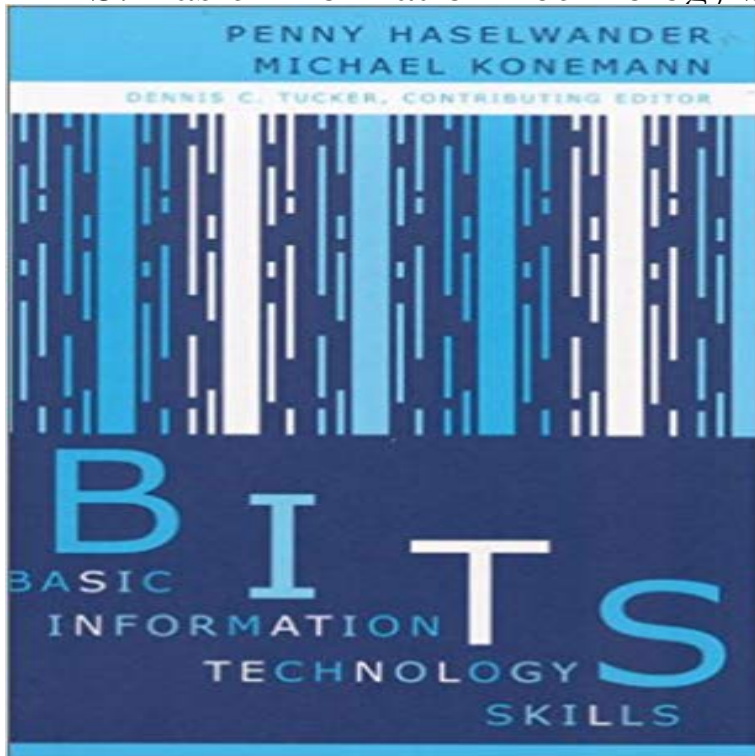


# BITS: Basic Information Technology Skills



With the rapid advances in hardware and software over the past decade, technology is playing an increasingly important role in the day-to-day lives of everyone. Networking and the vast repositories of information, knowledge and people available on the Internet are forcing professionals to modify their working style in order to stay competitive. BITS is an easy introduction to computer operations, Internet skills and basic word processing, and a useful resource for those who have not used a computer system extensively or recently. The authors provide clear instructions, diagrams, and exercises to make this pool of information easily accessible. Specific topics include understanding hardware, software, and using files; networks (including LAN, WAN and the Internet), network resources and applications, and email. Finding information online using library websites and search engines, understanding word processing using Microsoft Word; creating Web pages with Microsoft FrontPage. Targeted at students, professionals, or anyone interested in improving their computer skills.

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