy and proficiency, and will help to reduce any fears or anxieties you may have about working with computers. Included in this book are several activities that will help reinforce ideas and concepts about computers, as well as provide a stimulating and enjoyable resource the whole family can use.



The Keyboard

The keyboard, is a peripheral device that lets you “talk” to a computer. You press the keys on the keyboard to tell the computer what to do.



Dvorak keyboard—In the 1930s, August Dvorak designed the following layout for the keyboard.

' , . P Y F G C R L ?	22%
A O E U I D H T N S -	70% Home Row
; Q J K X B M W V Z	8%

Notice that the letters most commonly used are on the home row keys—the keys in the middle row. It is still used by some people today.

QWERTY Keyboard—This is the keyboard we are most familiar with. QWERTY are the letters on the top left of the keyboard. It was originally designed to prevent keys from jamming on a typewriter, by slowing down typing. In eight hours, a Dvorak typist’s fingers travel 16 miles, compared to only one mile for a QWERTY typist.

Q W E R T Y U I O P	52%
A S D F G H J K L ; '	32% Home Row
Z X C V B N M , . /	16%

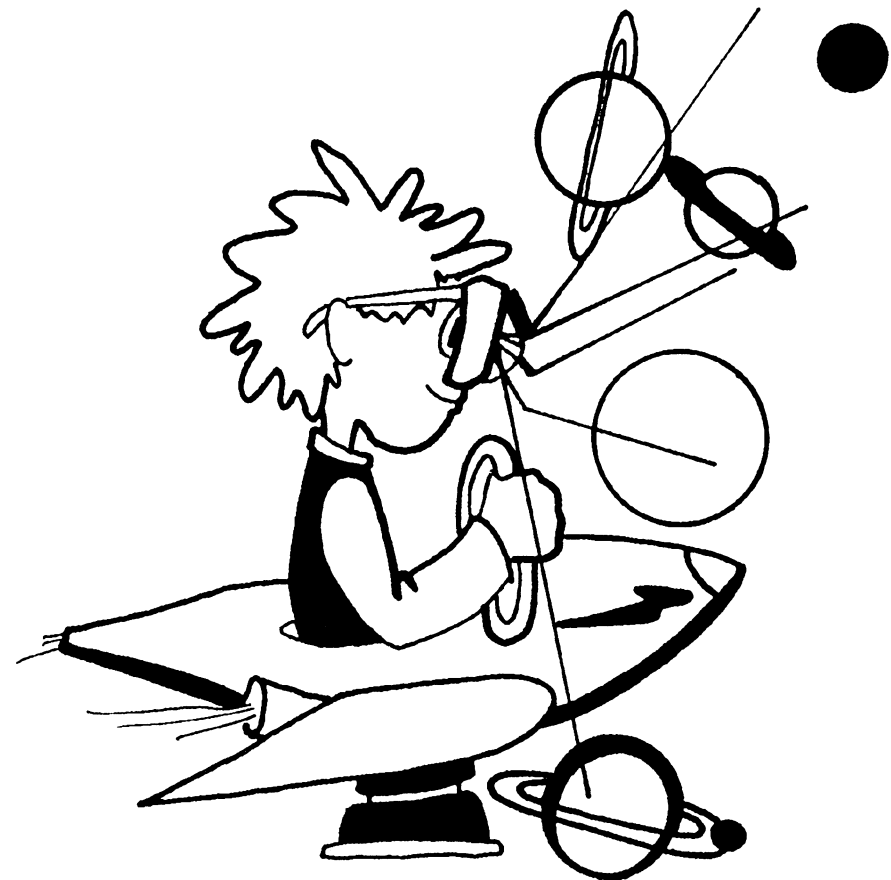
Activity: Using a piece of 22 cm x 28 cm cardboard design your own keyboard. Use the above two as examples.

Virtual Reality

Virtual reality software creates a life-like illusion. You will feel the experience of actually becoming a part of a computer-generated world. This type of software uses special visual- and audio-generated graphics and sounds which allow you to manipulate the program so that you feel as if you are part of the computer program. It is similar to that of simulation software but more enhanced. Most often a three-dimensional perception will be experienced.

For example, virtual reality software is being used successfully in many different areas. In the field of science and technology, virtual reality software is being used to simulate and practice surgical techniques by doctors and to train and test pilots, astronauts, and aircrafts. Virtual reality software is also being used to design three-dimensional buildings, cars, airplanes, and homes. In the field of entertainment, virtual reality software allows you to experience anything from an active part in a golf tournament to holding your breath as you feel the excitement of skiing down a ski slope.

Virtual reality software is becoming more and more popular. It allows the user to experience real-life situations in an engrossing and exciting way. Each virtual reality software user will travel differently through sensational worlds of wonder and excitement.



Activity: Go to a local computer shop and have a salesperson demonstrate virtual reality software, if it is available.