# Contents

<table>
<thead>
<tr>
<th>Map of the book</th>
<th>iv</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanks and acknowledgments</td>
<td>viii</td>
</tr>
</tbody>
</table>

## Module 1 Computers today
- Unit 1 Living in a digital age  
- Unit 2 Computer essentials  
- Unit 3 Inside the system  
- Unit 4 Buying a computer  

## Module 2 Input/Output devices
- Unit 5 Type, click and talk!  
- Unit 6 Capture your favourite image  
- Unit 7 Display screens and ergonomics  
- Unit 8 Choosing a printer  
- Unit 9 Devices for the disabled  

## Module 3 Storage devices
- Unit 10 Magnetic storage  
- Unit 11 Optical storage  
- Unit 12 Flash memory  

## Module 4 Basic software
- Unit 13 The operating system (OS)  
- Unit 14 Word processing (WP)  
- Unit 15 Spreadsheets and databases  

## Module 5 Faces of the Internet
- Unit 16 The Internet and email  
- Unit 17 The Web  
- Unit 18 Chat and conferencing  
- Unit 19 Internet security  

## Module 6 Creative software
- Unit 20 Graphics and design  
- Unit 21 Desktop publishing  
- Unit 22 Multimedia  
- Unit 23 Web design  

## Module 7 Programming / Jobs in ICT
- Unit 24 Program design and computer languages  
- Unit 25 Java™  
- Unit 26 Jobs in ICT  

## Module 8 Computers tomorrow
- Unit 27 Communication systems  
- Unit 28 Networks  
- Unit 29 Video games  
- Unit 30 New technologies  

## Appendix: a model CV

## Glossary

## Irregular Verbs

## Acronyms and abbreviations