Computer Software

❖ **System Software – Microsoft Windows**
  ◆ **Windows XP**
    ♦ **Windows does not have: File Compression, Antivirus, Graphical FTP**
  ◆ **Unix: Developed by AT&T for large computers**
  ◆ **Linux OS: OpenSource**
  ◆ **Mac OS: Only for Mac Hardware**
❖ **Application Software**
  ◆ **Microsoft Office**
    ♦ **Core applications: Word, Excel, PowerPoint, Access**
    ♦ **Personal Information Manager – Outlook**
  ◆ **Open Source software is distributed free**
    ♦ **FireFox Browser, Thunderbird Email Program = Mozilla.org**
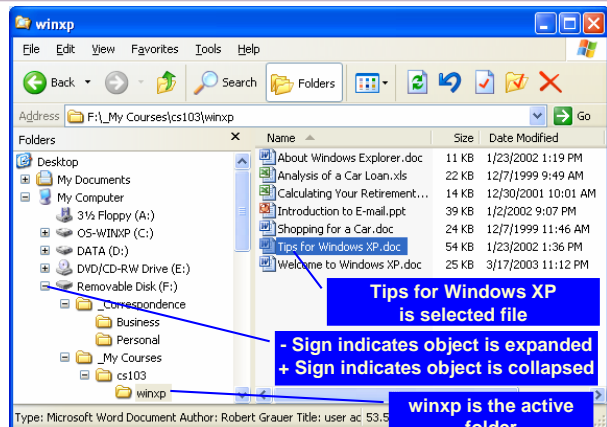   ♦ **OpenOffice = OpenOffice.org**

Copyright © 2007 R.M. Laurie   1

Disk and File Management

❖ **A File is a module of data on hard drive**
  ◆ *Program file:* **Windows, Word, Excel, Notepad**
  ◆ *Data File:* **Document file, Spreadsheet file**
❖ **Copy, move, rename or delete a file**
❖ *Folders* **allow us to organize our files**
  ◆ **May contain files and/or sub folders**
❖ **A** *back up strategy* **is critical**
  ◆ **What (data)**
  ◆ **When (whenever it changes)**
  ◆ **Where (off site)**
  ◆ **How (Windows Explorer)**
  ◆ **Who (you)**

Copyright © 2007 R.M. Laurie   2

Windows Explorer

Copyright © 2007 R.M. Laurie   3

System Maintenance

❖**Control Panel provides access to most administrative functions**
  ◆ **Add/Remove Hardware and Software**
  ◆ **Networking and Internet**
  ◆ **User Accounts**
❖**Windows Update**
❖**Some important features not part of OS**
  ◆ **Antivirus Software: free.grisoft.com**
  ◆ **File Transfer Protocol Software winscp.net**
  ◆ **File Compression Software: www.7-zip.org**

Copyright © 2007 R.M. Laurie   4

Introduction to Networks

❖ **Network environments**
- ◆ **Local Area Network (LAN)**
- ◆ **Wide Area Network (WAN)**
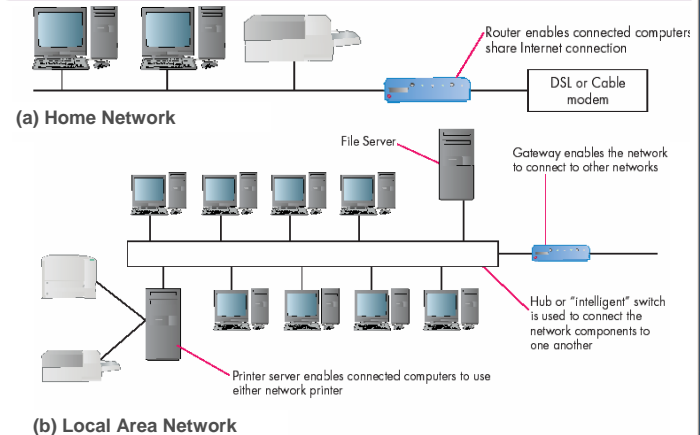- ◆ **Internet = The unified global network**

❖ **Protect your passwords!**

❖ **Acronyms Abound**
- ◆ *ISP* **= Internet Service Provider**
- ◆ **Email = Electronic Mail**
- ◆ *WWW* **= World Wide Web**
- ◆ *HTTP* **= HyperText Transfer Protocol**
- ◆ *HTTPS* **= Secure HyperText Transfer Protocol**
- ◆ *HTML* **= The language for Web documents coding**
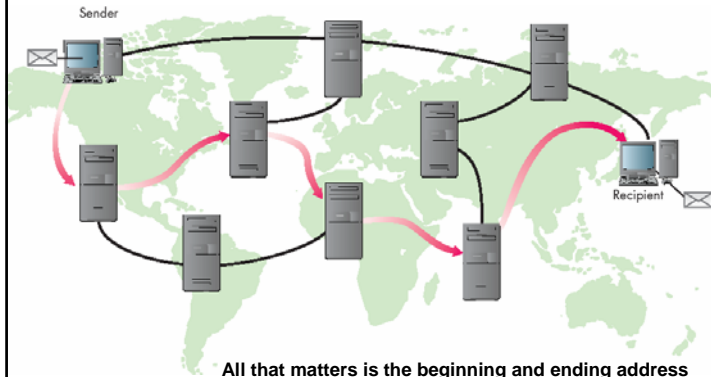- ◆ **TCP/IP = Protocols that allows computers to communicate reliably on the Internet**

Copyright © 2007 R.M. Laurie   5

Local Area Networks

Router enables connected computers share Internet connection

DSL or Cable modem

(a) Home Network

File Server

Gateway enables the network to connect to other networks

Hub or "intelligent" switch is used to connect the network components to one another

Printer server enables connected computers to use either network printer

(b) Local Area Network

Copyright © 2007 R.M. Laurie   6

The Internet Links LAN's Together

Sender

Recipient

All that matters is the beginning and ending address

Copyright © 2007 R.M. Laurie   7

The Commercialization of Cyberspace

❖ *E-Commerce* **is the exchange of goods and services via the Internet usually using the** *World Wide Web*

- ◆ **Advantages for the** *Seller*
  - ◆ **Open 24/7**
  - ◆ **Shoppers from anywhere**
  - ◆ **Virtual inventory is cheaper and extensive**
  - ◆ **Lower transaction costs**
  - ◆ **Target your customers**

- ◆ **Advantages for the** *Buyer*
  - ◆ **Open 24/7**
  - ◆ **Never leave home**
  - ◆ **Easy to view and explore product line**
  - ◆ **Comparison shop**
  - ◆ **Web site knows you**
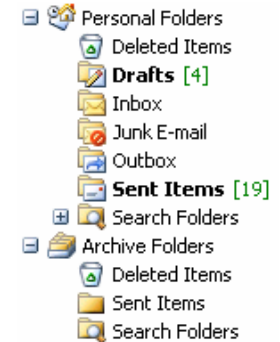
Copyright © 2007 R.M. Laurie   8

E-Mail (Electronic Mail)

❖ **E-mail is sending messages via computer**
  ◆ **There should be no expectation of privacy**
❖ **Every e-mail address is unique and includes username and host computer separated by the '@' symbol such as johndoe@nmcnet.edu**
❖ **Get email from Internet Service Provider**
❖ **Get free email accounts at sites like**
  ◆ **mail.yahoo.com (Easiest to use and 1 GB space)**
  ◆ **www.gmail.com (Big 2 GB space, searchable, POP3 access)**
  ◆ **www.hotmail.com (Not recommended, small)**
❖ **You have an email address at college**
  ◆ **Access NMC Web Mail smail.nmcnet.edu**   **PwrCampus**
  ◆ **UserName = R o b e L   Password = L a u r 1 2 3 4**
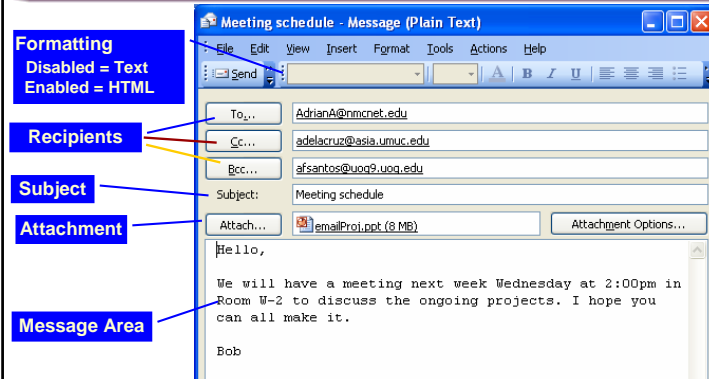 ◆ **RobeL @smail.nmcnet.edu**

Copyright © 2007 R.M. Laurie   9

The Mail Folders

❖ *Inbox* = **new messages as well as messages that have been read**
❖ *Outbox* = **Messages not yet sent**
❖ *Sent items* = **Messages that have been sent**
❖ *Deleted items* = **Messages deleted from any folder**
❖ *Custom folders* = **Additional user folders**
  Address Book = **e-mail contact addresses**

- Personal Folders
  - Deleted Items
  - **Drafts** [4]
  - Inbox
  - Junk E-mail
  - Outbox
  - **Sent Items** [19]
  - Search Folders
- Archive Folders
  - Deleted Items
  - Sent Items
  - Search Folders

Copyright © 2007 R.M. Laurie   10

Anatomy of the E-mail Message

Formatting
  Disabled = Text
  Enabled = HTML

Recipients

Subject

Attachment

Message Area

Meeting schedule - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Send

B I U

To...   AdrianA@nmcnet.edu
Cc...   adelacruz@asia.umuc.edu
Bcc...   afsantos@uog9.uog.edu
Subject: Meeting schedule
Attach...   emailProj.ppt (8 MB)   Attachment Options...

Hello,

We will have a meeting next week Wednesday at 2:00pm in Room W-2 to discuss the ongoing projects. I hope you can all make it.

Bob

Copyright © 2007 R.M. Laurie   11