

CONTENTS

Chapter 1 Introduction	1
Chapter 2 Hardware: The Peripheral Devices	18
Chapter 3 The Central Processing Unit and the Operating System	44
Chapter 4 Software	60
Chapter 5 The Programming Process	81
Chapter 6 Microcomputers	104
Chapter 7 File organization	124
Chapter 8 Database	137
Chapter 9 Microcomputer Applications	150
Chapter 10 Telecommunications	170
Chapter 11 Office Automation	186
Chapter 12 trends	203
Appendix A BASIC	215
Appendix B Data Representation	229
Glossary	240
Index	250