

## **Computer Literacy (CIS106)**

The goals for this class:

- Feel comfortable with computers in general,
- and in particular with Office XP:
  - Word (Advanced typewriter)
  - Excel (Advanced calculator)
  - Access (Advanced file cabinet)

## Formalities

- Book: Microsoft Office XP, New Perspectives
- Office hours: Saturday, 4:30-5:30
- email: [evangoris@gmail.com](mailto:evangoris@gmail.com)
- web page: <http://staff.science.uva.nl/~egoris>

## Organization of the class

- Home: Reading assignments, preparation for next class
- In class: Short lecture and practice
- Practice outside of class
- Examination:
  - Three main test (open book)
  - Some quizzes
  - Take home project

## **Organization of the book**

- Colored chapters with each four tutorials, each followed by
  - Quick Check Questions
  - Review Assignment
  - Case Problems

## Today

- Overview of first chapter
- Overview of Word, Excel and Access
- Goal: see what these programs can do, and not to learn how they do it.

## Concepts

- Hardware
  - Input devices
  - Output devices
  - Storage devices
- Software
  - System software
  - Application software

## Networks

- Collection of connected hardware
  - Mostly computers
  - but also Printers
- Server/Client model
  - File server
  - Print server

# Internet

- the Internet = Very large network
- World Wide Web = Collection of webpages (on the Internet)
- the Internet is not limited to the WWW
  - email
  - file sharing
  - chatting
  - Web pages that are not on the WWW

## Internet Addresses

- IP addresses:  
127.45.59.1
- Domain Name Addresses:  
www.lehman.cuny.edu  
staff.science.uva.nl
- Uniform Resource Locators:  
<http://www.lehman.cuny.edu/courses>  
<http://staff.science.uva.nl/~egoris>