

 CengageNew  
Perspectives

21st Edition

# Computer Concepts

---

Comprehensive



Parsons



**New**  
Perspectives

21st Edition

# Computer Concepts

Comprehensive



Australia • Brazil • Canada • Mexico • Singapore • United Kingdom • United States

This is an electronic version of the print textbook. Due to electronic rights restrictions, some third party content may be suppressed. Editorial review has deemed that any suppressed content does not materially affect the overall learning experience. The publisher reserves the right to remove content from this title at any time if subsequent rights restrictions require it. For valuable information on pricing, previous editions, changes to current editions, and alternate formats, please visit [www.cengage.com/highered](http://www.cengage.com/highered) to search by ISBN#, author, title, or keyword for materials in your areas of interest.

Important Notice: Media content referenced within the product description or the product text may not be available in the eBook version.

***New Perspectives on Computer Concepts:  
Comprehensive 21st edition***  
**June Jamrich Parsons**

SVP, Product: Erin Joyner

VP, Product: Thais Alencar

Product Director: Mark Santee

Senior Product Manager: Amy Savino

Product Assistant: Ciara Horne

Learning Designer: Zenya Molnar

Content Manager: Christina Nyren

Digital Delivery Quality Partner: Jim Vaughey

Developmental Editor: Dan Seiter

VP, Product Marketing: Jason Sakos

Director, Product Marketing: Danaë April

Executive Product Marketing Manager: Jill Staut

IP Analyst: Ann Hoffman

IP Project Manager: Nick Barrows

Production Service: Lumina Datamatics, Inc.

Designer: Erin Griffin

Cover Credit: Kaveex/Shutterstock.com

**Notice to the Reader**

Publisher does not warrant or guarantee any of the products described herein or perform any independent analysis in connection with any of the product information contained herein. Publisher does not assume, and expressly disclaims, any obligation to obtain and include information other than that provided to it by the manufacturer. The reader is expressly warned to consider and adopt all safety precautions that might be indicated by the activities described herein and to avoid all potential hazards. By following the instructions contained herein, the reader willingly assumes all risks in connection with such instructions. The publisher makes no representations or warranties of any kind, including but not limited to, the warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth herein, and the publisher takes no responsibility with respect to such material. The publisher shall not be liable for any special, consequential, or exemplary damages resulting, in whole or part, from the readers' use of, or reliance upon, this material.

© 2023 Cengage Learning, Inc. ALL RIGHTS RESERVED.

No part of this work covered by the copyright herein may be reproduced or distributed in any form or by any means, except as permitted by U.S. copyright law, without the prior written permission of the copyright owner.

Unless otherwise noted, all content is © Cengage, Inc.

Microsoft and the Office logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Cengage Learning is an independent entity from the Microsoft Corporation, and not affiliated with Microsoft in any manner. All screenshots are courtesy of Microsoft unless otherwise noted. All images are courtesy of MediaTechnics Corp. unless otherwise noted.

Disclaimer: Any fictional data related to persons or companies or URLs used throughout this book is intended for instructional purposes only. At the time this book was printed, any such data was fictional and not belonging to any real persons or companies.

The names of all products mentioned herein are used for identification purposes only and may be trademarks or registered trademarks of their respective owners. Cengage Learning disclaims any affiliation, association, connection with, sponsorship, or endorsement by such owners.

For product information and technology assistance, contact us at  
**Cengage Customer & Sales Support, 1-800-354-9706 or  
support.cengage.com.**

For permission to use material from this text or product, submit all  
requests online at **www.cengage.com.**

Library of Congress Control Number: 2022934626

Student Edition: ISBN: 978-0-357-67461-1

Loose-leaf Edition: ISBN: 978-0-357-67463-5

**Cengage**

200 Pier 4 Boulevard

Boston, MA 02210

USA

Cengage is a leading provider of customized learning solutions with employees residing in nearly 40 different countries and sales in more than 125 countries around the world. Find your local representative at **www.cengage.com.**

To learn more about Cengage platforms and services, register or access your online learning solution, or purchase materials for your course, visit **www.cengage.com.**

# Table of Contents

## Contents at a Glance

iii	Table of Contents
x	Preface
xii	Student Resources
xvi	Cengage Instructor Center
<b>2</b>	<b>Introduction</b>
<b>16</b>	<b>Module 1: Digital Content</b>
<b>82</b>	<b>Module 2: Digital Devices</b>
<b>158</b>	<b>Module 3: Networks</b>
<b>240</b>	<b>Module 4: The Web</b>
<b>310</b>	<b>Module 5: Social Media</b>
<b>376</b>	<b>Module 6: Software</b>
<b>452</b>	<b>Module 7: Digital Security</b>
<b>520</b>	<b>Module 8: The ICT Industry</b>
<b>604</b>	<b>Module 9: Information Systems</b>
<b>678</b>	<b>Module 10: Databases</b>
<b>756</b>	<b>Module 11: Programming</b>
<b>836</b>	<b>Module PY: Coding With Python</b>
900	Glossary
927	Index
950	Answers

## Introduction

<b>2</b>	<b>Introduction</b>
3	The Digital Revolution
4	Data Processing
6	Personal Computing
8	Network Computing
10	Cloud Computing
13	Ubiquitous Computing

## Module 1

- 16 Digital Content**
- 18 Section A: Digital Basics**
  - 19 Data Representation Basics
  - 21 Representing Numbers
  - 22 Representing Text
  - 25 Bits and Bytes
  - 26 Compression
- 29 Section B: Digital Sound**
  - 30 Digital Audio Basics
  - 32 Digital Audio File Formats
  - 34 MIDI
  - 36 Digitized Speech
- 38 Section C: Bitmap Graphics**
  - 39 Bitmap Basics
  - 42 Bitmap Data Representation
  - 44 Image Compression
  - 46 Modifying Bitmap Images
  - 48 Panoramic and 360 Images
  - 49 Stereoscopy
- 51 Section D: Vector Graphics**
  - 52 Vector Graphics Basics
  - 55 Vector Tools
  - 56 3D Graphics
  - 58 Animated Vector Graphics
- 60 Section E: Digital Video**
  - 61 Digital Video Basics
  - 65 Video Compression
  - 66 Video File Formats
  - 68 Digital Video Variations
- 70 Issue: What Is Fair Use?**
- 72 Information Tools: Photo Forensics**
- 74 Technology in Context: Film**
- 76 Module Activities**
- 81 Lab: The Digital World with Eyes Shut**

## Module 2

- 82 Digital Devices**
- 84 Section A: Device Basics**
  - 85 Computers
  - 87 Circuits and Chips
  - 89 Components
  - 91 Maintenance
- 94 Section B: Device Options**
  - 95 Enterprise Computers
  - 96 Personal Computers
  - 98 Niche Devices
  - 99 Choosing a Digital Device
- 104 Section C: Processors and Memory**
  - 105 Microprocessors
  - 107 How Processors Work
  - 110 Performance
  - 113 Random Access Memory
  - 114 Read-Only Memory
- 116 Section D: Storage**
  - 117 Storage Basics
  - 119 Magnetic Storage Technology
  - 121 Optical Storage Technology
  - 122 Solid State Storage Technology
  - 123 Cloud Storage
  - 125 Backup
- 129 Section E: Input and Output**
  - 130 Add-on Gadgets
  - 131 Expansion Ports
  - 134 Bluetooth
  - 135 Device Drivers
  - 136 Display Devices
  - 140 Printers
  - 142 The Internet of Things
  - 144 Autonomous Vehicles
- 146 Issue: Where Does All the Ewaste Go?**
- 148 Information Tools: Finding the Right Stuff**
- 150 Technology in Context: Military**
- 152 Module Activities**
- 157 Lab: What's Going on in There?**



## Module 3

### 158 Networks

#### 160 Section A: Network Basics

- 161 Communication Systems
- 162 Communication Channels
- 166 Network Topology
- 168 Network Nodes
- 170 Communication Protocols

#### 172 Section B: The Internet

- 173 Background
- 175 Internet Infrastructure
- 176 Packets
- 178 Internet Protocols
- 179 Internet Addresses
- 182 Domain Names

#### 186 Section C: Internet Access

- 187 Connection Basics
- 192 Cable Internet Service
- 193 Telephone Network Internet Service
- 195 Satellite Internet Service
- 196 Mobile Broadband Service
- 198 Wi-Fi Hotspots

#### 200 Section D: Local Area Networks

- 201 LAN Basics
- 203 Ethernet
- 205 Wi-Fi
- 207 Set Up Your Own Network
- 211 Network Monitoring
- 212 IoT Networks

#### 214 Section E: File Sharing

- 215 File Sharing Basics
- 216 Accessing LAN Files
- 219 Sharing Your Files
- 222 Internet-based Sharing
- 224 Torrents

#### 226 Issue: Do We Want Net Neutrality?

#### 228 Information Tools: Fact Checking

#### 230 Technology in Context: Education

#### 232 Module Activities

#### 237 Lab: Hack Your Net

## Module 4

### 240 The Web

#### 242 Section A: Web Basics

- 243 Web Overview
- 244 Evolution
- 246 Web Sites
- 247 Hypertext Links
- 249 URLs

#### 254 Section B: Browsers

- 255 Browser Basics
- 258 Customization
- 262 Browser Cache

#### 266 Section C: HTML

- 267 HTML Basics
- 269 HTML Editing Tools
- 272 CSS
- 274 Dynamic Web Pages
- 276 Site Creation

#### 278 Section D: HTTP

- 279 HTTP Basics
- 281 Cookies
- 284 HTTPS

#### 286 Section E: Search Engines

- 287 Search Engine Basics
- 292 Formulating Searches
- 295 Search Privacy
- 296 Using Web-based Source Material

#### 298 Issue: Who is Tracking You?

#### 300 Information Tools: Citations

#### 302 Technology in Context: Fashion Industry

#### 304 Module Activities

#### 309 Lab: Design Your Home Page

## Module 5

- 310 Social Media**
- 312 Section A: Social Networking**
  - 313 The Social Media Mix
  - 316 Social Networking Evolution
  - 317 Social Networking Basics
  - 319 Geosocial Networking
  - 321 Social Network Analytics
- 324 Section B: Content Communities**
  - 325 Evolution
  - 327 Media Content Communities
  - 329 Intellectual Property
  - 331 Creative Commons
- 334 Section C: Blogs and More**
  - 335 Blogs
  - 338 Microblogs
  - 340 Wikis
- 344 Section D: Online Communication**
  - 345 Communication Matrix
  - 346 Email
  - 351 Online Chat
  - 352 Voice and Video Over IP
- 354 Section E: Social Media Values**
  - 355 Identity
  - 357 Reputation
  - 360 Privacy
- 364 Issue: When Do Online Avatars Die?**
- 366 Information Tools: Media Attribution**
- 368 Technology in Context: Journalism**
- 370 Module Activities**
- 375 Lab: Social Network Analysis**

## Module 6

- 376 Software**
- 378 Section A: Software Basics**
  - 379 Essentials
  - 382 Distribution
  - 384 Software Licenses
  - 389 Fake and Pirated Software
- 390 Section B: Operating Systems**
  - 391 Operating System Basics
  - 395 Microsoft Windows
  - 398 macOS
  - 400 iOS
  - 401 Android
  - 402 Chrome OS
  - 403 Linux
  - 404 Virtual Machines
- 405 Section C: Apps and Applications**
  - 406 Web Apps
  - 408 Mobile Apps
  - 409 Local Applications
  - 413 Uninstalling Software
- 414 Section D: Productivity Software**
  - 415 Office Suite Basics
  - 416 Word Processing
  - 419 Spreadsheets
  - 423 Databases
  - 425 Presentations
- 426 Section E: File Management Utilities**
  - 427 File Basics
  - 430 File Management Tools
  - 435 Saving Files
  - 436 Physical File Storage
- 438 Issue: What Happened to That App?**
- 440 Information Tools: Documentation Literacy**
- 442 Technology in Context: Architecture and Construction**
- 444 Module Activities**
- 449 Lab: Organize Your Files Today!**



## Module 7

- 452 Digital Security**
- 454 Section A: Basic Security**
  - 455 Encryption
  - 456 Authentication
  - 460 Passwords
  - 464 Password Managers
- 466 Section B: Malware**
  - 467 Malware Threats
  - 468 Computer Viruses
  - 470 Computer Worms
  - 471 Trojans
  - 472 Antivirus Software
- 478 Section C: Online Intrusions**
  - 479 Intrusion Threats
  - 483 Zero-day Attacks
  - 484 Netstat
  - 485 Firewalls
- 488 Section D: Interception**
  - 489 Interception Basics
  - 490 Evil Twins
  - 491 Address Spoofing
  - 492 Digital Certificate Hacks
  - 494 IMSI Catchers
- 496 Section E: Social Engineering**
  - 497 Social Engineering Basics
  - 499 Spam
  - 503 Phishing
  - 504 Pharming
  - 506 Rogue Antivirus
  - 507 PUAs
- 508 Issue: How Secure Is Democracy?**
- 510 Information Tools: Your Own Words**
- 512 Technology in Context: Law Enforcement**
- 514 Module Activities**
- 519 Lab: Chrome Lockdown**

## Module 8

- 520 The ICT Industry**
- 522 Section A: ICT Industry Basics**
  - 523 ICT Core Industries
  - 526 ICT Goods and Services
  - 529 Technology Life Cycles
  - 531 Disruptive Technology
  - 532 ICT and Productivity
  - 534 ICT and National Security
- 536 Section B: The Computer Industry**
  - 537 Manual Calculators
  - 538 Mechanical Calculators
  - 540 Computer Prototypes
  - 543 Commercial Computers
  - 547 Personal Computers
- 550 Section C: The Telecom Industry**
  - 551 Telegraph
  - 554 Telephone
  - 557 Radio
  - 560 Cellular Phones
  - 562 Television
- 565 Section D: Tech Careers**
  - 566 Jobs and Salaries
  - 571 Education
  - 573 Certification
  - 576 Resumes
- 578 Section E: ICT Laws and Ethics**
  - 579 ICT Laws
  - 581 ICT Ethics
  - 586 Ethical Decision Making
  - 588 Whistleblowing
- 590 Issue: Is Big Tech Too Big?**
- 592 Information Tools: Provenance**
- 594 Technology in Context: Banking**
- 596 Module Activities**
- 601 Lab: Perfect Your Profile**

## Module 9

- 604 Information Systems**
- 606 Section A: Information System Basics**
  - 607 Enterprise Basics
  - 611 Transaction Processing Systems
  - 613 Management Information Systems
  - 614 Decision Support Systems
  - 616 Expert Systems
- 618 Section B: Enterprise Applications**
  - 619 Ecommerce
  - 622 Supply Chain Management
  - 624 Customer Relationship Management
  - 626 Enterprise Resource Planning
- 628 Section C: Systems Analysis**
  - 629 System Development Life Cycles
  - 630 Planning Phase
  - 635 Analysis Phase
  - 636 Documentation Tools
- 640 Section D: Design and Implementation**
  - 641 Design Phase
  - 644 Evaluation and Selection
  - 645 Application Specifications
  - 647 Implementation Phase
  - 649 Documentation and Training
  - 650 Conversion and Cutover
  - 651 Maintenance Phase
- 654 Section E: System Security**
  - 655 Systems at Risk
  - 656 Data Centers
  - 658 Disaster Recovery Planning
  - 659 Data Breaches
  - 661 Security Measures
- 664 Issue: What Can Go Wrong?**
- 666 Information Tools: Recognizing Viewpoint**
- 668 Technology in Context: Medicine**
- 670 Module Activities**
- 675 Lab: Decisions, Decisions, Decisions**

## Module 10

- 678 Databases**
- 680 Section A: Database Basics**
  - 681 Operational and Analytical Databases
  - 686 Database Models
- 694 Section B: Database Tools**
  - 695 Database Tool Basics
  - 696 Dedicated Applications
  - 698 Word Processor Data Tools
  - 700 Spreadsheet Data Tools
  - 701 Database Management Systems
- 706 Section C: Database Design**
  - 707 Defining Fields
  - 711 Data Types
  - 712 Normalization
  - 714 Sorting and Indexing
  - 716 Designing the Interface
  - 718 Designing Report Templates
- 720 Section D: SQL**
  - 721 SQL Basics
  - 723 Adding Records
  - 724 Searching for Information
  - 727 Updating Fields
  - 728 Joining Tables
- 730 Section E: Big Data**
  - 731 Big Data Basics
  - 734 Big Data Analytics
  - 736 NoSQL
  - 739 NoSQL Data Structures
- 742 Issue: Can Data Mining Catch Terrorists?**
- 744 Information Tools: Vetting Anonymous Sources**
- 746 Technology in Context: Politics**
- 748 Module Activities**
- 753 Lab: SQL**

## Module 11

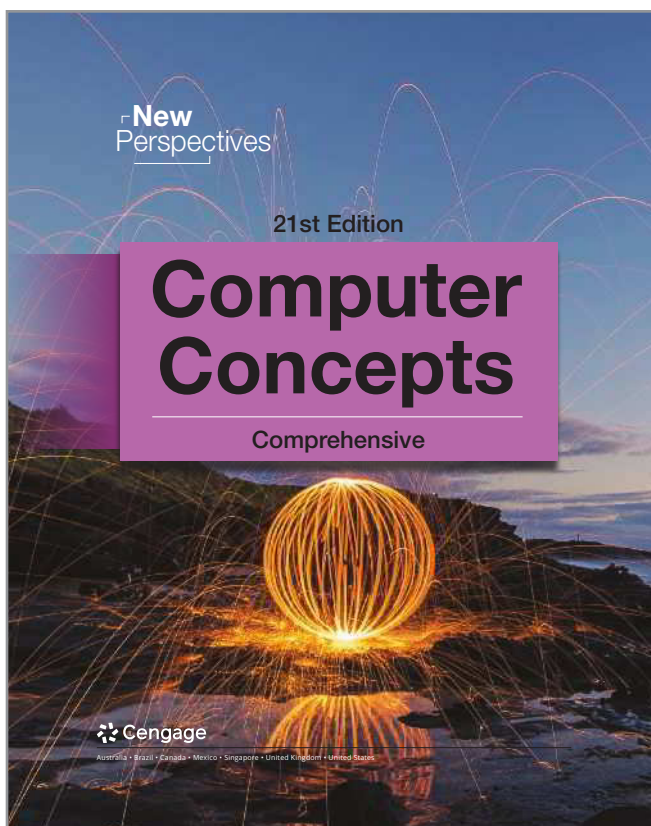
- 756 Programming**
- 758 Section A: Program Development**
  - 759 Programming Basics
  - 761 Program Planning
  - 764 Writing Programs
  - 768 Program Testing and Documentation
- 772 Section B: Programming Tools**
  - 773 Language Evolution
  - 777 Compilers and Interpreters
  - 779 Paradigms and Languages
  - 782 Toolsets
- 784 Section C: Procedural Programming**
  - 785 Algorithms
  - 788 Pseudocode and Flowcharts
  - 791 Flow Control
  - 797 Procedural Applications
- 798 Section D: Object-Oriented Programs**
  - 799 Objects and Classes
  - 801 Inheritance
  - 802 Methods and Messages
  - 806 OO Program Structure
  - 808 OO Applications
- 810 Section E: Declarative Programming**
  - 811 The Declarative Paradigm
  - 812 Prolog Facts
  - 816 Prolog Rules
  - 819 Interactive Input
  - 820 Declarative Logic
  - 821 Declarative Applications
- 822 Issue: Can Computers Think?**
- 824 Information Tools: Making the Cut**
- 826 Technology in Context: Computer Games**
- 828 Module Activities**
- 833 Lab: Tunnels and Dragons**

## Module PY

- 836 Coding with Python**
- 838 Section A: “Hello World!” –Python Style**
  - 839 Python Basics
  - 840 Let’s Start Coding
  - 843 Working with Strings
  - 844 Using Python Keywords
  - 845 Debugging
- 847 Section B: The Wacky Word Game**
  - 848 Using Variables
  - 852 Objects and Classes
  - 854 Input
  - 855 Wacky Word Game
  - 856 Sharing Your Programs
- 857 Section C: Build Your Own Calculator**
  - 858 Calculations
  - 862 Selection Structures
  - 864 Comparison and Logical Operators
  - 866 Comparing Strings
- 868 Section D: Ask the Fortune Teller**
  - 869 Repetition Control Structures
  - 871 Manual Loop Controls
  - 872 Python’s Random Number Generator
  - 875 Python Lists
  - 877 Ask the Fortune Teller
- 879 Section E: Dogs and Cats**
  - 880 Programmer-Defined Functions
  - 885 Methods
  - 887 Superclasses and Subclasses
- 891 Module Activities**
- 895 Lab: Adventure Game**
  
- 900 Glossary**
- 927 Index**
- 950 Answers**

# Preface

## New Perspectives on Computer Concepts



**College graduates of the 21st century** are expected to have a **broad base of knowledge** to intelligently address social, political, economic, and legal issues associated with rapidly evolving digital technology.

Today's students have a patchwork of knowledge, acquired from using various digital devices. *New Perspectives on Computer Concepts*, 21st edition, helps students build a cohesive framework that organizes this acquired knowledge and serves as a foundation for assimilating new concepts **essential to careers and lifestyles** in our digital world. This course is geared toward introductory students who are first learning about digital literacy and fundamentals of technology.

**Updated.** This edition has been newly **revised and updated** to increase learning effectiveness and to reflect

the wide scope of digital devices in use today, with an enhanced focus on the connectivity that pervades modern life and the security necessary to protect it. Notable updates include the addition of digital assistants in the Introduction module, extensive revisions to the social network lab in Module 5, a new Issue feature in Module 6 about banned apps, updates to the Module 7 Issue and Lab features, a new Issue feature in Module 8 (Is Big Tech Too Big?), coverage of blockchain in Module 10, updates to the Technology in Context feature about politics in Module 10, and revised objectives for the Python programming module.



**Targeted Learning Support.** This award-winning textbook contains layers of targeted learning support for **active learning** that keeps students engaged and helps them succeed. Using the **MindTap digital platform**, students benefit from interactive feedback and collaborative opportunities.

**Reading in the Discipline.** Short paragraphs and a clear narrative style help students grasp concepts and learn **how to read technical material**.

**Retention.** What's the most effective study technique: Taking notes? Reviewing? According to researchers, students study most effectively by simply trying to recall the material they've read, seen, or heard. That's why this edition offers **continuous assessment**. Embedded QuickChecks on just about every page help students recall key concepts while reading and later while reviewing. QuickQuizzes and end-of-module reinforcement promote **successful learning outcomes**.

**Hands-On.** This edition contains plenty of practical information about how to use apps, manage files, create content, configure security software, and more. Try It! activities throughout the book show students how to **immediately apply concepts in real-world contexts**.



**Flipped Classrooms.** Flipping a course is easy with this textbook, which includes flipped class projects for **critical thinking**, cyberclassroom exploration, **collaborative group work**, multimedia integration, career building, and **globalization**. End-of-module features, such as Issues and Information Tools, offer additional topics for hands-on in-class activities.

**A Fresh Approach to Social Media.** Sure, students use social media, but are they familiar with underlying concepts, such as the **Social Media Honeycomb, geolocation, and sociograms**? Are they up to speed with Creative Commons and intellectual property concepts? Do they recognize **fake news**? And do they understand the relevance of **online identity, privacy, and reputation management**? Module 5 offers a fresh approach to social media that delves into concepts while also providing practical how-to tips.

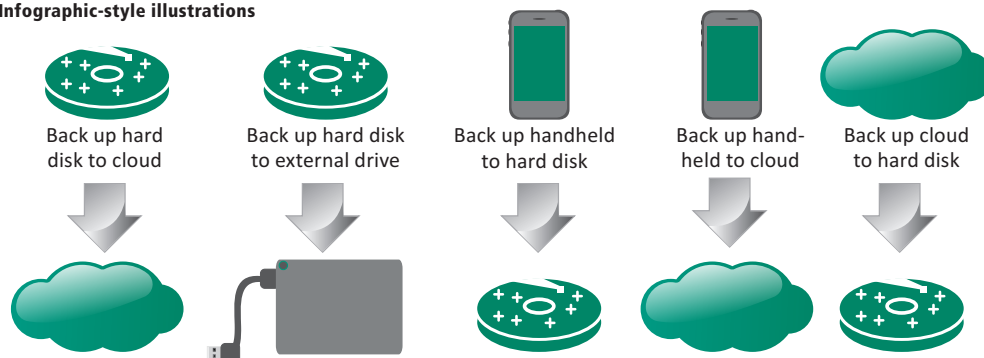
**Imaging Technologies.** In an increasingly visual world, graphical imaging is becoming ever more sophisticated. Module 1 is packed with information about 360-degree video, stereoscopic graphics, and spherical imaging popularized by **GoPro cameras, YouTube 360, and virtual reality**.

**The Latest Technology.** Digital technology evolves at a fast pace. This edition keeps students up to date with **Raspberry Pi**, 3D printers, smart appliances, Lightning ports, USB-C, accelerometers, gyro sensors, magnetometers, macOS, **Windows 11**, virtual reality headsets, Microsoft Edge, **two-factor authentication**, ransomware, and more!

**Hands-On Programming Module.** Using Python provides highly interactive programming activities that **introduce students to the world of programming** without requiring any prior experience. Python is an easy-to-learn language that supports procedural and object-oriented programs.

**Infographic Illustrations.** Illustrations based on popular infographic visuals are carefully integrated into the learning path to provide **visual scaffolding** that is so important to understanding technical concepts.

**Infographic-style illustrations**



# Student Resources: The Book

**Whether you use the printed book or digital versions, New Perspectives learning materials give you the straight story on today's technology.**

**Easy to Read.** Each module is divided into five **sections**, beginning with a **concept map** that provides a visual overview of topics. **FAQs** answer commonly asked questions about technology and help you follow the flow of the presentation.

**Keeps You on Track.** As you read each page, watch for **QuickChecks**. They'll help you gauge if you comprehend key concepts. And take some time to complete the **Try It! activities**. They bring concepts to the real world and help you hone your digital skills. **QuickQuizzes** at the end of each section provide a chance to find out if you remember the most important concepts. **End-of-module review** activities such as Key Terms, Interactive Situation Questions, and Interactive Summary questions are great for test prep.

**Helps You Explore.** The **Issue** section in each module highlights controversial aspects of technology. In the **Technology in Context** section, you'll discover how technology plays a role in careers such as film-making, architecture, banking, and fashion design. The **Information Tools** section helps you sharpen your digital research techniques. Check out the **labs** at the end of each module for some step-by-step exploration into your digital devices.

Section B Browsers 265

**Is it safe to allow my browser to store passwords?** Browsers ask to save passwords when you log in to sites. If you agree, your password is stored in an encrypted file on your local device. The next time you log in to a site, your browser will use the corresponding stored password.

Storing passwords is a useful feature. You can create unique and hard-to-guess passwords without fear that you might forget them and without the hassle of looking them up each time you log in.

The potential risk of stored passwords is that anyone who gains access to your device can easily log in to your password-protected sites because the passwords are supplied by your browser. If you allow your browser to store passwords, be sure to use a password to protect access to your device.

You can discover which passwords are saved by the browsers you use. To view passwords stored by Microsoft Edge, use the Windows search box to open the Credential Manager. For Safari, select the Preferences menu, then select the Passwords tab. In Firefox, open the Security panel and select Saved Passwords. Figure 4-26 illustrates how to find passwords stored by Chrome.

**Figure 4-26: Find your Chrome passwords**

**QuickCheck**

How would you summarize the security risk involved in allowing your browser to store passwords?

- It is not a risk.
- It is a security risk and should be avoided.
- It is more secure to store passwords online.
- The convenience of stored passwords might be worth the small risk.

**Try It!**

Find out which passwords your browser has stored on your device. How easy would it be for your roommate, spouse, or guest to locate them?

**Section B**

**QuickQuiz**

- It is important to  your browser to get patches for known security exploits.
- When you use a public computer, the next person who uses it can see the Web pages you visited by looking at the  list.
- If you do not want HTML and image files from recently visited Web sites to be stored on your device, delete the browser .
- services look ahead to anticipate what you might do when searching the Web or filling out Web-based forms.
- A browser , such as AdBlock or the Merriam-Webster Online Toolbar, adds features to a browser.

● **FAQs** break down concepts into manageable chunks of information.

● **QuickCheck** questions embedded throughout the module keep learning interactive. Answers are at the end of the book.

● **Diagrams and screenshots** on almost every page make it easy to visualize concepts.

● **Try It! activities** show how to apply concepts to the real world and help hone your digital skills.

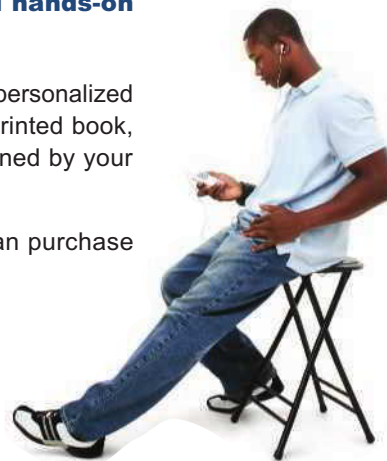
● **QuickQuiz** questions at the end of each section give you a chance to review the main concepts.

## Student Resources: Online

**Digital versions of your textbook include multimedia and hands-on activities designed to enhance your learning experience.**

**MindTap.** The digital version of this book is available in **MindTap**, a personalized online learning platform. In addition to the full text contained in the printed book, the digital version includes activities based on a learning path designed by your instructor that **guides you through the course**.

MindTap is a cost-effective alternative to a printed textbook. You can purchase access to MindTap from [www.cengagebrain.com](http://www.cengagebrain.com).



Jaimie Duplass / Shutterstock.com

## Student Resources: Hone Your Technical Reading Skills

**If you would like to improve the way you comprehend and retain the information found in technical books and documentation, read on.**

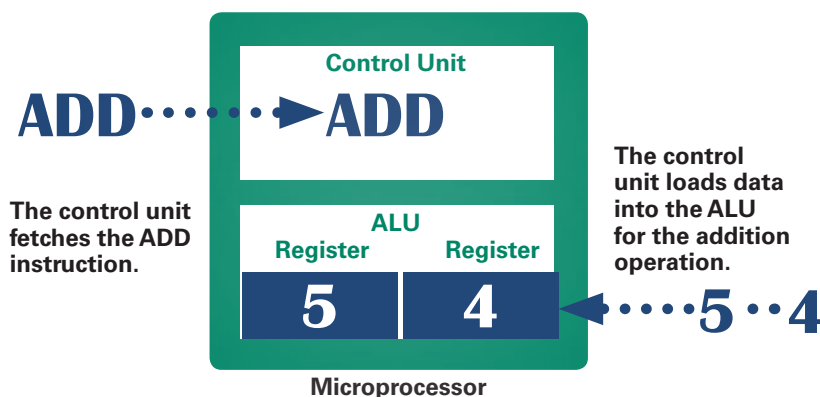
**Prepare.** Your goal is to complete one section of a module. That's a sufficient amount of material for one session. **Look at the concept map** at the beginning of the section. It is designed to help you connect concepts in a Web of relationships, so they become more than random facts.

**Divide and Conquer.** Don't expect to read technical material in the same way you'd read a novel. Trying to read without stopping from the beginning to the end of a module, chapter, or section is likely to produce more confusion than confidence. Instead, **take it one page at a time**. Read the page and then pause. Imagine that you are going to teach that material to someone else. Then summarize the main points in your own words.

**Take Notes.** When you come across a fact that you want to remember, make a note. A study conducted by researchers at UCLA and Princeton University revealed that students who take lecture notes using a pen or pencil scored better on tests than students who took notes on their laptops. The same effect may come into play when taking notes as you read. Whether you make notes on screen or on paper, make sure to **use your own words**. That will help you understand the essence of a concept and retain it for future use.

**Highlight.** Use highlights to **mark passages you do not understand**. This advice may seem contrary to the idea of highlighting key concepts, but simply marking something in the book—or worse, copying and pasting passages from a digital book—does little to help you internalize a concept. Highlighting passages that you do not understand allows you to return to them after you've completed a section. You may find that the passage now makes sense. If not, you've marked a concept that will be a great question for your instructor.

**Read the Pictures.** The figures in this book are included to reinforce, explain, and **expand the information presented in the written narrative**. Concepts that may seem complex when explained in words can be much easier to understand when you see an illustration, screenshot, or photo. So, take some time with each figure to make sure you understand how it is related to the text that precedes it.

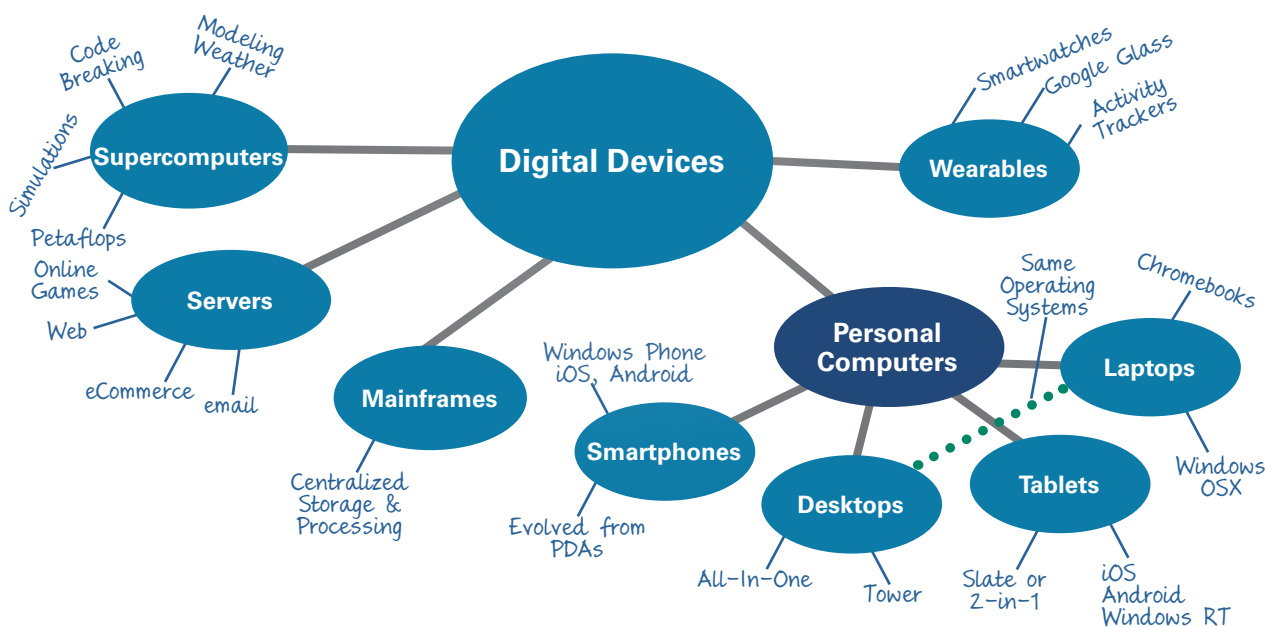




**Test Yourself.** Researchers at Purdue University discovered that “practicing retrieval” through self-testing is one of the **most effective techniques for learning**. New Perspectives learning materials supply you with lots of opportunities to retrieve material. Make sure to use the QuickChecks, QuickQuizzes, Interactive Summaries, and Interactive Situation Questions. Additional resources, such as flashcards and module quizzes, are available with MindTap.

**Be an Active Learner.** The concepts you’ll learn are not abstract theories. Most have practical applications for today’s digital lifestyles. You’ll find that concepts are much easier to remember if you can apply them and understand how they are relevant. The **Try It! activities** throughout every module show you how to apply concepts. The best learning strategy is to complete these activities as you encounter them. They’ll give you a break from reading and help you to understand how all the practical and conceptual pieces fit together.

**Get the Connections.** The bubble diagrams supplied at the beginning of each section provide an overview of concepts and their linkages. After reading a section, you might want to **extend the concept maps** by adding more details. You can add another level of concepts. Also, think of additional relationships between the existing concepts and mark them with dotted lines.



**Corrections.** Despite intensive attention to quality, occasional typos and other errata slip into the book. Corrections are posted to your student companion site, which you can access by logging in to your account at [login.cengage.com](http://login.cengage.com).

## Cengage Instructor Center

**Additional instructor resources for this product are available online. Instructor assets include an Instructor's Manual, Educator's Guide, PowerPoint® slides, Solution and Answer Guide, and a testbank powered by Cognero®. Sign up or sign in at [www.cengage.com](http://www.cengage.com) to search for and access this product and its online resources.**

**Instructor's Manual.** The Instructor's Manual offers the following comprehensive instructional materials:

- Module objectives
- Purpose and perspective of the module
- What's new in each module
- Module Outline
- Discussion questions and activities

**Solution and Answer Guide.** Your password-protected instructor resources provide answers to all the QuickChecks, Lab Assignments, Interactive Summaries, Interactive Situation Questions, Issue Try It! activities, and Information Tools Try It! activities.

**Transition Guide.** This guide highlights all of the changes in the text and in the digital offerings from the previous edition to this edition.

**Flexible PowerPoints.** Instructors can customize and deliver engaging and visually impressive lectures for each module with the professionally designed PowerPoint slides.

**Testbanks and Testing Software.** Cengage Learning Testing powered by Cognero is a flexible, online system that allows instructors to author, edit, and manage testbank content from multiple Cengage Learning solutions and to create multiple test versions. It works on any operating system or browser with no special installs or downloads needed, so tests can be created from anywhere with Internet access.

**Guide to Teaching Online.** This guide presents technological and pedagogical considerations and suggestions for teaching a Computer Concepts course when you can't be in the same room with students.

**MindTap.** This fully online, interactive learning experience introduces students to core concepts using a simplified learning path that progresses from understanding to application. It also includes analytics and reports that provide a snapshot of class progress, time in course, engagement, and completion rates.

**MindTap Educator's Guide.** This guide walks you through the unique activities in MindTap, where you'll find them, and how they're built for easier curriculum integration.

## From the Author

So much has changed since the first edition of *Computer Concepts* was published in 1994! From year to year, the changes have been subtle, but looking back, it is clear that technology, students, and even education has progressed in amazing and sometimes unexpected directions. As digital technology continues to evolve, *New Perspectives* continues to keep pace, providing students with up-to-date content and cognitive tools that engage and ensure successful learning outcomes.

Many of today's students have substantially more practical experience with digital devices than their counterparts of twenty years ago, but even these experienced students may lack a cohesive framework for their knowledge.

The goal of *New Perspectives on Computer Concepts* is to bring every student up to speed with computer basics, and then go beyond basic computer literacy to provide students with technical and practical information that every college-educated person would be expected to know.

Whether you are an instructor or a student, we hope that you enjoy the learning experience provided by our text-based and technology-based materials.

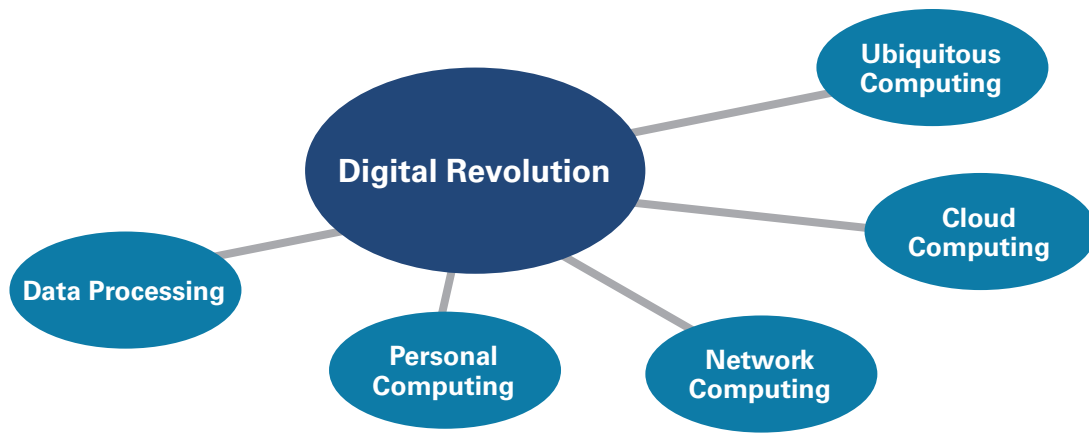
## Acknowledgments

The book would not exist—and certainly wouldn't arrive on schedule—were it not for the efforts of our media, editorial, and production teams. Grateful thanks to Dan Seiter for his developmental edit and tireless work on every detail of the project; Amy Savino and Christina Nyren for their leadership; Flora Emanuel and the team at Lumina for managing production; and our brilliant sales reps for encouraging instructors to adopt this book to enhance their introductory courses.

A special shout-out in this edition goes to my father, John X. Jamrich, who as a lifelong educator and president of Northern Michigan University showed me the value of helping students achieve their goals through education.

Additional acknowledgements go to the *New Perspectives* Advisory Committee members, reviewers, and students who have made a tremendous contribution to every edition of *Computer Concepts*. Thank you all!

June Jamrich Parsons



# Introduction

## Objectives

- ▶ Name the five phases of the digital revolution and place each on a timeline.
- ▶ Describe the digital devices that were popular during each phase of the digital revolution.
- ▶ List at least five characteristics of each phase of the digital revolution.
- ▶ Find two similarities and two differences between technology in the data processing era and technology in the cloud computing era.
- ▶ Explain the concept of convergence as it pertains to digital devices.
- ▶ Distinguish between virtual reality and augmented reality.
- ▶ Explain the relationship between the Internet of Things and ubiquitous computing.

## You live in the information age:

a period in history when information is accessible and technology affects many aspects of everyday life, from the economy to politics and social relationships. The importance of information is not new. It has always been a powerful tool. Scrolls treasured by monks during the Middle Ages, scientific knowledge collected during the Renaissance, and intelligence data collected during the Cold War were all critical in shaping world events. The Information Age is unique because of its underlying technology, which is based on digital electronics. This introduction will help you put the technology that you use into the context of the digital revolution that continues to reinvent the Information Age.

## Terminology

digital revolution  
digital  
digital content  
user interface  
computer terminal  
centralized computing

data processing  
personal computing  
local software  
computer network  
Internet  
Web

cloud computing  
convergence  
Web 2.0  
social media  
sharing economy  
virtual reality

ubiquitous computing  
augmented reality  
Internet of Things  
virtual assistant  
voice as a user interface  
autonomous vehicles



## The Digital Revolution

The **digital revolution** is an ongoing process of social, political, and economic change brought about by digital technology, such as microchips, computers, and the Internet.

► **What is digital? Digital** is a type of technology that represents written, visual, audio, and quantitative data as numbers, such as 1s and 0s. The word *digital* comes from the root *digit*. In the language of mathematics, a digit is the symbol used to write the numerals 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9.

Like the agricultural revolution and the industrial revolution, the digital revolution offers advantages but requires adaptations. Digital innovations challenge the status quo and require societies to make adjustments to traditions, lifestyles, and legislation.

Digital devices were originally called *computer hardware* or *computing machines*. The programs and data they contain were referred to as *computer software*. The software that runs on today's smartphones and tablet devices has come to be known as *apps*.

The technology driving the digital revolution is based on digital electronics and the idea that electrical signals can represent data, such as numbers, words, pictures, and music. We often call this data **digital content**.

► **What is the significance of digital content?** An interesting characteristic of digital content is that it can be easily duplicated with no loss of quality. Before digital technology, photocopies of paper documents usually looked blurred. Copying a movie on videotape reduced its quality, and every subsequent copy became progressively worse. Now, digital copies are essentially indistinguishable from originals, which has created new possibilities for content distribution on platforms such as Apple Music and Netflix.

Digital devices, including computers and smartphones, transformed our world. Without them, your favorite form of entertainment would probably be foosball, and you'd be listening to a bulky old Victrola instead of your sleek smartphone (Figure 1).

**Figure 1: Is music cheaper today?**

# 1922

For \$1.00, you could purchase a record containing two songs.  
That's **\$14.11** in today's money.



# 2022

On iTunes, one song costs \$1.29.  
Two songs cost only **\$2.58** today.



### Try It!

Music is less expensive today than it was back in 1922, but what about books? Can you find the price of a book during the 1920s and the price of an equivalent Kindle book today? Don't forget to convert the cost into today's dollars. (Search online for *inflation calculator*.)

## Data Processing

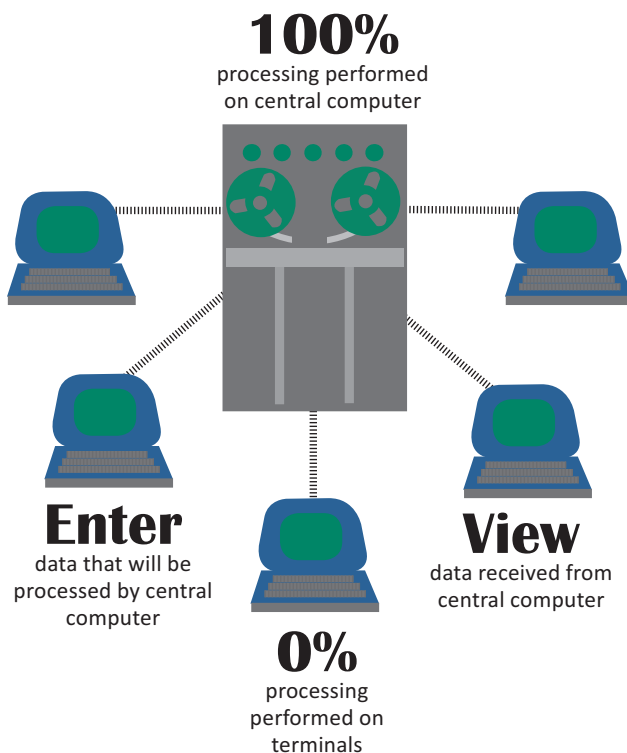
Some historians mark the 1980s as the beginning of the digital revolution, but engineers built the first digital computers during World War II for breaking codes and calculating missile trajectories. In the 1950s, computers were marketed for business applications, such as payroll and inventory management.

► **What was computing like back then?** In the first phase of the digital revolution, computers were huge, complex, and expensive devices that stored data on reels of magnetic tape. They existed in limited numbers and were primarily housed in big corporations and government agencies. Computers were operated by trained technicians. Each computer installation required specialized software. The thought that computers might someday be used by millions of people in their homes was only a glimmer of an idea in the minds of science fiction writers.

One drawback to computer use was the **user interface**, the mechanism for entering and viewing data. Back then, processing components for computers were housed in closet-sized cabinets. The main computer unit was separate from the devices used for input and output. Initially, data was entered on punched cards and results were printed on continuous form paper. Later, computers were accessed using the keyboard and display screen of a terminal. A **computer terminal** has little processing capability of its own, so it was simply used to enter data and view results produced by software that ran on the main computer (Figure 2).

This method of computing, in which a main computer holds all of the data and performs all of the processing, is called **centralized computing**. It was the main technology model used during the data processing era. Devices such as terminals and printers were connected to a centralized computer with cables, as shown in Figure 2.

**Figure 2: Centralized computing**



### QuickCheck

Data processing was characterized by \_\_\_\_\_.

- centralized computing
- primitive digital devices such as calculators and watches
- standalone computers such as Apple IIs and IBM PCs
- local software and data storage

### Try It!

A computer terminal, like the one shown below, is an input and output device that depends on a centralized “host” computer for processing and storing data. Can you identify similarities between these old-fashioned devices and the way today’s digital devices interact with the Internet?



► **Who had access to computers?** During the antiestablishment era of the 1960s, the digital revolution was beginning to transform organizations, but ordinary people had little direct contact with computers.

As with many new technologies, computers were initially viewed with suspicion by consumers. IBM's corporate slogan "THINK" conveyed to some people a disturbing image of giant machine brains.

Computers seemed remote. They were housed out of sight in special facilities and were inaccessible to ordinary people. Computers also seemed impersonal. To uniquely identify an individual, computers used a sequence of numbers such as a Social Security number. The fact that computers tracked people by numbers, rather than by their names, alienated many students and workers.

In the 1960s, computers and punched cards became a symbol of the establishment. Students were uncomfortable with the use of punched cards for storing academic records (Figure 3). The leader of a protest on the University of California, Berkeley campus complained, "You're processed. You become a number on a set of file cards that go through an IBM machine."

► **What is data processing?** Throughout the first phase of the digital revolution, businesses adopted computers with increasing enthusiasm based on benefits such as cutting costs and managing mountains of data. Computers and data processing became crucial tools for effective business operations. **Data processing** is based on an input-processing-output cycle. Data goes into a computer, it is processed, and then it is output (Figure 4).

The data processing era lasted from the 1940s through the 1970s. Data processing installations still exist today, but other technologies emerged, making computing available to a more diverse group of users.

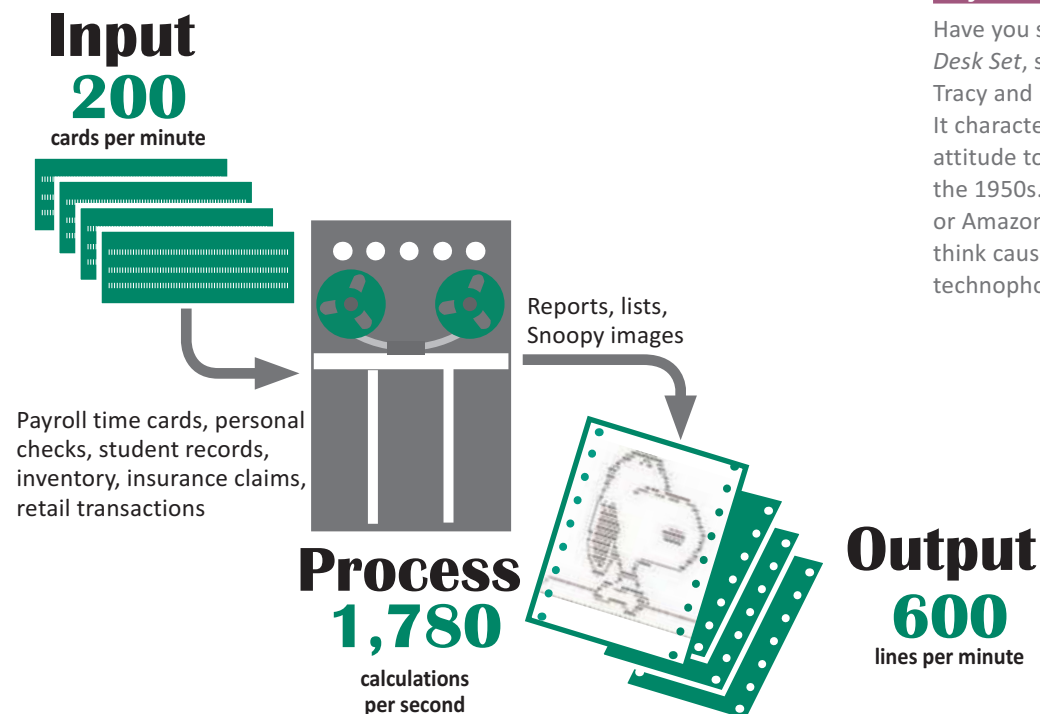
### Figure 3: Antiestablishment protests

In the 1950s and 1960s, data used by government and business computers was coded onto punched cards that contained the warning "Do not fold, tear, or mutilate this card." Similar slogans were used by protesters who were concerned that computers would have a dehumanizing effect on society.

I AM A STUDENT.  
DO NOT FOLD,  
SPINDLE, OR  
MUTILATE.

Intro

Figure 4: Data processing



### Try It!

Have you seen the classic film *Desk Set*, starring Spencer Tracy and Katharine Hepburn? It characterizes the public's attitude toward computers in the 1950s. Look for it on Netflix or Amazon Prime. What do you think caused such widespread technophobia?

## Personal Computing

Digital devices were first available to consumers in the 1970s, when handheld calculators and digital watches hit store shelves. The first personal computers made their debut in 1976, but sales got off to a slow start. Without compelling software applications, personal computers, such as the Apple II and IBM PC, seemed to offer little for their \$3,000 price tag. As the variety of software increased, however, consumer interest grew.

► **What is personal computing?** The second phase of the digital revolution, **personal computing**, is characterized by standalone computers powered by local software. **Local software** refers to any software that is installed on a computer's storage device. Today, local software resides on hard disks, solid state drives, and flash drives. In the personal computing era, local software was often stored on floppy disks.

During this phase of the digital revolution, computers were used to enhance productivity. Writing, gathering numbers into uncomplicated charts, and scheduling were popular computer-based activities. Computers and videogame machines emerged as entertainment devices, and the game industry drove the development of ever faster and more sophisticated digital components.

During the personal computing phase of the digital revolution, computers were not connected to networks, so they were essentially self-contained units that allowed users to interact only with installed software. On the business front, centralized computer systems continued to run payroll, inventory, and financial software. Some managers used personal computers and spreadsheet software to crunch numbers for business planning.

If you had owned a computer back in the second phase of the digital revolution, it was probably a standalone machine with primitive sound capabilities. The display device looked like an old-fashioned television (Figure 5).

### QuickCheck

Personal computing was characterized by \_\_\_\_\_.

- software housed on a centralized computer
- sophisticated software applications
- storing data in the cloud
- local software and data storage

### Try It!

Imagine that there is no Internet. Take a look at your computer and make a quick list of programs that you'd be able to use in a world without the Internet.

**Figure 5: Personal computing circa 1985**





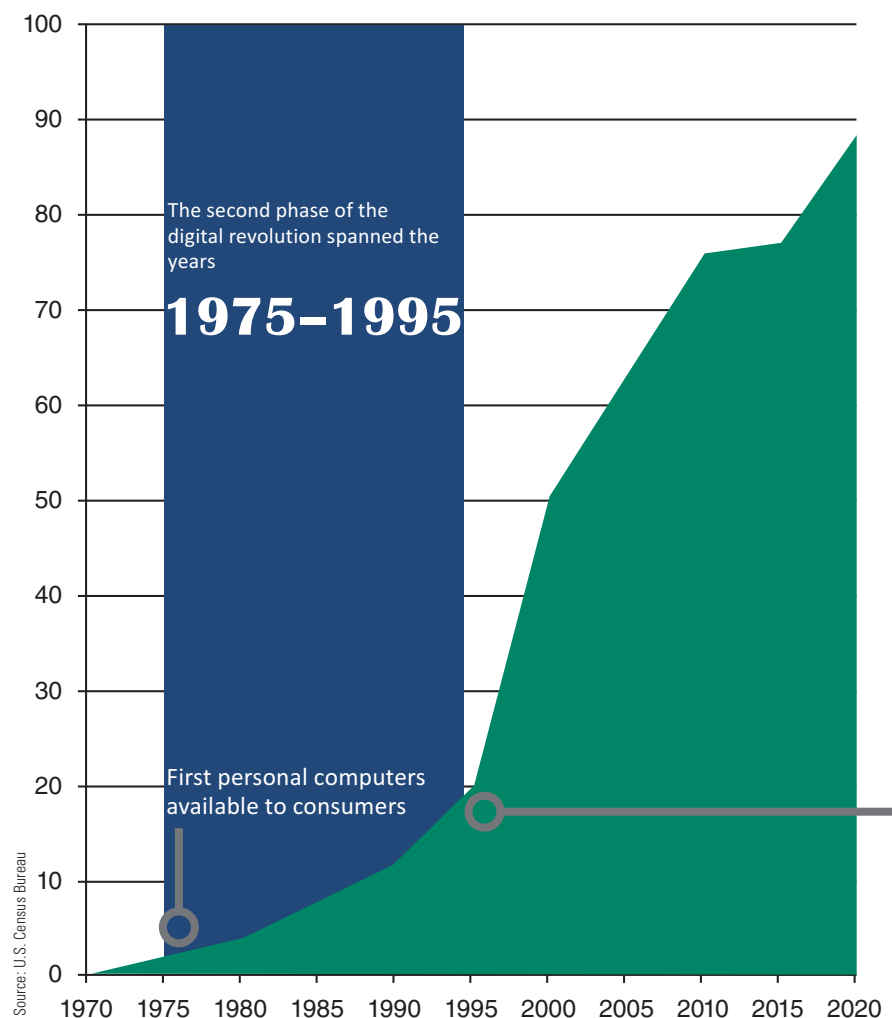
► **How extensive was computer use?** In contrast to the corporate focus of the data processing phase, personal computing promised to put the power of digital devices in the hands of ordinary people. Computers were no longer a symbol of the corporate establishment. As a new generation of computing devices evolved, IBM's "THINK" slogan was upstaged by Apple's message: "Think Different."

The promise of populist computing, however, was not backed up with compelling reasons to invest in a computer. In 1982, fewer than 10% of U.S. households had a computer. Working on a standalone computer wasn't for everyone. People without an interest in typing up corporate reports or school papers, crunching numbers for accounting, or playing computer games weren't tempted to become active in the digital revolution.

Social scientists even worried that if personal computing became widespread, people would become increasingly isolated as they focused on computer activities rather than social ones. Although rudimentary email systems existed on centralized corporate computers, home computers were not connected, so there was no way to transmit email messages among them.

► **How long was the second phase of the digital revolution?** Computer ownership increased at a gradual pace until the mid-1990s, and then it accelerated into the third phase of the digital revolution (Figure 6).

**Figure 6: Personal computer ownership (percent of U.S. households)**



### QuickCheck

What problem arising from personal computing worried social scientists?

- Big corporations spying on customer behavior
- Increasing isolation as people spent more and more time using a computer
- Privacy
- Piracy

### QuickCheck

During the second phase of the digital revolution, which one of the following was making news headlines?

- A new band called The Beatles
- The first space flights
- Think Different
- WikiLeaks

Personal computer ownership took off after the Internet opened to public use

Intro

## Network Computing

The third phase of the digital revolution materialized as computers became networked and when the Internet was opened to public use. A **computer network** is a group of computers linked together to share data and resources.

► **What kinds of networks were available?** Network technology existed before the Internet became popular, but these networks were mainly deployed to connect computers within a school or business. For the most part, these networks connected devices using cables; wireless networks were not available.

During this era, networks were complicated to set up and were often unreliable. Before the Internet opened to public use, online services such as CompuServe and America Online operated centralized computer networks that could be accessed by the public from dial-up modems.

► **What role did the Internet play?** The **Internet** is a global computer network that was originally developed as a military project and was later handed over to the National Science Foundation for research and academic use. When restrictions on commercial use of the Internet were lifted in the early 1990s, newly emerged ISPs offered fee-based Internet access. America Online, CompuServe, and other online services expanded to offer Internet-based chat and Web access. Excerpts from the AOL ad in Figure 7 may help you to appreciate the digital environment during this phase of the digital revolution.

### Try It!

Internet connections were initially made over telephone lines with a device called an acoustic modem. You'll be surprised to see how these modems work. Search for a photo of one online. Could you use this type of modem with your smartphone?

**Figure 7: Using an online service in the 1990s**



Step 1: Mail in your application and wait to receive your software.



Step 2: Your software arrives on a floppy disk. Insert it in the disk drive and install it.



Step 3: Fire up the software and your modem to make a connection. If you have an acoustic modem, put your telephone handset into it.



Step 4: Download software, send email, post messages, and mingle with people from all over the world in online chat rooms.

### Own a Modem?

*Try America Online for FREE*

If you own a computer and modem, we invite you to take this opportunity to **try the nation's most exciting online service**.

Build a software library by downloading selected files from a library of thousands—productivity software, games, and more!

Get computing support from industry experts at online conferences and through easy-to-use message boards.

**DETACH AND MAIL TODAY**

**YES**, I want to try America Online! Send me FREE software and a FREE trial membership to try the service.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Disk type and size:     5.25                       3.5

High Density                       Double Density

Source: *Wired*, May 1993

► **What about the Web?** When historians look back on the digital revolution, they are certain to identify the Web as a major transformative influence. The **Web** (short for *World Wide Web*) is a collection of linked documents, graphics, and audio that can be accessed over the Internet.

A key aspect of the Web is that it adds content and substance to the Internet. Without the Web, the Internet would be like a library without any books or a railroad without any trains. Online storefronts, auction sites, news, sports, travel reservations, and music downloads made the Web a compelling digital technology for just about everyone.

► **So what was computing like during this phase?** From 1995 to 2010, computing was characterized by the increasing use of laptops (Figure 8) and the following elements:

**Sophisticated software.** The network computing phase may have been the peak for productivity software. Computer owners amassed large collections of software, purchased in boxes containing multiple distribution CDs. Software such as Microsoft Office, Norton’s Internet Security suite, and Corel Digital Studio required local installation and provided more features than most people had any desire to use. This trend reverses during the next phase of the digital revolution, when applications become simpler and more focused on specific tasks.

**Stationary Internet access.** Even as laptop computers began to displace desktop models, connecting to the Internet required a cable that effectively tethered computers to a nearby phone jack or cable outlet. In the next phase of the digital revolution, Internet access breaks free from cables and goes mobile.

**Online communication.** Email was the first widespread technology used to communicate over the Internet. Online services such as CompuServe and AOL pioneered chat rooms, which were primitive versions of Google Hangouts. Early forums and message boards were similar to Facebook timelines. A technology called Voice over IP allowed participants to bypass the telephone company to make phone calls over the Internet. That technology eventually developed into Skype and similar video chat services.

**Multiplayer games.** Sophisticated computer games reached a peak during the network phase of the digital revolution. Audio and visual hardware components improved to support video-realistic game environments, artificial intelligence opponents, and multiple players logging in remotely and chatting with other players over headsets. In the next phase, mobile devices become popular gaming platforms, but hardware limitations restrict the feature set.

**Music downloads.** During the network computing phase, an online business called Napster pioneered the concept of sharing and downloading music. Subscribers exchanged millions of music files, which they played through the speakers of their computers. The music was protected by copyright, however, making sharing and distribution illegal. This type of file sharing activity and rampant software piracy became one of the defining problems associated with the network phase of the digital revolution.

iTunes and other services for legally downloading music soon appeared, along with dedicated playback devices, such as the iPod. Video distribution over the Internet lagged behind until connection speeds increased in the next phase of the digital revolution.

## QuickCheck

The Web and the Internet are not the same. Why?

- The Internet is a communication network, but the Web consists of content that is distributed by the Internet.
- The Internet consists of sites such as Twitter and Facebook, whereas the Web links devices such as iPods and computers.

## Intro

### Figure 8: Laptops

Laptop computers were the primary devices for accessing the Internet prior to 2010. User interfaces evolved to include color, graphics, and mice.

