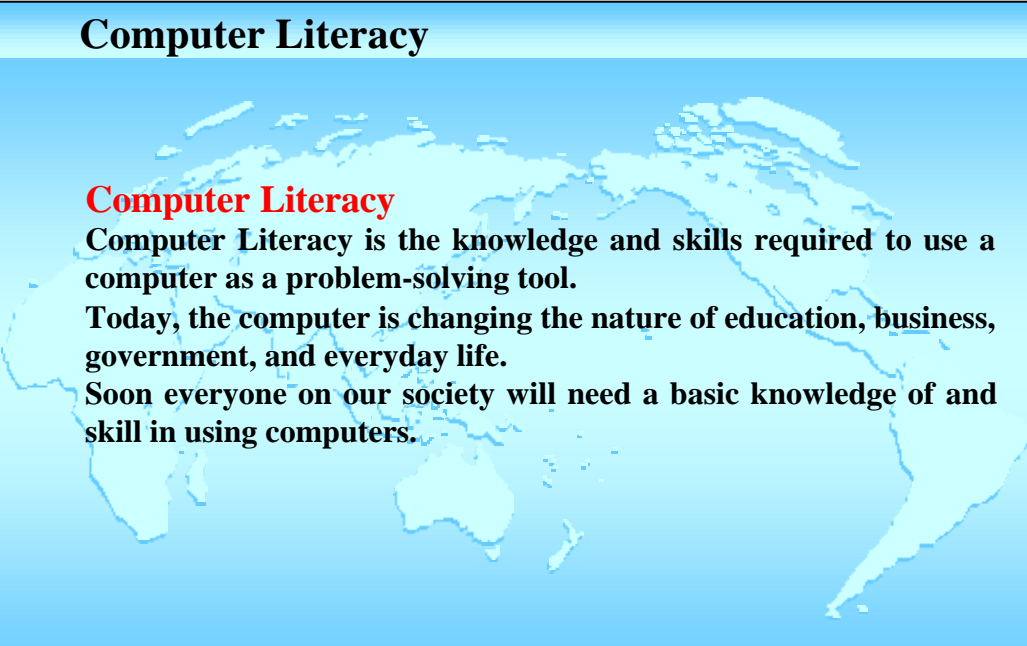




**忍のITコラム」
第2回**
Computer Literacy

2000年10月 Written by Shinobu 1

Computer Literacy



Computer Literacy
Computer Literacy is the knowledge and skills required to use a computer as a problem-solving tool.
Today, the computer is changing the nature of education, business, government, and everyday life.
Soon everyone on our society will need a basic knowledge of and skill in using computers.

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Computer Literacy

A common-sense approach to computer literacy is to

- Read about computers.
- Use computers.
- Develop applications.

Keep in mind that not everyone needs to be computer literacy to the same degree.

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Computer Literacy

Read about computers

The day will come when computers will be just like other consumer products. You will buy them , take them out of their box, read a few simple directions on a single sheet of paper, and begin using them immediately.

Because this is not the case today, reading is an excellent way to acquire basic knowledge about computers and their uses.

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Computer Literacy

Two approaches for reading about computers. (1/2)

As a novice, the first approach is to gather knowledge.

This book that I am using helps you to understand the specialized language of computers.

Discovering a new language for communicating knowledge about something means discovering a new tool for solving problems.

You should also start to read computer magazines. The field of computers changes rapidly. Because magazines are more current than books, they are sometimes better indicators of new trends.

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Computer Literacy

Two approaches for reading about computers. (2/2)

After you have gained general knowledge, your second reading approach may be to learn about a specific computer or program.

The books and manuals that accompany a computer-related product are called documentation.

All computer-related products should at least have a quick reference guide or card that summarizes the important instructions, a training manual, and a reference manual.

It's a good idea to look at the documentation before you get started.

Then when you begin to use a computer, you can use the documentation to help you answer questions.

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Computer Literacy

Use computers (1/3)

In the beginning, it does not matter where you start. In fact, many low-cost commercial software packages are designed to help you get started with computers.

For example, use one of the game packages to play an adventure game. Try an educational package for drill and practice in spelling or arithmetic. Use a word processor to write a letter to a friend. These experiments will show you that the computer is not intimidating.

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Computer Literacy

Use computers (2/3)

A tutorial might help you to learn about a computer program that contains step-by-step directions for learning how to use a computer or a computer program. Sitting at the computer and practicing while following the directions that appear on the computer's display screen is an effective method of introduction.

With a good tutorial, you can teach yourself the fundamentals of a computer or computer program in a few hours through real hands-on experience.

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Use computers (3/3)

The vast majority of today's computer users buy ready-made applications.

One such application, a spreadsheet, enable you to organize numbers and formulas into rows and columns of cells, similar to the paper spreadsheets that have been used in businesses for years.

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Computer Literacy

Develop applications (1/2)

After you become familiar with computers by using them, you may find that the problems you need to solve require the next level of computer literacy – developing applications.

For example, suppose you are in the process of using a spreadsheet to solve a particular problem and discover that there are no ready-made tools to fit your specific needs. In such case, you can customize the solution to the problem using the more advanced features and tools that are available.

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Develop applications (2/2)

Most general-purpose applications (e.g., word processors, spreadsheets, and databases) contain built-in tools such as macros, application generators, and programming languages, all of which are used in varying degrees to develop sets of instructions that tell the application what to do.

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Computer Literacy

In Conclusion for Computer Literacy

You do not have to learn how to develop your own applications to use a computer.

Just as the person who is literate in the traditional sense might never write a novel, so the computer-literate person might never develop an application.

But in many ways, computers are like musical instruments in that they are a medium of expression.

Learning how to use the more advanced tools allows you to take full advantage of the computer's expressive power.

2000年10月

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