I would like to thank god for guidance;

To my family for financial support

To my classmates for the emotional support;

And last but not the least,

To Ms. Maychell Alcorin for her patience and storytelling; HAHA

LET’S GO ALCORIN BAND!

**THANK YOU..... ☺**

**Presented by: Joeven A. Valenzuela**

**To: Ms . Maychell Alcorin**

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THING EVERY NEW COMPUTER USER SHOULD KNOW

By: David Kosorok

It’s normal to be nervous the first time you sit from a computer. You commit the same mistakes all beginners make, and you worry about committing fatal error. Your palms perspire when you reach for the keyboard. You’re convinced you’ll never get it right.

Learning to operate a personal computer or PC is a little like driving a car. It seems hard at first but you soon gain confidence at the controls. Before you know it. You’re flying down the road (or through the document) at 60 miles per hour!

To gain that kimd of confidence, you first need to learn some basic “do’s” and “don’ts. Here is a list of the top things every computer user should know.

1. Save your work frequently.
2. Back up your work.
3. Organize your hard disk
4. Exit applications properly.
5. Handle your floppy disk properly.
6. Know how to recover a deleted file.
7. Protect your computer from the weather.
8. Know how to reboot after a computer lookup.
9. Don’t remove the floppy disk.
10. Be nice to your hard disk.

**12 DAYS OF CHRISTMAS**

In the twelfth day of Christmas, my true love gave to me,

Twelve drummers drumming

Eleven pipers piping

Ten lords a-leaping

*Nine ladies dancing*

Eight maids a-milking

Seven swans are swimming

Six geese a-laying

Five golden rings

Four calling birds

Three French hens

Two turtledoves

A partridge in a pear tree

**Educating JUAN DE LA CRUZ**

BY MERCEDITA V. ZABALA

**Information technology** has been the main engine of growth for many economies. Computer schools aim to arm local manpower with such skills.

As the Philippines business community realized the need for higher skills to bring itself up-to-date with the latest information technology, the establishment locally of a world class computer training institute chose the Philippines as the 12th country in its global network of training institute. An ISO 9001 certificate awardee, this is Singapore-based company patterned its curriculum after the British system of education where depth of subject courses is emphasized. And, With the University of Cambridge Local Examinations Syndicate validating its curriculum, students are ensured of an internationally competitive education, which only used to be available abroad. Believing that Filipinos deserve world-class education, Informatics offer courses in application software **(MS Office, Windows95, etc.),** programming a diploma course **information technology,** supplemented with excellent facilities, equipment, and service. To make computer education available to all. Informatics sees to it that training centers are set up in strategic places accessible to everyone at reasonable fees. At present, informatics schools can be found at the centers of Makati’s financial district and at very busy commercial areas such as SM MEGAMALLin Pasig City.

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But you soon gain confidence at controls. Before you know it, you’re flying down the road (or

through the document) at 60 miles per hour!

TO gain that kind of confidence, you must first need to learn some basic “do’s” and “don’ts”. Here is a list of the top things every computer user should know.

**SAVE YOUR WORK FREQUENTLY** Make it a practice to save your document whenever you have typed enough information that you couldn’t confidentially duplicate. For example, the night before the term ended, I was typing paper. “The Political Shakespeare”, on my PC when my roommate bounced off the keyboard and my paper vanished. I vowed to never again type more than a few lines without saving. As my father-in-law says, “Never risk something you can’t afford to lose”

**BACK UP YOUR WORK** My uncle was typing his family history is carefully annotated chapters. After 278 pages he was almost finished. As he was saving the last chapter to his hard drive, a message appeared on his screen: FATAL DISK ERROR IN DRIVE C. He paled and sank back on his chair. Backing up your data leaves nothing to chance. Never trust your hard disk to always be there for you. Make it a weekly habit to always back up your files to floppy disk, move often it the files are really important.

**ORGANIZE YOUR HARD DISK.**  Computer files can become very cluttered. Organizing your files in directories can remind you where certain files are located. To do this, you need to be familiar with the following DOS commands: MD means make directory, CD means change directory and RD means remove directory. Using descriptive names when crating directories (such as memos and docs) can prove to be very helpful in organizing your hard disk. Devote some time to these humble commands and sooner or later, you’ll be thankful that you did.

|  |
| --- |
| **EXIT APPLICATION PROPERLY.**Most applications create two types of temporary files when you use them. One file is stored on the hard drive and the other is stored in random access memory (RAM). If you turn off the computer without exiting properly, the program or application does not have a chance to delete those temporary files stored on the hard disk. Most temporary files take very little or no space on your hard disk but they will remain on your hard disk until you delete them manually. |

**HANDLE YOUR FLOPPY DISKS PROPERLY.** Floppy disks are sensitive. When your computer reads a disk, it’s like reading Braille on a roller coaster, one bump and you’re off the track. Here are a few rules when handling disks:

1. Don’t expose disks to the sun or any extreme temperature
2. Don’t bend the disks; folds and wrinkles can damage data.
3. Keep magnets away from them. Data is stored on disks magnetically; a magnet can easily corrupt it.
4. Keep disks snug and dry when not in use. Moisture can damage disks as well as disk drives.
5. Keep disks in a clean, dust-free environment. Treat disk with care and they’ll store data faithfully.

**KNOW HOW TO RECOVER A DELETED FILE.** Accidentally deleted file? If you have DOS 5.0 or higher, immediate help is available. When DOS deletes a file, it isn’t automatically erased. Rather, it’s tagged so that the space it takes up can be reused. In order to recover the deleted file, you will have to do it before it’s actually overwritten by new data. In other words, do it immediately! The longer you wait, the greater the risk of losing the file forever. Using the UNDELETE command which comes with DOS 5.0 or higher, you may recover the deleted file, you will be required to supply the first letter of the file. Users of older versions of DOS will have to rely the file recovery programs like the Norton Utilities and PC Tools.

**PROTECT YOUR COMPUTER FROM THE WEATHER.**Powerful as they are, computers are not invincible. It’s amazing what a single drop of water can do to a disk drive. Here are the few tips to keep your computer safe from the elements:

1. After storing your computer in cold temperature, wait until it’s had the chance to return to room temperature before tuning it on.
2. Keep windows closed whenever the computer is stored to keep dust and dirt of your computer’s delicate inner components.
3. Unplug your computer during lightning storms to avoid power surges. A power surge can damage more than just your data! Using an uninterruptible power system or UPS can protect your system from electrical storms and power outages.

**KNOW HOW TO REBOOT AFTER A COMPUTER LOCKUP.** My

former roommate called me one day and frantically explained that his computer had locked up.

I told him to try a “warm boot” first, since it was the quickest method. To warm boot your

computer, press CTRL+ALT+DEL or use the RESET button if you have one. A warm boot will

only work if the processor isn’t locked up. Otherwise, “cold booting” is necessary. To cold boot,

turn off your computer and wait for at least 20 seconds before turning it back on.

**DON’T REMOVE FLOPPY DISK.**You wouldn’t step out of the car while it’s moving very

Fast. Likewise, you shouldn’t snatch a floppy disk out of the disk drive when it’s spinning at

3600 rpm. If the drive light is on, it means that the drive as well as halt any valuable transfer of

information. Do remove them only when you will no longer use your computer.

**BE NICE TO YOUR HARD DISK.**Whenever the computer is switched on, the hard disk is

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| San Jose | Gloria | Supervisor | 10,500.00 |
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**EDUCATING Juan de la Cruz**

**By Mercedita V. Zabala**

**Information technology has been the main engine of growth for many economies. Computer schools aim to arms local manpower with such skills.**

**As the Philippine business community realized the need for higher skills to bring itself up-to-date with the latest in information technology, the establishment locally of a world class computer training institute has been more timely. Formally launched, in 1994, Informatics Computer Institute chose the Philippines as the 12th country in its global network of training institute. An ISO 9001 certificate awardee, this Singapore-based company patterned its curriculum after the British System of education where depth of subject courses is emphasized. And, with the University of Cambridge Local Examinations Syndicate validating its curriculum, students are ensured of an internationally competitive education, Informatics offer courses in application software (MS Office, Windows95, etc.), programming a computer education available to all, Informatics sees to it that training centers are set up in strategic places accessible to everyone at reasonable fees. At present, Informatics schools can be found at the centers of Makati’s financial district and at very busy commercial areas such as SM Megamall in Pasig city. Informatics’ executive director, Leo Riingen, states that although the percentage of computer literacy in the Philippines remains below ten percent, the Philippines has the greatest potential compared to its neighboring countries , within the institute’s global network, in particular. With its big population, facility of the English language, and logical thinking, Riigen believes that “once we catch up, the Philippines will even be better”.**

**Business, for its part, contribute a lot in uplifting the situation when they themselves upgrade. However, before starting any computerization, they should assess their present and future needs and take them into consideration. “IT (information technology) planning should become a part of the business plan if you want to get ahead of the pack. The EDP, IT, and Human Resources managers should come together to plan out the company’s transition and the best way of doing it is to move all at the same time. Top management should ne in the same pace with its staff, if not ahead.”**

**With this in mind, Informatics specially put up an executive training room for CEOs, giving them not only an executive training but also that boardroom ambience they are used to.**

**For those who have never used a computer before, Riingen strongly recommends to learn it the right way. Start with DOS(Disk Operating System), the Windows. Followed by basic Windows application before going into specialized software like computerized financial system and Auto CADD(computer alded drafting and design). For the long-time users, continue learning as future trends, see video conferencing, internet, and computer-based training (CSTs) playing big role.**



































