COMPUTER LITERACY

(OPERATIONS & APPRECIATION)

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by

C.K. AYO

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(OPERATIONS & APPRECIATION)

C.K AYO, (M.Sc)

Department of Computer Science & Engineering, Ladoke
Akintola University of Technology, Ogbomoso

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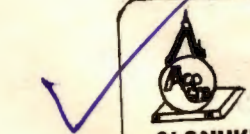

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TO

Engr. & Mrs. T. O. Adeniyi

PREFACE

This book is designed for those who are curious about the proliferation, domination and use of Computer systems. The book to a greater extent is intended to be a companion for students of whatever class, workers and every household in particular.

The contents of the book is tailored to suit the courses taught in the tertiary institutions such as introduction to computers, computer application packages among others; and the syllabi of some professional bodies like Institute of Chartered Accountants of Nigeria (ICAN), and Chartered Institute of Bankers of Nigeria (CIBN) etc are also catered for.

The book is a two in one. That is it serves a textbook on one hand and a training manual on the other hand. The chapters are arranged in an order to enhance continuity of concepts which will go a very long way to give the addressed audience a solid computing foundation. Many topics of interest such as Computer configuration, Program development, Application packages and the Computer virus among others are treated to the satisfaction of the targeted audience.

The book is therefore recommended for students of the university, and polytechnic, students undergoing computer training courses organized by some vocational centres and in fact, every household.

C. K. Ayo
June 1994

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FOREWORD

The Computer Technology has come to stay with us with its profound impact on every aspect of our lives. Perhaps this is the reason why Computer literacy is almost becoming the prime requirement when one is competing for any skilled job today. We are fast moving away from the Computer-Centre-based arrangement which confines the Computers to a particular section of an organisation. The reality is that the factory machinery is Computer-based; air-line reservations depend on the Computer; personnel, financial, and administrative procedures have become computerised; including the command and control functions of the military and the police. The writers and journalists also need the word-processor to prepare their writings personally or at least edit the work after first typing. Therefore this book has come to contribute to the computer literacy needs of the majority of people willing to become relevant to this computer age.

The rich information contained in this book will supplement or completely replace short-term Computer trainings which now abound provided you use it as your companion during hands-on sessions on a computer. The skilled person may even find the contents a good reference whenever he intends to refresh his or her memory.

The wealth of experience of the author as a former polytechnic lecturer and now a University teacher has been brought to bear on this work. He has presented very succinctly and clearly the concepts that he has had to teach over the past ten years. It is hoped that the reading public will find the book very useful.

DR. M. O. ADIGUN
LAUTECH, OGBOMOSO

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