

R. NOREL
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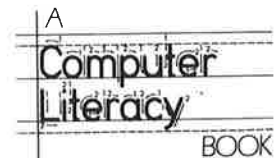
Computer Literacy^{T.M.}

A Hands-On Approach

First Apple Edition

Arthur Luehrmann

Herbert Peckham



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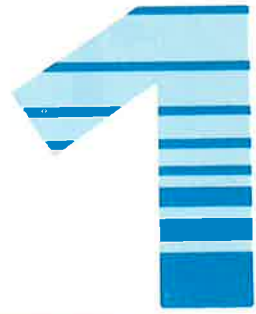
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Taking Control

Computers are everywhere. There is one in every digital watch and every pocket calculator. New cars, television sets, microwave ovens, and typewriters often have computers. Without computers, there would be no video games and no electronic toys. At the office, computers help people type, file information, and send messages back and forth. In the factory, computers guide robot arms that build cars.

Slaves or masters? Computers are making revolutionary changes in the way we live, play, and work. Are these good changes? Some people worry that we may become slaves to this new machine, totally dependent on it and no longer in control of our own lives. Others see a brighter future in which people are masters and machines are helpers. Which future will actually happen?

Computer literacy The answer to that question depends on what you decide to do about the computer. You can decide that computers are too difficult and leave the whole subject in the hands of the “experts.” Or you can decide to learn about computers and take control of them yourself. In other words, you can become **computer literate**.

Literacy and freedom It took you many years to master the skills of reading and writing, but these skills gave you *freedom*. You do not have to depend on others to read street signs for you, or to tell you the latest news, or to write your letters to friends or representatives in Congress. You do not have to trust experts: You are *literate*. In the same way, your “math literacy” gave you freedom: You do not have to trust a math expert to tell you whether three oranges for 80 cents is a better buy than one orange for 25 cents. You are in control.

Controlling the computer Computer literacy is like these other skills: It takes time and practice to learn, but it puts you in control of the computer and frees you from having to depend on and trust a computer expert. When you become computer literate, you will know two important things: (1) what things a computer *can* do and (2) how to tell a computer to do the things *you* want it to do.