

Information Technology

TRENDS AND APPLICATIONS

IN SCIENCE AND BUSINESS

C. K. Ayo



Concept Publications

Information Technology

TRENDS AND APPLICATIONS

IN SCIENCE AND BUSINESS

Charles Korede Ayo, BSc, MSc, PhD, MCOAN, MCPN

Head of Department
Computer Science and Secretarial Administration
Delta State University, Lagos Study Centre.



Concept Publications Limited

Concept Technology Series
Concept Publications Limited,
15/17, Olorunsogo Street,
Off Apata Street/Olaleye Market,
Palmgrove - Shomolu.
P. O. Box 2516,
Mushin, Lagos.
E-mail: conceptpub@lycos.com

Agents and representatives throughout Nigeria

Copyright © **Charles Korede Ayo**, 2001
ckayome@yahoo.com

ISBN 978 2309 42 7

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the publishers.

Sole Distributors:

Centre for Information Technology Ltd.,
47/57 Martins Street,
19th Floor, Great Nigeria House.
Lagos.

Designed, printed and bound in Nigeria by
Concept Publications. (Press Division), Lagos.

Dedication

To my God for the talents given to me.

And my late parents



Mr. Timothy Aiyemoro Ayo & Madam Margaret Oyinlola Ayo
for getting me educated at all cost.

Contents

	<i>Dedication</i>	v
	<i>Foreword</i>	xi
	<i>Preface</i>	xii
	<i>Acknowledgements</i>	xiii
1	Microcomputer Fundamentals	15
	Introduction, Types of Software, Basic Elements of the Computer Hardware, Microcomputer Configuration, Parts of a Computer System – Monitor Buses, Motherboard System Unit, RAM, CMOS, BIOS, Types of Processors: P5, P6, P II, P III and P4. Classification of Computers. <i>Review Questions.</i>	
2	Selecting a Personal Computer (PC) For Business	33
	Introduction, The Power Problems, Protective Hardware (UPS), The Processors, The Printer, Application Software, Software Suites, Standard Packages for Office Use, Hardware and Software Selecting Guidelines, <i>Review Questions.</i>	
3	Multimedia Systems	45
	What is Multimedia? The Multimedia Technology, The Origin and Design, Multimedia Box, Multimedia Computer System, TV and FM Tuner Cards, MPEG Card, Multimedia Titles CD-ROM Drives, The MMX Appellate, Other Forms of Storage Devices. <i>Review Questions.</i>	
4	Computer Safety and Work Ethics	57
	Introduction, Repetitive Stress Injuries (RSI), Prevention of RSI, Computer Hazards, Ergonomic Issues, Safety of Electrical Devices, General Safety Rules and Practice, Computer Ethics. <i>Review Questions.</i>	

- 5** **The Millennium Bug** **65**
- Introduction: The Y2K Problem, The 2-digit Date Format, The Leap Year Bug, The Origin of the Problem, The Affected Systems, The Microsoft Strategy for Compliance, The Effects on the Financial System. *Review Questions.*
- 6** **Computer Networking** **71**
- What is a Computer Network? Wired and Wireless Network, Peer-to-Peer Network, Client/Server Network, Network Adapters, Network Topologies, Transmission Media, Networking Devices – bridge, router, repeater, gateway, Local and Wide Area Networks, Data Transmission Hardware. *Review Questions.*
- 7** **Internet Connectivity** **81**
- Internet, Intranet, The Origin and Design of the Net, Ownership of The Net, Who Pays for The Net?, Internet Service/Access Providers (ISPs/IAPs), Types of Internet Access, Communication Protocols, Services and Resources of the Net (E-Mail, WWW, FTP, Archie, Gopher, Veronica, Finger, Telnet, UseNet), Benefits of The Net. *Review Questions.*
- 8** **Information Technology (IT) and the Financial Institutions** **91**
- Information Technology, Application Areas – (Financial Institutions, Information Processing System, Operational Information System, Management Information System, Electronic Banking, Web Commerce, Paperless Office, Electronic Document Management System), Electronic Office versus Manual Office, Summary of the IT Benefits, Factors Militating Against Effective IT Utilization. *Review Questions.*

9 Computer Crimes, Security and the Financial Institutions 99

Introduction, Basic Definitions, Levels at Which Crimes Are Committed, Methods of Committing Crimes, Computer Security, Security Measures, Computer Virus. *Review Questions.*

10 Information Processing Systems, Techniques and Organization 105

Data and Information, Data Processing, Qualities of Information, Data Hierarchies, Types of Files, Types of File Organizations, Types of Information Systems, Business Operations Systems, Management and Decision-making, Information Processing Organization, Information Processing Techniques. *Review Questions.*

11 Systems Concepts 119

Systems Overview, Operational Features of a System, Characteristics of a System, Categories of a System, General Systems Theory, Systems Terminologies, System Development Cycle, System Analysis, System Design, System Implementation, System Evaluation, Database Management System. *Review Questions.*

12 Windows 95/98 137

Windows 95 Desktop, Windows Activities, Menus, Using the Start Button, Customizing The Windows Desktop, Using MS-DOS Prompt, Using 'My Computer,' File Operations, Using Quick Menus and Short-cuts, Using Windows Explorers, Software and Hardware Installations in Windows 95, Using Microsoft Fax, Controlling Multimedia Systems, Disk Utilities Formatting Diskettes. *Review Questions.*

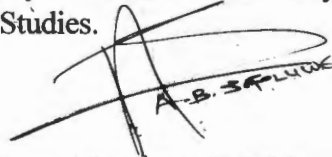
13	Microsoft Word	161
	Overview of MS-Word, Running MS-Word, Basics of MS-Word (Using The Menu Bar, Using The Short-cuts, Using Toolbars), Word Processing Operations. <i>Review Questions.</i>	
14	Microsoft Excel	177
	Overview of MS-Excel, Running MS-Excel, MS-Excel Basics, Excel Toolbars, Excel Operations, Using Short-cuts, Chart Plotting, Database Management, Business Applications. <i>Review Questions.</i>	
15	Computer and Society	199
	Computer in Education, Computer in Manufacturing, Computer in Medicine, Computer in Entertainment, Computer in Business. Data Processing Staff and Bureau Services, Computer Bureau Services. <i>Review Questions.</i>	
16	Number System	207
	General Overview, Binary Number System, Octal Number System, Hexadecimal Number System, Conversion of Fractional Numbers. <i>Review Questions.</i>	
	Glossary	221
	<i>Bibliography</i>	239
	<i>Index</i>	241

FOREWORD

THIS book deals with several relevant fundamental concepts in Information Technology. The author in his presentation assumes that the reader has very little or no prior knowledge of the various topics discussed. If and when the reader is not a total novice, the presentation is such that the book will serve as a good revision text. Otherwise, the book builds up its contents gradually from very simple to the most complex.

The range of topics covered is in the broad region of Software, Hardware and Peopleware. The presentation is such that the topics covered are very current and quite contemporary. It is very difficult to achieve this objective since Information Technology is dynamic and is daily emerging and changing. Consulting on appropriate websites reflects this.

The inclusion of Review Questions for the reader at the end of each chapter helps the student in self-assessment. The book is highly rated and favourably recommended to students of Science and Business Studies.

A handwritten signature in black ink, consisting of several overlapping loops and lines. Below the signature, the name 'A-B. SOFOLUWE' is written in a similar, slightly less fluid script.

Professor Adetokunbo B. Sofoluwe
Professor of Computer Science and Dean of Faculty of Science
University of Lagos,
Akoka, Lagos.
February 2001.

Preface

THE book, *INFORMATION TECHNOLOGY: Trends and Applications in Science and Business*, presents to the general public, professionals and non-professionals alike, the rudiments of information technology. It explains in simple language the various computing terminologies and new technologies.

The book is arranged in a logical order to arouse the interest of the readers. It covers trends in hardware and software; the millennium bug is examined for the benefit of the young generation of computer users. Some items discussed in the book are multimedia systems; hazards resulting from the use of computer; networking and internet; Windows operating system (95,98 and 2000); MS Word and Excel; computer security, crimes and fraud; the application of IT in financial institutions; general systems concepts; systems theory; operational information system; management information system; systems' analysis and design; database management system; number system, and the impact of computer on the society.

This book is primarily intended to educate the general public on the computer as an indispensable tool in the modern business operations. This is the information technology age, it has changed drastically the ways we carry out our jobs. Consider the information superhighway, electronic funds transfer, internet banking, electronic wallet, among others, in modern terminology.

Information Technology: Trends and Applications in Science and Business, is a good companion for students at all levels. It is a particularly good study material for postgraduate students of management for the Management Information System (MIS) course, just as first-time learners will find it a good menu.

The contents are made easy to digest with the inclusion of generous illustrative diagrams of most component parts, as well as software interfaces of the various applications discussed. Further still, there are revision questions at the end of each chapter to check the reader's or learner's understanding.

Acknowledgements

THIS book came into reality as a result of the immeasurable contributions from institutions, professionals and individuals. Therefore, I will like to acknowledge the following institutions, IT specialists and several other individuals.

The author interacted with staff and students in the following institutions in the course of this write-up, in order to provide coverage for some of their courses that are IT-related. They are:

- (i) Lagos City Polytechnic, Ikeja- Lagos
- (ii) Ladoke Akintola University of Technology, Ogbomoso (Lagos Centre).
- (iii) University of Calabar (Ikeja, Lagos Centre).
- (iv) Ondo State University, Akungba (Iyana Ipaja, Lagos Centre).
- (v) Nnamdi Azikiwe University (Lagos Centre).
- (vi) Delta State University, Abraka (Lagos Study Centre).

The following IT Specialists have been especially helpful: Prof. Adetokunbo Sofoluwe, Dean of Faculty of Sciences, University of Lagos; Mr. T. Agbana, IT Department, Chevron, Lagos; Mr. S. Adeyeoluwa, Head, MIS, Nigerite, Lagos; and Engr. S. Fawunmi, DPMS, Lagos.

I am also grateful to these people for their love and generous assistance: Chief E.T.Abraham, Mr. E. O. Oshobu, Mr. S. A. Hundeyin, Mr. D. Isaiah, Mrs. Falana, Miss A. Eweje, Mr. E. Oyeniran, and Mr. O. Ayo. I appreciate the interaction of the entire staff and students of the Department of Computer Science and Secretarial Administration, Delta State University, Lagos Study Centre.

Also, I wish to acknowledge the deep interest of my publisher, Mr Oladele Oladunjoye in quality book development. His team's creative and professional approach to production and apparent pursuit of excellence in editing and design added to the much improved content and format of this book.

I am deeply indebted to my family members for their solid cooperation: My wife, Moji and children – Juwon, Tola, and Kenny.

Thank you all for making meaningful contributions to this intellectual project.

C. K. Ayo, Ph.D.

June 2001

Index

A
Absolute access, 221
Access, 38, 138
Access time, 108, 118, 221
Accounting system, 16, 110, 111, 112
Address bus, 221
Address register, 221
Adobe, 50, 143
Adobe application, 150
Algorithm, 194, 221
Alt key, 167
American on-line, 83
American Standard Code for Information
Interchange, 125
Analog, 221
Analog computers, 29
Analytic machine, 221
Animated visualization, 50
Annotation, 164

Anti-glove screen, 20
Anti-virus toolkit, 103
Application Areas, 91, 200-202
Application Data, 157
Applications, 71
Applications Software, 16, 33, 38, 67
Archie, 87
Architecture, 221
Artificial Intelligence, 30, 200-202, 205
Arithmetic, 18
Arithmetic and Logic Unit, (ALU), 16,
18, 221
Assembler, 18, 222
Assembly Language, 222
Asynchronous transmission, 222
AT/286, 26
Attached processor, 222
Audio CD, 57
Audio disk animator, 48
Authorization Code, 222

Automated Office, 96
Automatic Teller Machine (ATM), 93.,
97
Auxiliary Plug and Play Bus Extension,
27
Award Software Inc., 27

B
Backend processor, 222
BAK File, 222
Banyan Vines, 73
Basic Input / Output System (BIOS), 23,
27, 32, 68, 222
BAT, 222
Batch-Processing, 115, 222
Baud rate, 222
Bayonet-locking Connector, (BNC), 71
Bell Laboratory, 222
Bill Gates, 38

242 Information Technology Trends and Applications

Binary, 207-212, 214-218
Binary arithmetic, 217, 218
Binary coded decimal, 215
Binary digit, 18, 212
Binary search, 109
Bit processor (486), 27
Bit processor – Pentium,, 27
Bits, 105
Blackout, 34, 222
Boolean expression, 222
Bottom-up Design, 223
Bottom-up Method, 131
Boundary, 124
Bridge, 223
Britain, 200
Brother HL – 10DV, 38
Brother M – 1309, 37
Bubble memory, 223
Bucket, 223
Buffer, 223
BUS Topology, 75

C

CAD / CAM, 200, 205
Cannon BJ-300, 38
Cannon LBP-4plus, 38
Capacitor, 223
Carpal Tunnel Syndrome (CTS), 58, 59, 62
CD Rom, 15, 17, 19, 24, 45-47, 51-53, 60, 71, 778, 223
CD Rom drive, 16, 17, 19, 22, 45, 50
Central processing unit, 15, 16, 18-21, 24, 25, 27, 33, 154, 156
Center for Devices and Radiology Health (CDRH), 62
Century Code, 66, 70
Character Per Second (CPS), 37
Character User Interface (CUI), 39, 43
Charles Babbage, 221
Check bit, 223
Check boxes, 141
Check digit, 223

Citizen swift, 37
Clicking, 141, 142, 159
Client server, 73, 74, 80, 223
Closed button, 139
Close loop system, 121, 136
CMOS, 26
Coaxial cable, 76, 80
COBOL, 134
Cold boot, 224
Colour Graphic Adapter (CGA), 20, 223
Colour Scanner, 17
Compact Disk Interactive (CD – I), 47
Compact disk light, 22
Compaq, 42
Compaq system, 26
Compiler, 18, 224
CompuServe, 83
Computer, 16-19, 22, 24, 26-29, 31, 32, 39-41, 50, 51, 54, 57-66, 62, 63, 65, 67, 68, 72, 73, 81, 82, 86, 95, 101 - 108, 114- 117, 137, 147, 148, 151, 191, 192, 200-204, 207, 208, 221-224
Computer-Aided Design (CAD), 24, 200, 205
Computer-aided Engineering, 223
Computer-aided learning (CAL), 50
Computer-aided manufacturing, 200, 205
Computer-aided surgery, 200, 202
Computer animation, 45
Computer-Based Training (C.B.T), 50
Computer bureau services, 204
Computer bureau technology, 207, 208
Computer case, 21
Computer ethics, 62
Computer graphics, 50
Computer network, 71, 80
Computer networking, 71, 73
Computer Output on Microfile (COM), 54
Computer security, 101, 104
Computer systems, 15, 16, 17, 19, 57, 62, 71
Computer virus, 102, 104
Communications protocols, 83

Concentrator, 80
Control, 18, 224
Control unit, 15, 16, 18
Conversational time sharing, 116
CorelDraw, 138
Cost minimization, 66
CRT, 59, 60
Cursor movement, 166
Custom Codes, 67
Cybernetics, 122, 136
Cyberspace, 68, 83, 85, 87
Cyclic check, 60

D

Data, 19, 40, 52, 54, 70, 73, 101, 105, 108, 117
Data acquisition, 116
Databank, 225
Database, 38, 40, 106, 117
Database Administrator, 106, 136
Database Management System, 18, 40, 41, 133, 135, 136
Database package, 16, 41, 79
Database software, 39
Data definition language, 133, 134
Data dictionary, 133, 134
Data element, 225
Data entry clerks, 55
Data file, 102
Data flow, 126, 127
Data flow diagram, 136, 127
Data hierarchies, 106
Data interface, 67
Data leakage, 101
Data manipulation language, 133, 134
Data processing, 105, 203
Data processing manager, 204
Data store, 126, 127
Data swindling, 101
Data transmission hardware, 79
Debug, 225
Decimal conversion, 209, 210, 213

Decision Support Program, 92
 Decision Support System (DSS), 113,
 114, 118
 Dell, 42
 Desk Jet, 38
 Desk top computer, 19, 32, 48, 225
 Desk top printer, 40
 Desk top Publishing, 140, 161
 Development cycle, 124
 Dialog box, 140, 145
 Digital camera, 17
 Digital computer, 29, 31
 Digital data, 79
 Digital Teleconferencing, 50
 Digital Video Interactive (DVI), 47
 Digital Video / Versatile Disk, 57
 Direct Access Method (DAM), 109
 Disk, 15, 52, 102, 108, 160, 225
 Disk defragmenter, 17
 Disk Space, 71
 Disk Tape, 18
 Document composition software, 40
 Double clicking, 141, 152, 159, 178
 Double data, 28
 Dot matrix printer, 37
 DTP package, 16
 Dual CD Rom, 35
 Dual inline memory modules (DIMMS),
 24, 32
 Dual inline packages (DIPS), 24, 32
 Dual method, 132, 136
 Dynamic Data Exchange (DDE), 39, 225
 Dynamic RAM (DRAM), 20
 Dynamic Random Access Memory, 24

E

Eclectic method, 131
 E-banking, 96
 E-commerce, 96, 99
 Editor, 17
 Electromagnetic filed, 60
 Electromagnetic Radiation (EMR), 21
 Electronic Banking, 92, 93

Electronic cards, 93, 97
 Electronic Data Management System, 95
 Electronic Fund Transfer, 93, 97
 Electronic office, 95
 Electronic patients record, 201
 Electronic spreadsheet, 39, 46
 E-mail, 38, 41, 71, 84, 85, 95, 96,, 103
 E-mail software, 39
 Energy star, 21, 60
 Enhanced Graphics Adapter (EGA), 20,
 32, 227
 Enquiry Servicing, 116
 ENTER, 147, 148, 153
 Environmental Protection Agency
 (EPA), 21, 60
 EPI - Info, 201
 EPSON FX 80, 37, 38
 Ergonomics, 60, 63
 Ethernet Adapter, 74, 76, 79
 European manufacturers, 60
 Examination Processing System, 18
 Excel, 38, 138
 Executive Support System (ESS), 113,
 114, 118
 Expansion cards, 24
 Expediency method, 131
 Expert System, 200, 201
 Extend Data Out (EDO), 24
 Extended Binary Coded Decimal
 Interchange Code, 215
 Extremely Low Frequency (ELF), 60

F

Fast page, 24
 Fax, 41, 96
 Fax modem, 35, 37
 Feedback, 120
 Fibre Optic Cable, 80
 Fibre Menu, 139
 Files, 107, 227
 File server, 73, 227
 Finger, 84, 88
 Fixed disk drive, 19

Fixed head, 52
 Floppy disk drive, 17, 19, 22, 27, 227
 FM Radio, 47
 Font software, 40
 Foot note, 164
 FORTRAN, 134
 Foxpo, 134
 France, 103
 Freeware, 82
 Full Tower System, 19

G

Games and entertainment, 50
 Games port, 22
 GAN, 80
 Gateway, 42, 79
 General System Theory, 123
 GIGA Bytes, 208, 228
 Global Insurance, 94
 Globalization, 94
 Global marketing, 94
 Global scale, 66
 Global training, 94
 Global village, 81
 Gopher, 86
 Graphical package, 16
 Graphical User Interface (GUI), 39, 43,
 228
 Graphics, 45
 Graphics displays, 17

H

Hacker, 104
 Hard and software system, 123
 Hard disk, 103, 228
 Hard disk drive, 48
 Hard disk storage, 37
 Hard disk tape, 68
 Hardware sub-system, 15
 Health Information Systems, 201
 Hierarchical database model, 134
 Hierarchy chart, 126

Hexadecimal, 207, 213, 214
Hexadecimal conversion, 214
Hexadecimal systems, 201
High resolution screen, 35
Hitrate, 107, 118
Home banking, 93
Home static system, 123
Hot Java, 86
HP Laser Jet / Epson printer, 72
HUB, 74
Human Activity Systems, 123, 136
Http, 86
Hybrid computers, 29

I

IBM Systems, 26, 30, 42
ICONS, 38, 138, 141, 148, 149, 229
Image processing, 41
Image scanners, 41
Impact printers, 37
In box, 137
Index Sequential Access Method, 109, 229
Industrial Standard Architecture, 21
Information processing, 91
Information processing organization, 114
Information Process System, 91, 105
Information systems, 124
Information technology, 91, 95, 203, 204, 230
Inkjet printers, 37
Input, 18, 116, 119, 128
Input / Output, 17, 18, 100, 116, 117, 229
Interface, 124
International Network Communication, 83
Internet, 79, 81, 82, 85, 89, 102, 103, 138, 230
Internet Access Providers, 82, 83
Internet fraud, 104
Internet protocol, 84
Internet Service Provider, 89, 230
Inter-record gap, 52
Intranet, 89, 230
Inventory method, 132
Inventory system, 16, 18

Ischemia, 59
IT equipment, 68, 103

J

Joint Photographic Expert Group (JPEG), 47
Joystick, 15, 16, 60, 230

K

Keyboard, 15, 16, 18, 19, 23, 46, 57, 58, 59, 63, 86, 142, 230
Keyboard port, 22
Key look, 22
Kilo bytes, 230

L

Language translation, 16, 17, 18
LAN manager, 73
LANtastic, 72
Laptop computer, 19, 32, 69, 230
Large scale integration, 30, 230
Laser Jet 111P, 4, 4L, 5L, 6L, 38
Laser printers, 38, 57
LCD, 60
Leap year bug, 66
Least significant bit, 211, 214
Lines per minute (LPM), 37
Line printers, 38, 57
LinkServe, 83, 87
Liquid crystal, 39
List boxes, 141
Local Area Network, 43, 77, 79, 230
Logical access path, 133
Logic bomb, 101
Lotus 1 - 2 - 3, 40
Lotus AMI PRO, 39
Lotus approval, 39
Lotus freelance graphics, 39
Lotus organizer, 39

Lotus smart suite, 39

M

Machine language, 67
Magnetic disk, 52, 55, 109, 231
Magnetic Ink Character Recognition (MICR), 54
Magnetic drum, 29
Main entry,
Main frame computer, 31
Main memory, 19
Maintenance inputs, 119,
Maintenance outputs, 120
Management Information Systems (MIS), 41, 110, 112, 113, 114, 118
Manual testing, 68
Marvin Minsky, 201
Marketing System, 16, 110, 111
Masterfile, 107, 117
Maximise Button, 139
Medium Scale Integration, 30
Mega Bytes, 208
Melissa Virus, 103
Memory, 15, 18, 37, 66, 68, 231
Memory cards, 24
Memory units, 16
Menu Bar, 139, 163, 166, 168, 231
MESH Topology, 75, 76
Message Switching, 116
Metropolitan Area Networking, 79, 80
Microcomputer, 15, 19, 30, 40, 83, 231
Microcomputer Configuration, 19
Microcomputer fundamentals, 15
Microcomputer system, 19
Microfiche, 54
Microphone, 17, 35, 180
Micro processor, 30, 221, 231
Microsoft, 38, 68, 87, 103, 151
Microsoft Access, 39, 41
Microsoft Excel, 39, 40, 50
Microsoft Fax, 153
Microsoft Network, 137
Microsoft Office, 39, 50

Microsoft Standard, 67
 Microsoft Strategy, 67
 Microsoft Word, 161, 163
 Microwave link, 76, 80
 Millennium bug, 65, 67, 70
 Millennium complaint, 68
 Mini computer, 31, 65
 Minimize button, 139
 Mini Tower System, 19
 MMX Appellete, 51
 Modem, 15, 16, 71, 79, 80, 86, 142, 153, 231
 Monitor, 16, 19, 20, 21, 48, 57, 58, 59
 Monochrome, 20
 Most significant bit, 214
 Most significant digit, 215
 Motherboard, 20, 24, 26, 32, 51, 68, 232
 Mouse, 15, 16, 18, 19, 35, 37, 57, 60, 63,
 86, 148, 151, 153, 232
 Mouse activities, 141
 MPEG I, II, 47, 50
 MS-DOS, 18
 MS-Excel, 39, 50
 MS Mail, 39
 MS Power Point, 39
 MS Schedule + / Outlook, 39
 MS-Windows, 38, 84
 Multifrequency, 21
 Multimedia Box, 47, 55
 Multimedia Computer Systems, 48
 Multimedia System, 20, 45, 47, 48, 50, 55,
 142, 232
 Multimedia technology, 45
 Multimedia titles, 45, 50
 Multi/OS, 62
 Multi processing, 117, 118
 Multi programming, 116, 117, 118
 Multitasking, 117, 118
 MUX, 80

N

Negative feedback, 120, 136
 Net, 82, 86, 88, 89, 102, 103
 Network adaptor, 74

Network antenna, 72
 Network cable, 71
 Networking devices, 77
 Network Interface Cards, 62, 71, 72
 Network neighbourhood, 137
 Network Operating System (NOS), 71, 72
 Network Software, 72, 73
 Network Typologies, 75
 NITEL Bills, 93
 NLQ Mode, 37
 Non-impact printer, 37
 Non-interlaced monitor, 21
 Notebook Computer, 19
 Novel / Core perfect office, 39
 Novel Netware 4.1, 73
 Novel Presentation, 39
 Novel Quattro Pro, 39
 Novel WordPerfect, 39

O

Object Linking and Embaded (OLE), 39
 Occupational Safety and Health Bill, 61
 Octal conversion, 211, 212
 Octal number, 211
 Octal system, 210, 211, 212
 Office automation, 96, 111, 232
 Office information system, 41
 Office management system, 16
 Office system, 110, 111, 232
 Oil exploration, 67
 Olliveti JP 350, 38
 Online processing, 115
 Open loop system, 120
 Operational information system, 92, 110,
 112, 113, 114, 118
 Operational system, 16, 17, 67, 110, 232
 Optical Character Mark Reader (OCR/
 OMR), 54, 55, 59, 232
 Option button, 140
 ORG, 85
 Organizer, 19
 Output, 18, 119, 125, 128

P

Palmtop Computer, 19, 32
 Panasonic K x -P 1183, 37
 Paper per minute (PPM), 38
 Parallel architecture, 30
 Parallel method, 132, 136
 Parallel port, 22, 23
 Partial systems breakdown, 67
 Password, 73, 74, 233
 Pattern recognition, 30
 Payroll software, 18
 Payroll system, 16
 PC, 24, 29, 30, 33, 37-42, 45-47, 49, 50, 57,
 62, 65, 70, 73, 75, 79, 95, 99, 103, 114,
 117, 233
 Pentium Computer, 21, 26, 40
 Pentium II, III, 27, 28, 32, 72
 Pentium 300, 70, 72, 73
 Pentium Processor, 51
 Peripheral Component Interconnect, 21, 32
 Peripherals, 15
 Personal Diary Software, 39
 Personal Identification Number, 93, 99
 Personal system, 16, 18, 110, 111
 Peer-to-peer Network, 72, 73, 74, 233
 Photocopying, 96
 Piggy backing, 101
 Pilot method, 132, 136
 Pixel, 20, 233
 Plotters, 15, 19, 38
 Point-to-point Protocol Access, 83
 Ports, 22
 Positive feedback, 120, 136
 Postage and milling, 96
 Power card, 22
 Power light, 22
 Power point, 38
 Power switch, 22
 Primary inputs, 119, 120
 Primary Memory Unit, 17-18
 Primary Outputs, 120
 Printer, 16, 19, 37, 58, 71, 72, 73
 Processor, 23, 26, 27, 28, 46, 48, 49, 65

Production System, 110, 111
 Program Flow Chart, 126, 127, 136
 Programmers, 70
 Programming, 65, 70
 Programming Language, 70
 Prototype System Development, 130

Q

Quadrant, 129
 QWERTY typewriter, 58, 59

R

Radio FM Turner Card, 45
 Radio shock, 30
 Radio waves, 71
 Ram clips, 62
 Ram Models/Slots, 24
 Random Access Memory (RAM), 19, 32, 45, 48, 233, 234
 Read-only memory, 19, 234
 Real-Time Processing, 116, 234
 Recycle bin, 138
 Redundant driver, 17
 Reference files, 107, 117
 Relational stress injuries, 57-59, 63, 234
 Reset button, 22
 Response time, 108, 118
 Resolution, 20
 Right clicking, 141, 159
 Robots, 202, 234

S

Salami Technique, 99
 Satellite link, 76
 Scanner, 116
 Schedule + / Outlook, 38
 Scavenging, 101
 Schema, 134
 Screen flickers, 21
 Screen saver, 21

Secondary storage unit, 18
 Security measures, 101
 Seek Time, 108, 118
 Sequential Access Method, 109
 Serial access, 108
 Serial file, 108
 Serial Line Interface Protocol, 83
 Serial port, 22, 23
 Server, 72, 73, 74, 233, 234
 Silicon chip, 29
 Single Inline Memory Models (SIMMS), 24, 32
 Sociological factor, 66
 Software component, 16
 Software products, 71
 Software sub-system, 15, 16
 Software suite, 39
 Sound blaster, 48
 Sound card, 35, 45, 49
 Source code, 18
 Speakers, 15, 16, 35, 45
 Special modern, 72
 Speech processor, 30
 System software, 16, 17, 38
 Systems unit, 19, 21

T

Tabs, 140
 Takeyosshi D., Prof, 201
 Tape drive, 17
 Target base, 216
 Taskbar, 137, 142, 146, 154, 156
 Teleconferencing, 41, 93, 236
 Telemedicine, 202, 236
 Teleprocessing, 115, 116, 118, 236
 Television, 49, 203
 Telnet, 88
 Template, 163
 Tendinitis, 59
 Tenosynovitis, 59
 Text and graphics, 47
 Time sharing system, 116, 118, 236
 Tilt and swivel base, 21

Title bar, 139, 140, 143, 145, 153, 158, 170, 171, 173, 176, 183, 186, 187
 Token ring adaptor, 74
 Toolbars, 164, 167, 168, 184
 Topdown method, 131
 Topology, 75, 76
 Total Quality Management (TQM), 61
 Transfer time, 108
 Transaction file, 107, 117
 Transaction processing system, 113, 118
 Transmission control protocol, 84
 Transmission Media, 76
 Trap door, 101
 Trojan horse, 100
 Tsuzuk, Masakazu, 201
 TV and cable turner card, 45
 TV card, 47
 TV industry, 76
 Twist pair cable, 76, 80
 Two-digit date format, 65

U

Ulnar neuritis, 59
 Underwriter laboratory label (UL), 62
 UNDP, 201
 UNESCO, 201
 Uniform resources location, 86
 Uninterruptible Power Supplies (UPS), 33, 36
 United Nations Children Fund (UNICEF) 200
 UNIVAC I, II, & II, 29
 Universal message service, 46
 UNIX, 18
 UNIX Systems, 27
 Unshielded Pair Cables, 76
 USA-based manufacturers, 60
 Usenet, 88

V

VCR, 48
 Ventura Publisher, 40

Veronica, 84, 88
 Very Large Scale Integrated Circuit
 (VLSIC), 30
 Very Low Frequency (VLF), 60
 VGA, 60
 Video adaptor, 19, 20
 Video camera, 35
 Video cord, 20
 Video conferencing, 78, 146
 Video player, 203
 Video port, 23
 Video RAM, 20, 32
 Violinists, 58
 Virus, 102, 237
 VisiCalc, 38
 Visual Display Unit, 19
 Voice processing, 41

W

Web commerce, 95
 Website, 86, 96

What you see is what you feel
 (WYSIWYF), 59, 237
 Wide Area Network, 79, 80
 Windows, 18, 38, 50, 72, 103, 137, 138,
 139, 14, 141, 143, 144, 145, 146, 147,
 149, 151, 153, 154, 155, 157, 159, 162,
 163, 165, 167, 177, 178
 Windows border, 139
 Windows desktop, 145, 151
 Windows explorer, 142
 Windows Internet Explorers, 86
 Windows NT, 27, 68
 Windows scrolls, 140
 Wired network, 71
 WordPerfect, 38, 39, 50, 138, 142, 165,
 175
 Word processing, 38, 39, 40, 168, 237
 Word processing software, 39
 Word Star, 38, 39
 Working file, 107, 117

Workstations, 72, 74, 75, 78, 237
 World Cup 98 virus, 102
 World Health Organisation, 20
 World Wide Web (WWW), 84, 86
 Write once read many times, 52

X

XENIX, 18

Y

Yellow book specification, 50
 Y2K Bug, 70
 Y2K problem, 33, 65, 69, 238

Z

Zero insertion force, 23
 Zoom, 164