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Basic Computer course book

Free University of Bolzano Bozen – Dr. Paolo Coletti - Edition 8.0 (25 January 2015)

Introduction

This book contains courses' lessons held at the Free University of Bolzano Bozen. It contains only the first part of the courses, namely the lessons on:

- computer introduction,
- Microsoft Windows,
- computer networks,
- computer dangers and security.

It does not contain the parts on Microsoft Word, Microsoft Excel, financial functions, Microsoft Access, computer algorithms, SPSS, Visual Basic for Applications, which are very well covered by the respective courses' suggested books.

This book is usually updated every year, please take a look at the edition date.

Disclaimers

This book is designed for very novice computer users. It often contains oversimplifications of reality and every technical detail is purposely omitted. Expert users will find this book useless and, for certain aspects, partially wrong.

This book supposes that the user is using Microsoft Windows 7 operating system in English language. However, most of the book is perfectly readable with other Windows versions, while some menus and instructions can be rather different if the language is not English (Windows language may be changed on multi-language installations: see page 7 for further information).

The novice user in this book is, for simplicity, always considered male. This is not meant to be gender discrimination.

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