

Table of Contents

Preface	v	Managing Software	26
		<i>Installing Software</i>	27
		<i>Updating Software</i>	27
		<i>Repairing Software</i>	27
		<i>Uninstalling Software</i>	27
		<i>Customizing Software</i>	27
		Personal Computer Interfaces	28
		<i>Desktop</i>	28
		<i>Starting Programs</i>	28
		Controlling Program and Folder Windows	29
		<i>Hiding, Showing, and Closing Windows</i>	29
		<i>Sizing and Moving Windows</i>	30
		Learn More	32
Chapter 1:		Chapter 3:	
Hardware Essentials		Networking and the Internet	
<hr/>		<hr/>	
The Purpose of Hardware	2	Our Networked World	40
<i>Internal and External Hardware</i>	2	<i>Types of Networks</i>	40
Inputting Data	3	The Internet	41
<i>Core Input Devices</i>	3	<i>The World Wide Web</i>	41
<i>Other Input Devices</i>	3	<i>Other Services on the Internet</i>	41
Outputting Information	5	<i>Browsers and Other Internet Tools</i>	41
<i>Visual Output</i>	5	<i>Domains</i>	42
<i>Projectors</i>	7	<i>How to Connect</i>	44
<i>Printers</i>	7	Web Browser Features	44
<i>Common Technologies</i>	7	<i>Address Bar</i>	44
<i>Other Technologies</i>	9	<i>Tabbed Windows</i>	45
<i>Dual Function</i>	9	<i>Bookmarks and Favorites</i>	46
Processing Data	10	<i>Forms</i>	48
<i>Processing Hardware</i>	10	Troubleshooting	50
<i>Processor Types</i>	11	<i>Hardware vs. Software</i>	50
Storing Data	12	<i>Verify Your IP Address</i>	51
<i>Permanent Storage</i>	12	<i>Verify Your Internet Connection</i>	51
<i>Temporary Storage</i>	14	<i>Determine Your Connection Speed</i>	52
<i>Hard Drive Characteristics</i>	15	<i>Network Security</i>	53
<i>Identifying Permanent Storage Devices on a Computer</i>	15	Digital Citizen: Performing Effective Online Searches	53
<i>Network Storage</i>	17	Learn More	54
<i>Cloud Storage</i>	17		
Purchasing Technology Wisely	18		
<i>Permanent Storage</i>	18		
<i>Memory</i>	18		
<i>CPU</i>	18		
<i>Display</i>	19		
<i>Drivers</i>	19		
Learn More	21		
Chapter 2:			
Computer Software			
<hr/>			
Using Computer Software	24		
<i>Operating Systems</i>	24		
<i>Staying Up to Date</i>	24		
Using Programs	26		
<i>Program Types</i>	26		

Chapter 4: Organizing Information

Organizing Information on Your Computer	60
<i>Files, Folders, and Subfolders</i>	60
<i>Folders for Information Organization</i>	60
Naming Files and Folders	60
<i>Naming Conventions for Files and Folders</i>	60
<i>Good Practices for Naming Files and Folders</i>	60
<i>Symbols to Avoid in Filenames</i>	62
<i>Digital Citizen: Following Naming Conventions at School or Work</i>	62
File Types and Extensions	63
<i>Overview of File Extensions</i>	63
<i>Viewing File Extensions</i>	64
<i>File Types and Their Association with Programs</i>	64
Viewing Information	66
<i>The File Explorer Window</i>	66
<i>Controlling the View</i>	67
<i>The Navigation Pane</i>	71
<i>The Information Path</i>	72
Common Storage Locations for Files	74
<i>Default Storage Locations in Windows</i>	74
<i>Digital Citizen: Respecting Other People's Files</i>	76
Learn More	77

Chapter 5: Files and Folder Management

Working with Folders	82
<i>Creating and Naming Folders</i>	82
<i>Copying and Moving Folders</i>	83
Working with Files	84
<i>Where to Store Files</i>	84
<i>Protecting Information</i>	85
<i>The Save As Dialog Box</i>	87
<i>Opening and Closing Files</i>	88
<i>Downloading Files</i>	91
<i>Organizing Files</i>	93
Compressing Files and Folders	98
<i>Archives</i>	98
<i>Compressed Archives</i>	98
<i>Compressed Formats</i>	98
<i>Decompressing Archives</i>	99
Learn More	101

Chapter 6: Locating Information

Searching for Files and Applications	106
<i>Integrated Search Feature</i>	106
<i>Searching from a Folder</i>	106
Searching for Information Online	108
<i>Common Search Engines</i>	109
<i>Effective Search Strings</i>	109
<i>Google Search Returns</i>	109
Intellectual Property	110
<i>Intellectual Property Protections</i>	110
<i>Plagiarism</i>	111
<i>Copyrighted Material</i>	111
<i>Free to Use</i>	111
Learn More	113

Chapter 7: Cloud Storage

Backing Up Information	116
<i>What Is a Backup?</i>	116
<i>Backup Solutions</i>	116
<i>Backup Software</i>	118
<i>Recovery</i>	118
Cloud Storage	119
<i>Benefits and Drawbacks of Cloud Storage Software</i>	119
<i>OneDrive</i>	120
Learn More	124
Glossary	127
Index	131