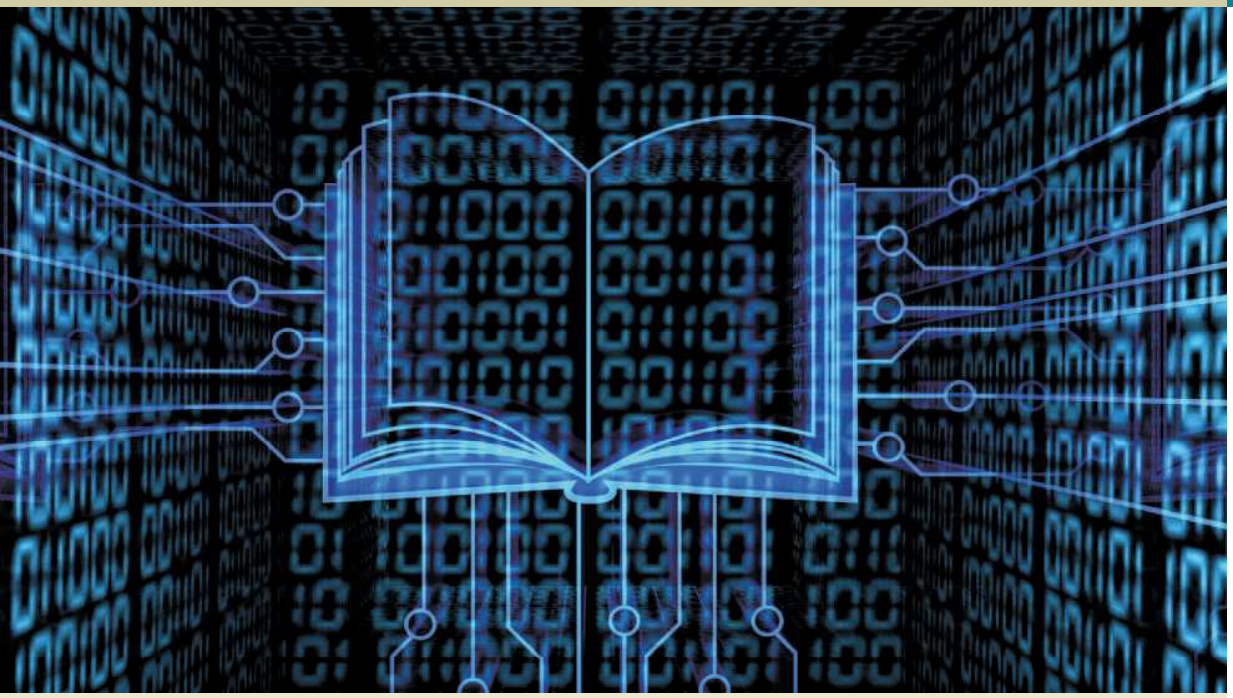
SUCCEEDING IN THIS COURSE:
Tips and Pointers

Intro



You can improve your digital literacy by reading this book and accessing its associated online content.

Introduction

This introductory chapter is designed to prepare you to succeed in this course. It begins with a discussion of browsing the web, followed by overview of the book and its associated additional online content, which familiarizes you with the meanings of references and symbols that appear throughout the book. Next is a brief buyer's guide that you can use to purchase a desktop, laptop, or tablet for use during the semester. Finally is an abbreviated set of exercises designed to acquaint you with the resources you will be expected to use in Chapter 1.

Keep in mind that this chapter uses a variety of terms that are described in more depth in Chapter 1 and throughout the book. These terms also are defined in this book's index. If you need additional information about a particular topic, refer to the appropriate chapter.

Browsing the Web

Each chapter in this book contains topics, elements, and assignments that presume you already know how to use a browser. As you may know, a browser is software that enables you to access and view webpages on a computer or mobile device that has an Internet connection. Some widely used browsers include Internet Explorer, Firefox, Safari, Edge, and Chrome. Read How To 1 for instructions about using a browser to display a webpage on a computer or mobile device.

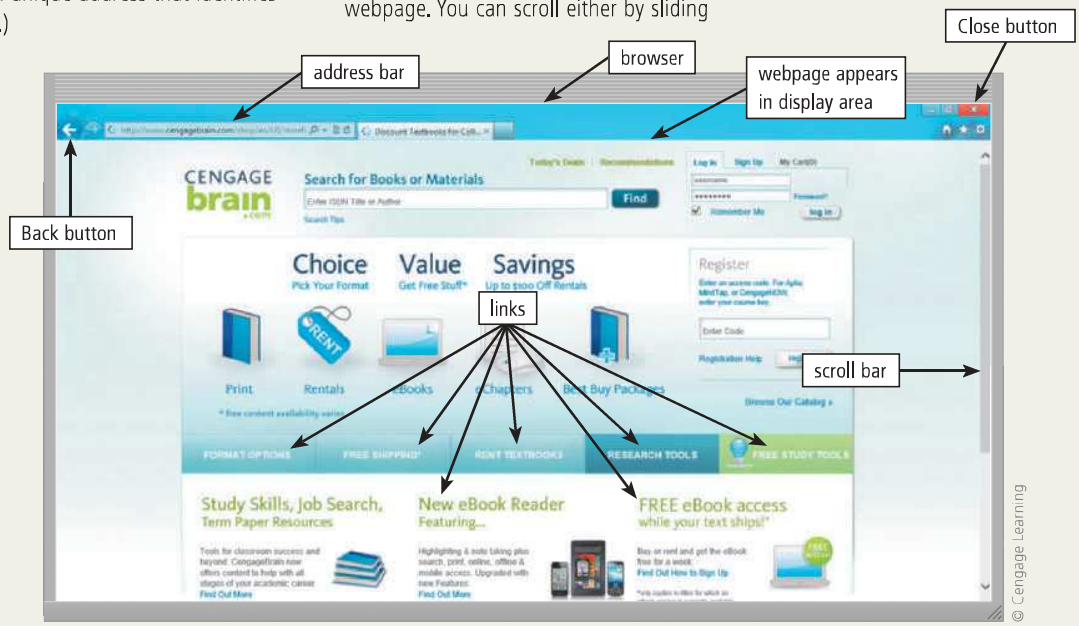
HOW TO 1

Use a Browser to Display a Webpage

The following steps describe how to use a browser to display a webpage on a computer or mobile device:

1. Run a browser. (Chapter 1 discusses running programs and apps.)
2. If necessary, tap or click the address bar to select it and any previously displayed web address it may contain. (A web address is a unique address that identifies a webpage.)
3. In the address bar, type the web address of the webpage you want to visit and then press the ENTER key or tap or click the Go (or similar) button to display the webpage. For example, www.cengagebrain.com is a valid web address, which displays the CengageBrain webpage shown in the figure below. (Chapter 2 discusses the components of a web address.)
4. If necessary, scroll to view the entire webpage. You can scroll either by sliding your finger across a touch screen or by using a pointing device, such as a mouse, to drag the scroll bar.
5. Tap or click links on the webpage to navigate to the link's destination.

Consider This: What should you do if the web address you enter does not display a webpage or you receive an error message?



CONSIDER THIS

What does the icon mean that appears in the book?

This icon denotes that the questions or exercises that follow require critical thinking. Your instructor may assign or expect you to discuss in class any of these questions that appear throughout the chapters.

Book and Online Content

As a student in this course, you should be aware that the material located in the pages of this book includes content you should know to be successful as a student and as a digital citizen. Other content is available online only as free resources or premium content. The free resources are available at no additional cost with your book purchase, whereas the premium content may or may not have been included with your purchase, as determined by your instructor. Please see the preface or your instructor for details related to the location of the free resources and the premium content, as well as information about purchasing the premium content, if desired.

Free Resources The free resources, which are available online, present (1) up-to-date content including current statistics, trends, models, products, programs, apps, etc., (2) content that elaborates on essential material in the book, or (3) content required for those students majoring in the information technology or computer science fields. When free resources are available for a topic in this book, they will be identified in one of two ways:

(a) Free resources icon ( ): These icons precede chapter boxed elements to indicate that additional material is available in the free resources. The chapter boxed elements that may have associated free resources include the following (Figure 1):

- Ethics & Issues
- How To
- Secure IT
- Technology @ Work

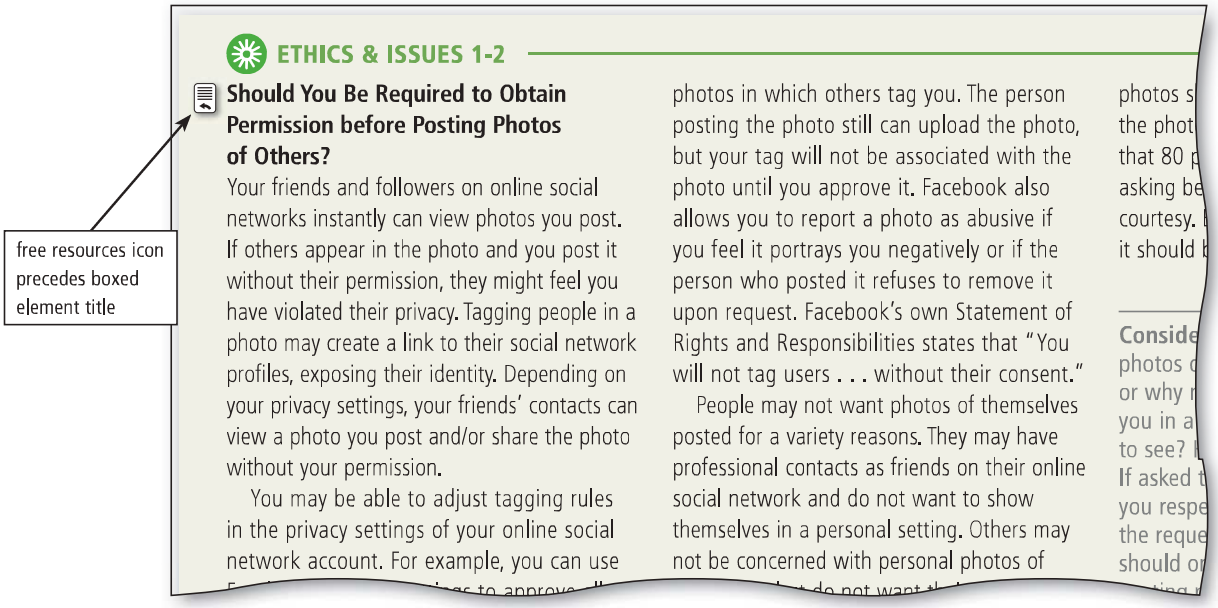


Figure 1 When you see the icon to the left of a boxed element title or the phrase, it means you can find additional related online material in the free resources.

(b) **Discover More** reference: These references within the text and in the margins briefly identify the type of material you will find in the free resources. The Discover More references appear within the paragraphs of text in the chapter (Figure 2). The marginal elements that may have associated free resources include the following:

- High-Tech Talk
- Technology Innovator
- Technology Trend

BTW

Table of Boxed Elements

For a complete list of every print and online boxed element in this book, see the Table of Boxed Elements in the preface.

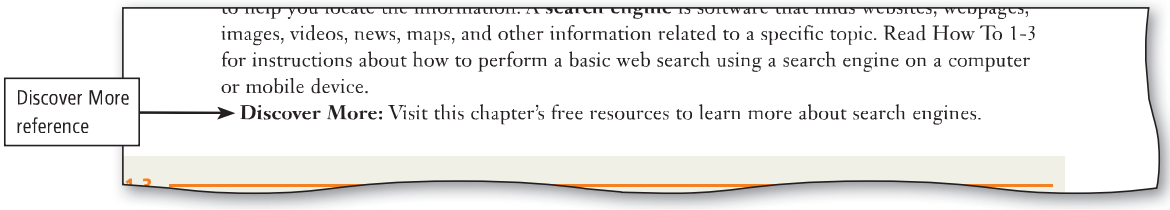


Figure 2 When you see the **Discover More** reference, it means you can find additional, related online content that will direct you either to material in the free resources or premium content.

Premium Content The premium content, which is available online, includes interactive activities, additional exercises, and other resources designed to enhance your learning experience, reinforce and test your knowledge of chapter concepts, or challenge you with additional assignments. When premium content is available for a topic in this book, it will be identified in one of two ways:

(a) Premium content icon ( ): These icons precede chapter figures and other elements to indicate that additional resources are available as premium content. The chapter elements with associated premium content include the following (Figure 3):

- Animation videos: View these animations to better understand some of the more complex figures in the book.
- Drag-and-drop activities: Practice these interactive activities to test your knowledge of a concept in a table or figure.
- Study Guide, Flash Cards, and Practice Test resources: Prepare for quizzes and exams by viewing the material from your smartphone, tablet, laptop, or desktop.

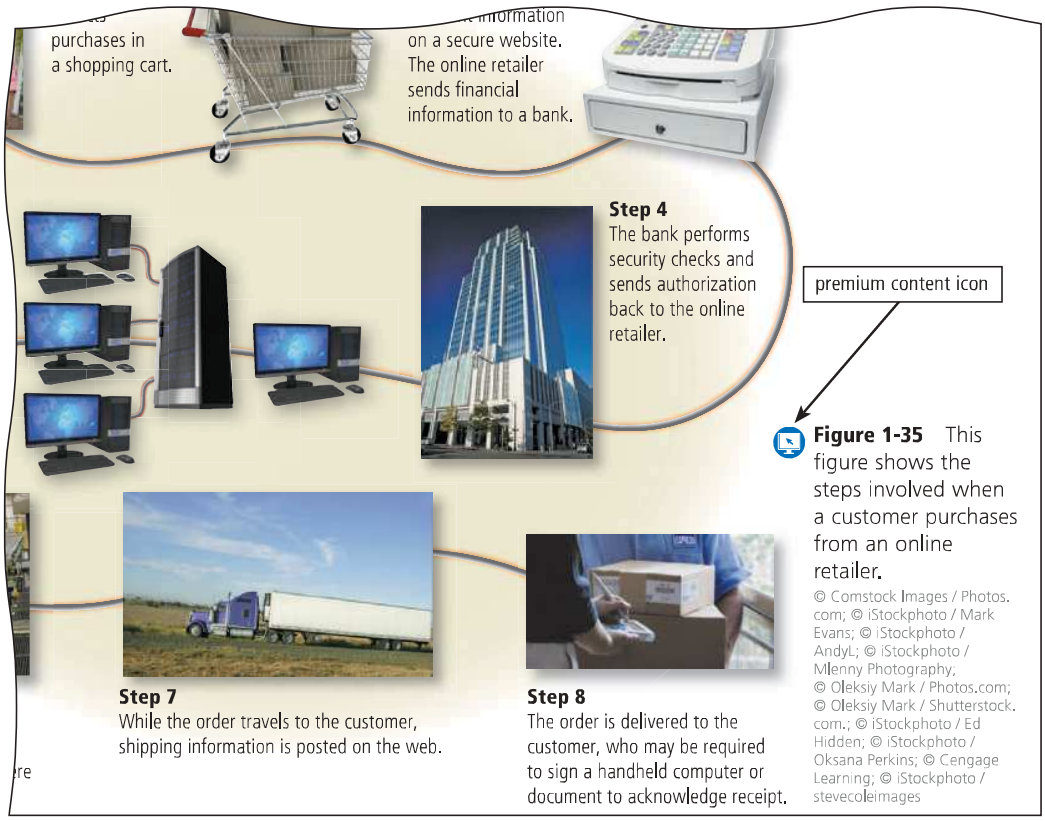


Figure 1-35 This figure shows the steps involved when a customer purchases from an online retailer.

Figure 3 When you see the icon, it means you can find additional, related online chapter resources in the premium content.

(b) **Discover More** reference: These references within the text briefly identify the type of material you will find in the premium content. Resources available as premium content include practice quizzes, study guide questions for material presented in the free resources, Key Terms and Checkpoint activities, additional How To: Your Turn and Internet Research exercises, and more.

Purchasing the Right Computer

As a student in a technology course, you might be thinking of purchasing a desktop, laptop, or tablet to help you with this course and future courses in your academic career. In addition to the information in this section, consider speaking with your instructors, as well as an academic advisor, to see if they have any specific recommendations for computers or mobile devices you might use in the courses you plan to take. If your academic institution has a store that sells computers, it also might have specific computer or mobile device recommendations, as well as a student discount program. Make sure the computer or mobile device you purchase is capable of running the software that you will need for your classes.

Step 1: Choose the Computer Type

Laptops, tablets, and desktops each serve a different purpose. It is important that you choose the type of computer best suited to your needs. This section briefly describes and identifies some of the pros and cons associated with each type of computer. See Chapter 3 for a more thorough discussion of computer types.

Laptops A laptop is a thin, lightweight mobile computer with a screen in its lid and a keyboard in its base (Figure 4). Users who need or want to be able carry a computer from place to place may choose a laptop.

Figure 4 Two different types of laptops.

PROS

- Portable
- Uses less electricity than a desktop
- Contains a battery that can last at least several hours without being plugged in to an external power source
- Often more powerful than a tablet
- Contains several different types of ports
- All required components housed in a single unit (i.e., compact keyboard, touchpad, screen, speakers, etc.)
- Can support more types of external devices than tablets (i.e., full-sized keyboard, mouse, microphone, monitor, printer, scanner, webcam, speakers, etc.)
- Supports programs and apps specifically designed for desktops and laptops
- Can connect to a large monitor

CONS

- Might not be as powerful as high-end desktops
- May not support as much memory and hard drive space as desktops
- Contains fewer ports than desktops
- May support fewer external devices than desktops
- Not as easy for a user to upgrade or repair as desktops
- May not be as portable as tablets

Tablets A tablet is a thin, lightweight mobile computer that has a touch screen (Figure 5). Users who do not need the power of a laptop but require a portable computer for basic tasks may choose a tablet.

Figure 5 One type of tablet.

PROS

- More portable than laptops
- Lightweight (most tablets weigh less than two pounds)
- Use less electricity than a desktop
- Battery life often is superior to laptops
- All required components housed in a single unit (touch screen, speakers, etc.)
- Can connect a removable keyboard
- Use thousands of free and fee-based apps
- Often are easier to use than desktops and laptops
- Built-in memory card slots can increase storage capacity

CONS

- Not as powerful as desktops and laptops
- Hardware cannot be upgraded
- Typically do not support the same types of apps as desktops and laptops
- Have limited multitasking capabilities
- More susceptible to damage because they frequently are moved from place to place
- Because a touch screen is the primary form of input, it may be difficult to enter large amounts of text on a tablet (unless an external keyboard is connected)
- Lack surface to rest wrists and arms, so ergonomic problems may develop

Desktops A desktop is a computer designed to be in a stationary location, where all of its components fit on or under a desk or table (Figure 6). Users who may prefer desktops include those with basic home or office computing needs who do not require the portability of a mobile computer or those with high-end computing needs, such as 3-D gaming or HD video editing.

Figure 6 Two different types of desktops.

PROS

- Often more powerful than laptops and tablets
- Can connect to one or more large monitor(s)
- Contain several different types of ports or multiple duplicate ports
- Can accommodate more types of external devices than laptops and tablets (i.e., keyboard, mouse, microphone, monitor, printer, scanner, webcam, speakers, etc.)
- Often support more memory and hard drive capacity than laptops and tablets
- Support programs and apps specifically designed for desktops and laptops
- Relatively easy for a user to upgrade and repair

CONS

- Require several external, separate components, such as a keyboard, mouse, speakers, and sometimes the monitor
- High-end models can be more expensive than laptops and tablets
- Cannot run apps designed for mobile device operating systems, such as Android and iOS

Most students will find that a laptop or desktop is most suitable for their coursework or for gaming. In addition, they might choose a tablet to carry with them at other times because tablets are ideal for everyday tasks, such as searching the web, checking email messages, participating in video calls, and reading e-books.

Step 2: Choose the Operating System

An operating system is software (a program) that coordinates all the activities among computer components. Multiple operating systems exist for each type of device (Table 1). Deciding which operating system is best for you will be the next step in determining the specific brand of computer that ultimately meets your needs.

Certain courses may require specific applications (apps), and those applications may be available only on a specific operating system. For example, a course that teaches digital media might require an application that is available only for Mac OS. Table 2 illustrates the various categories of programs and apps. This section outlines the more common operating systems for each type of device. See Chapter 4 for a more thorough discussion of an operating system.

Table 1 Examples of Operating Systems by Category

Category	Name
Desktop	Windows
	OS X
	UNIX
	Linux
	Chrome OS
Mobile	Google Android
	Apple iOS
	Windows Phone

Table 2 Categories of Programs and Apps

Category	Sample Uses for Students
Communications	View course websites. Communicate via email with instructors and other students. Send and receive files. Facilitate and participate in online meetings with instructors and other students.
File, Disk, and System Management	Organize personal and school-related files. Copy and move files. Search for files.
Graphics and Media	Create digital media, such as images and movies. View multimedia course content, such as online lectures.
Personal Interest	Perform research using content from dictionaries, encyclopedias, etc. Learn through tutors and prepare for tests.
Productivity	Create research papers and other documents. Develop presentations to use in classes. Organize your academic and personal schedule.
Security	Protect your computer and schoolwork from viruses and other malicious software.

Laptops and Desktops The two primary operating systems available on laptops and desktops are Windows (shown in Figure 7) and Mac OS (shown in Figure 8). While other operating systems, such as UNIX, Linux, and Chrome OS also are available, Windows and Mac OS are the most common. Some computers can run multiple operating systems. For example, Apple computers can run Windows and Linux in addition to Mac OS. Windows and Mac OS each offer a unique user experience; the best way to determine which one you are most comfortable with is to try using each one. Most stores that sell laptops and desktops will have some working models that you can evaluate. Make sure the operating system you decide to use also is capable of running the programs and apps required for your courses.

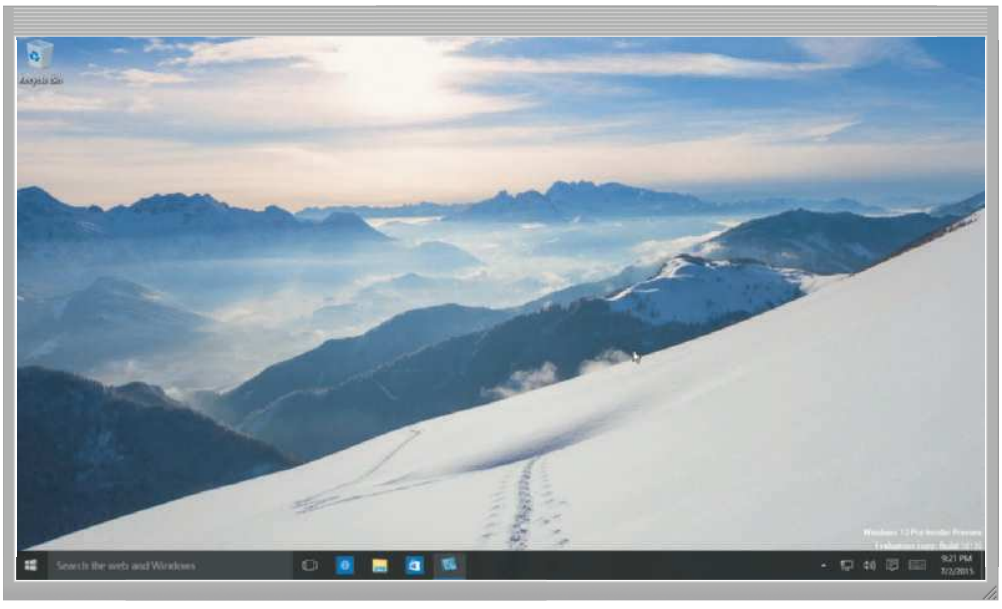


Figure 7 Windows operating system.
Source: Microsoft

Figure 8 Mac OS operating system.
Source: Apple, Inc.

Tablets Tablets often include one of three operating systems: Android (Figure 9), iOS (Figure 10), or Windows (Figure 11). While Android and iOS are the most popular operating systems on tablets, the Windows operating system is increasing in popularity. Determine the types of apps you wish to use on the tablet and then determine which operating systems support those apps.

If you want your tablet to synchronize seamlessly with other computers and devices, such as a laptop, desktop, or smartphone, consider an operating system that is compatible with your other computer or device. For example, if you have an Android phone, you might prefer the Android operating system for your tablet. If you use an iPhone or iPod Touch, you might prefer the iOS operating system for your tablet.

Figure 9 Tablet running Android operating system.
© iStockphoto / PetkoDanov

Figure 10 Tablet running iOS operating system.
© iStockphoto / Hocus Focus Studio

Figure 11 Tablet running Windows operating system.
© Pieter Beens / Shutterstock.com

Step 3: Choose Configuration Options

The final step in choosing the best laptop, tablet, or desktop to meet your needs is to choose the specific configuration details. For example, you may have to choose the size of the display, amount of memory, storage capacity, and processor speed.

Display Screen Size Display screens for computers are available in a variety of sizes (Figure 12). A laptop's screen typically can range from 11 to 17 inches, and a tablet's screen generally is between 7 and 12 inches. If you purchase a laptop or tablet, a smaller screen size will make the device lighter and more portable. For example, laptops with screens exceeding 15 inches typically are much heavier, which makes them less convenient to transport. Desktops often use a monitor as their display, with the size of screens on these monitors ranging from 13 inches to more than 30 inches.

If you primarily will be sending and receiving email messages, creating and editing documents using a word processing app, and browsing the web, a device with a smaller screen should meet your needs. If you require a larger screen to work with large documents or display multiple windows simultaneously, or if you want to experience less eyestrain with the contents appearing larger on the screen, consider a desktop or laptop display with a larger screen size. If you require touch functionality (and the operating system you plan to use supports it), purchase a screen that supports touch input. In addition, if you decide to purchase a laptop or desktop, you usually can connect a second monitor.

Figure 12 A variety of displays.

Memory The amount of memory (RAM) installed in your laptop, tablet, or desktop will help determine the types of programs and apps that can run on the computer, as well as how many programs and apps can run simultaneously (Figure 13). If you are purchasing a laptop or desktop, review the system requirements for the programs and apps you plan to use, and make sure to purchase a computer with enough memory to meet those system requirements. For example, if the operating system you plan to use requires at least 4 GB (gigabytes) of memory, and you plan to use a word processing app that requires 4 GB of memory, you should purchase a laptop or desktop with at least 8 GB of memory. It is recommended that you purchase a computer with slightly more memory than you need at the present time. This enables you to use multiple programs and apps simultaneously and also accommodates programs and apps you might install and use at a later time.

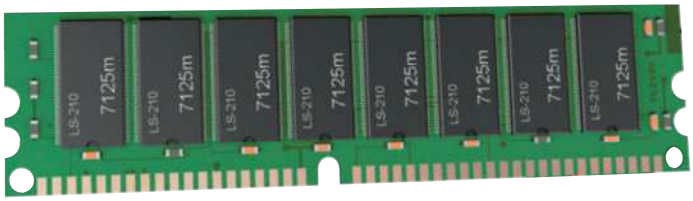


Figure 13 Memory modules contain memory chips.

Storage Capacity and Media Laptops, tablets, desktops are available with various storage capacities. The higher the storage capacity, the more data and information you can keep on the computer or device. To determine the ideal storage capacity, add together the amount of storage space required for all the programs and apps you want to use. In addition, estimate the amount of space you might need to store the files you create. If you are planning to store digital media, such as audio, photos, and videos, make sure the storage device has sufficient space for those files as well. Try not to purchase a device with exactly the amount of storage space you anticipate needing. Always purchase more than you need so that you do not risk running out of space.

In addition to determining sufficient storage capacity for your needs, two main types of primary storage devices from which you may be able to choose include a hard disk (also called a hard drive) or an SSD (solid-state drive) (Figure 14). Hard disks use magnetic particles to store data, instructions, and information on one or more inflexible, circular platters. SSDs are flash memory storage devices that contain their own processors to manage their storage. Hard disks often are less expensive than SSDs and offer greater storage capacities. SSDs, however, are faster than hard disks and may be less susceptible to failure.

Figure 14 Two different types of storage devices.
© Andresr / Shutterstock.com; © roadk / Shutterstock.com

Processor Speed If you are purchasing a laptop or desktop, you probably will have to determine the processor that will best meet your needs. Many different brands and models of processors are available (Figure 15). Review the system requirements for the programs and apps you want to run to determine the processor best suited to your needs. Because a variety of brands and models of processors exist, you may find it difficult to decide which one to purchase. When you are shopping for your laptop, tablet, or desktop, ask a sales associate to explain the differences among the various processors so that you can make an informed decision.

Figure 15 Processor that might be found in a computer or device.
Courtesy of Intel Corporation

Step 4: Choose the Purchasing Option

You can purchase new computers and mobile devices in physical stores as well as from online retailers. Each purchasing option has advantages and disadvantages, and it is important to consider these before making a purchasing decision. If, after reading this section, you still do not have a strong preference to purchase from a physical store or an online retailer, compare costs from each for a computer with an identical or similar configuration.

Physical Stores A variety of computers and mobile devices are available for sale at physical stores. While physical stores offer the convenience of being able to shop for and bring home a computer or mobile device the same day, they have a limited inventory and available configuration options. Computers and mobile devices in retail stores are prebuilt and often cannot be customized at the store. For example, if you evaluate the various computers at a physical store and see a laptop you are considering, that laptop may be available in only one configuration. If you want to make changes to the hardware configuration (such as adding a larger hard drive), that would need to be done by a third party after you make the purchase. Some computer and mobile device manufacturers may void their warranty if a third party upgrades your computer or mobile device after the purchase has been made, so be sure to purchase a computer that adequately meets your needs.

Online Retailers Unlike physical stores, online retailers may offer greater configuration options for a computer or mobile device you are considering purchasing. For example, you may be able to completely customize a computer by choosing the exact processor, memory, and hard drive capacity. Online retailers also may offer prebuilt options, so consider the cost difference between purchasing a prebuilt computer and a customized computer with similar specifications. You may find that purchasing a prebuilt computer with a configuration slightly better than one you customized is less expensive. Prebuilt computers often may be less expensive because they are mass produced. If you purchase a computer from an online retailer, however, you will not be able to see the computer and evaluate it before purchase. In addition, it may take several days to several weeks before computers and mobile devices purchased from online retailers may arrive on your doorstep. If you receive the computer or mobile device and do not like it, returning or exchanging it may not be as easy as if you were to purchase it in a physical store.

How To: Your Turn

The How To: Your Turn exercises present general guidelines for fundamental skills when using a computer or mobile device and then require that you determine how to apply these general guidelines to a specific program or situation.

Instructions: You often can complete tasks using technology in multiple ways. Figure out how to perform the tasks described in these exercises by using one or more resources available to you (such as a computer or mobile device, articles on the web or in print, online or program help, user guides, blogs, podcasts, videos, other individuals, trial and error, etc.). Summarize your 'how to' steps, along with the resource(s) used, in the format requested by your instructor (brief report, presentation, discussion, blog post, video, or other means).

1 Get the Most out of Your Book

Unlike many traditional textbooks, this book contains a variety of elements to help enrich your understanding of the concepts taught in the text. These elements include steps that teach you how to perform real-world tasks, current issues related to technology, and a variety of information to keep you secure while interacting with computers and mobile devices. The following steps guide you through the process of navigating this book and getting the most out of it.

a. Locate and read a How To box in Chapter 1 (or other chapter of your choice). How To boxes appear in shaded boxes with orange borders at the top and bottom. These boxes teach you how to perform real-world tasks that are related to the surrounding chapter content. Answer the question(s) at the bottom of the How To box.
b. Locate and read a Consider This box in Chapter 1 (or other chapter of your choice). Consider This boxes are identified by a green border at the top and bottom. These boxes contain common questions and answers that are related to the surrounding chapter content and often promote critical thinking.
c. Locate and read a Secure IT box in Chapter 1 (or other chapter of your choice). Secure IT boxes appear in shaded boxes with orange borders at the top and bottom. These boxes contain information about security concerns and helpful safety and security tips that are related to the surrounding chapter content. Answer the question(s) at the bottom of the Secure IT box.
d. Locate and read an Ethics & Issues box in Chapter 1 (or other chapter of your choice). Ethics & Issues boxes appear in shaded boxes with orange borders at the top and bottom. These boxes contain information about current, relative ethical issues and present multiple sides of the issue. Answer the question(s) at the bottom of the Ethics & Issues box.
e. Locate and read a Mini Feature in Chapter 1 (or other chapter of your choice). Mini Features are one page in length and present interesting concepts that are related to the surrounding chapter text. Answer the question(s) at the bottom of the Mini Feature.
f. Locate and read a BTW element (BTW stands for "by the way"). BTW elements provide extra tidbits of information related to the chapter text and also may reference additional online content.
g. Locate and read an Internet Research element. These elements provide suggested search keywords to help you use a search engine to locate current information about the surrounding chapter text.

h. Locate and read the Technology @ Work box in Chapter 1 (or other chapter of your choice). Technology @ Work boxes are identified by purple borders at the top and bottom and provide information about how technology is used in various industries. Answer the question(s) at the bottom of the Technology @ Work box.

Exercises

1. What type of box or element described above is your favorite? Why? Which one is your least favorite? Why?
2. Describe ways that each type of box and element in the chapter can help enhance your understanding of the chapter contents.
3. Review the topics of the boxes in Chapter 1 (or other chapter of your choice). Which one is of most interest to you? Why?

2 Access This Book's Free Resources

This book's free resources contain a wealth of information that extends beyond what you learn by reading this book. The free resources also contain additional information about current technology developments and content required for those students majoring in the information technology or computer science fields.

You can access the free resources at the web address of www.cengagebrain.com. Once the book's free resources are displayed, select Chapter 1 to view the resources associated with that chapter. View the resources available with another chapter and notice the similarities between the types of content offered in Chapter 1 and the other chapter you chose.

Exercises

1. What exact steps did you take to access the free resources?
2. List and describe the different types of content present in the Chapter 1 free resources.
3. Do you feel the free resources will be useful to you and further enhance your understanding of computers and other technology? Why or why not?

3 Sign Up for a Microsoft Account

A Microsoft account provides access to resources to several Microsoft services. These services include access to resources, such as a free email account, cloud storage, a location to store information about your contacts, and an online calendar. You will need a Microsoft account to complete some of the exercises in this book. The following steps guide you through the process of signing up for a Microsoft account.

a. Run a browser and navigate to www.outlook.com.
b. Tap or click the link and then follow the on-screen instructions to sign up for a free Microsoft account.
c. Browse the resources available to you in your Microsoft account.
d. If assigned by your instructor, compose and send a new email message from your Microsoft account to your instructor stating that you have signed up for a Microsoft account successfully.
e. Add your instructor's contact information. Next, add contact information for at least three more people.
f. Add your birthday to the calendar.
g. Edit your Microsoft account profile to add more contact and work information.

Exercises

1. If necessary, navigate to and view your new outlook .com email account. What are some ways to prevent junk email messages using the mail settings? What is junk email?
2. What is OneDrive? How much space do you have available on OneDrive to post files?
3. How can you see yourself using the various features in your newly created Microsoft account?

STUDENT ASSIGNMENTS

Internet Research

The Internet Research exercises broaden your understanding of chapter concepts by requiring that you search for information on the web.

Instructions: Use a search engine or another search tool to locate the information requested or answers to questions presented in the exercises. Describe your findings, along with the search term(s) you used and your web source(s), in the format requested by your instructor (brief report, presentation, discussion, blog post, video, or other means).

1 Social Media

You likely have heard and seen the phrases, "Like us on Facebook" and "Follow us on Twitter." Facebook and Twitter are two websites that advertisers, organizations, celebrities, and many groups use to promote and share their products, causes, events, and interests. Millions of people have accounts on Facebook, Twitter, and many other websites known collectively as online social networks. You will learn about social media throughout this book and, in Chapter 1, will learn how to create Facebook and Twitter accounts. You then will view information on these websites and realize that social media can engage and connect the online social network community members effectively.

Research This: If you are signed in to your Facebook account, sign out. Run a browser and then navigate to www.facebook.com. What information is required to sign up for an account? Why does Facebook require a birthdate? Locate and then tap or click the About link. How many 'likes' does Facebook have? What is the content of the first post on this page? How many people 'liked' this first post, and how many people replied to it?

If you are signed in to your Twitter account, sign out. Navigate to www.twitter.com. Describe the contents of the cover photos. Tap or click the About link at the bottom of the page and read the information. What is the content of the three most recent Tweets?

2 Search Skills

Searching in an E-Book

One advantage that e-books have over printed books is that you can search the text to locate specific content easily. To search within an e-book, locate its search box, often identified by a 'Search inside this book' (or similar) label. Type the word or phrase for which to search, and tap or click a search button. The search button usually contains the word Search or the word Go, or displays a magnifying glass icon. The reader will highlight or provide a list of occurrences where the search text appears within the e-book. You often can jump directly to the page where the word or phrase appears or tap or click buttons labeled Next or Previous (or displaying forward- and backward-pointing arrow icons) to navigate through the occurrences. Within the text, the key words appear highlighted.

A search box also may include options for narrowing down search results, such as limiting search results to a particular chapter. When you type a page number in a search box, some e-book readers will navigate to the location in the e-book corresponding to that page in the printed book.

Research This: Select any e-book to display on your computer or mobile device. Type a significant word from the title as your search text. Use the e-book reader's search feature to answer these questions: (1) Where on the screen, and in what format, does the e-book reader display search results? (2) What information do search results include to help you find the result you are seeking? (3) How do you navigate from one occurrence of the search term to the next? (3) How does the e-book display your search text within the book so that you can locate it easily?

If you are reading the *Discovering Computers* e-book, display it on your computer or mobile device. Enter appropriate search text into the search box for the *Discovering Computers* e-book reader to search for answers to each of these questions: (1) How many times does the word, Twitter, appear in Chapter 1? (2) Complete the sentence in Chapter 1 that begins, "Most e-book reader models have…" (3) What sentence contains the first occurrence of the word, laptop, in Chapter 1?

If you read both the *Discovering Computers* e-book and another e-book, compare the experience using both e-book readers. Which features are common to both? What differences did you notice?

3 Security

The buyer's guide in this introductory chapter provides information you can use to purchase a laptop, tablet, or desktop. No matter which operating system you choose and how you configure the computer or device, you need to protect your investment from security risks. You will learn about these unwelcome intrusions, called malware, in Chapter 1 and throughout this book, but it is important to obtain malware protection when, or soon after, you purchase the computer or mobile device. You also should install the latest updates.

Research This: Visit a physical electronics store or view online retailers' websites to learn about software that helps prevent malware from infecting computers. Read the packaging or the product details or talk to employees to determine the names of three programs recommended or rated highly. What protections against Internet threats are offered? For example, do they safeguard your photos, music, and financial data, include updates and backup tasks, and offer parental controls? What is the cost, if any, of these programs and the updates? Do computer or mobile device manufacturers include this software with the original purchase? Which operating system is required? How much memory is required?

INTRODUCING TODAY'S TECHNOLOGIES:
Computers, Devices, and the Web

1

Technology provides access to the digital world around you.

"I use computers, mobile devices, and the web to do homework, look up information, check email, play games, post updates, talk to friends, upload photos, sync music, and so much more! I feel comfortable using technology. What more do I need to know?"

While you may be familiar with some of the content in this chapter, do you know how to . . .

- Use a touch screen?
- Configure social media privacy settings to prevent others from posting unauthorized photos of you?
- Ease eyestrain while working on a computer or mobile device?
- Protect your hearing when using earbuds or headphones?
- Back up computers and mobile devices?
- Perform a web search?
- Sync computers and mobile devices?
- Protect your computer from viruses and other malware?
- Shop safely online?
- Create a strong password?
- 'Like' the Discovering Computers page on Facebook and 'follow' it on Twitter?
- Connect to a wireless network?

In this chapter, you will discover how to perform these tasks along with much more information essential to this course. For additional content available that accompanies this chapter, visit the free resources and premium content. Refer to the Preface and the Intro chapter for information about how to access these and other additional instructor-assigned support materials.