

## Technology Handbook





The McGraw·Hill Companies

Copyright © by The McGraw-Hill Companies, Inc. All rights reserved. Permission is granted to reproduce the material contained herein on the condition that such materials be reproduced only for classroom use; be provided to students, teachers, and families without charge; and be used solely in conjunction with the [book title] program. Any other reproduction, for sale or other use, is expressly prohibited.

Send all inquiries to: Glencoe/McGraw-Hill 21600 Oxnard Street, Suite 500 Woodland Hills, CA 91367

Microsoft, Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Internet Explorer, and Windows and all other Microsoft names and logos are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Microsoft product screenshots reprinted with permission from Microsoft Corporation.

Glencoe/McGraw-Hill is independent from Microsoft Corporation, and not affiliated with Microsoft in any manner. Between the time that Web site information is gathered and published, it is not unusual for some sites to have changed URLs or closed. URLs will be updated in reprints or on the Online Resource Center when possible.

Printed in the United States of America

## Table of Contents

Module 1—Computers in Your Life	1
What Is a Computer?	1
The First Computers	3
The Impact of Computers on Society	5
Types of Computers and Computer Systems	7
Ergonomics Assessment	9 12
Assessment	12
Module 2—Hardware	14
Input devices	14
Output devices	17
Processing Components	18
Storage Devices	20
Networks	23
Assessment	25
Module 3—Software	27
Operating Systems	27
Applications	30
Utility Programs	32
Upgrades and Installation Problems	36
Viruses and Worms	38
Assessment	40
Module 4A—Getting Started in Windows XP	42
The Graphical User Interface (GUI)	42
Working with Files and Folders	46
Pathnames and File Compression	52
The Control Panel	54
Shutting Down	57
Using Help	60
Assessment	62

## **Table of Contents**

Module 4A—Getting Started in Windows Vista	64
The Graphical User Interface (GUI)	64
Working with Files and Folders	68
Pathnames and File Compression	74
The Control Panel	76
Shutting Down	79
Using Help	82
Assessment	84
Module 5—Online Connections and Communications	86
E-mail, Distribution Lists, Newsgroups, and	86
Instant Messaging E-commerce	90
	93
Emerging Technology Assessment	96
Assessment	90
Module 6—Online Ethics, Safety, and Privacy	98
Ethics and Technology	98
Copyrights and Wrongs	101
Netiquette	104
Staying Safe Online	107
Assessment	111
Module 7—Research on the Internet	113
Using the Internet	113
Speed on the Internet	116
Techniques for Searching	119
Evaluating Web Sites	123
Useful Online Resources	126
Assessment	129