VISION

Data Center College of the Philippines envisions itself as one of the leaders of tertiary education in the country consistently producing graduates who are able to participate activity on local, regional and national development and who will be globally competitive to find employment here and abroad.

MISSION

Pursuant to its vision, Data Center College of the Philippines is committed to nurture the physical, socio-cultural, and moral potentials of its students for their total development as human beings, and to provide them with relevant and quality education in their fields of specialization to enable them to pursue competently their chosen professions with honor and dignity.

Pacio, Deejay T.

INTRODUCTION TO COMPUTERS

The purpose of this book is to allow its readers to acquire basic and competent computer knowledge and skills, very important tools of today. These include the effective use of the basic software applications, internet know-how and about hardware devices necessary to implement basic computer competency. Today, it is essential to understand how internet connectivity and the World Wide Web increase the role of information technology in our lives. Microcomputers have payed the way and changed everything so that nearly everybody can now use a computer.

Microcomputers or desktop computers are now common tools in all areas of everyday life. Secretaries type letters,artist draw pictures, engineers and architects make designs using their computers as well. Students, teachers, businessmen and even ordinary individuals do all these even much more. Today, communications have also evolved tremendously through the use of computers with related gadgets and devices. Even the purchase of goods and services are also available and done thru the internet

PACIO,DEEJAY T.

ICT 11