

Index

A

abbreviations, 237, 293
access point (AP), 257, 263
accessories, 47, 175, 188–189
account passwords, security, 294
accounts, e-mail, 232
active matrix, LCD type, 185
activity light, computer case, 14
ad hoc networks, Bluetooth technology, 255
Ad-Aware, spyware detection/prevention, 282
add-on keyboard, handheld PCs, 54
address bar, Internet Explorer, 217
Address Book, Mac OS X Dock, 95
address books, e-mail address storage, 235
addresses, 234–235, 259, 287
Adobe Illustrator, graphics software, 41
Adobe PageMaker, desktop publishing program, 138
Adobe Photoshop Elements, photo-editing software, 41
Adobe Premier, digital video editor, 165
AIFF format, digital audio, 167
all-in-one printers, 13, 39
Alt key, keyboard component, 52
AMD, CPU manufacturer, 25, 35
amplitude, digital audio, 166
animations, presentation programs, 133
antivirus software, Internet program downloads, 120
AOL Instant Messenger, 246
Apple iPod, digital audio player, 160
Apple Mac OS X icon, Mac OS X Dock, 95
AppleWorks suite, 124, 128, 132, 134, 136
Application key, keyboard component, 53
application software, 17, 23, 93. *See also* programs
Applications window, program startup (Mac OS X), 97
appointments, network collaboration, 154
area codes, dial-up accounts, 203
Arrow keys, keyboard component, 53
artwork, word processor insertion, 126
at (@) symbol, e-mail address conventions, 234
Athlon, AMD CPU, 25, 35
attachments, 237–238, 240, 245, 288–289
AU format, digital audio, 167
audio. *See* digital audio
audio accessories, 40
audio chats, instant messaging, 249
AutoPlay window, 62–63
AutoSum button, spreadsheet calculations, 130

B

backbones, Internet connections, 196
Backspace key, 34, 53
backups, 21, 143, 276–277
bad sectors, hard drives, 270

bandwidth, personal Web pages, 229
batteries, 180–183, 252
Battery Meter icon, 181
binary digit (bits), memory chips, 27
bit depth, digital image quality, 162
bit rate, 166, 169
bitmap (BMP) format, digital images, 163
bits (binary digit), memory chips, 27
Blackberry, 192–193
blogs, 221, 229
Bluetooth, wireless computing, 255, 257
bounced messages, e-mail, 235
bridge, internetworks, 145
broadband access, 196, 199, 204–205, 258–259
buddy lists, instant messaging, 247
bugs, operating system updates, 268
bulleted lists, word processors, 125
bus, CPU data pathway, 25
buying/selling, computer uses, 9
bytes, memory chips, 27

C

cable systems, broadband Internet connections, 196, 199
cables, 144, 146, 171–172, 179, 196, 252, 258
cache, CPU storage, 25
cache memory, 35
capitalization, e-mail netiquette, 240
Caps Lock key, keyboard component, 52
carbon copy (Cc), e-mail messages, 237
carrying cases, portable computers, 188
cathode ray tube (CRT) monitors, 38, 184
CD case, software product key/serial number, 119
CD drives, 14, 21, 29, 37, 60–61, 118, 142
CDs, data storage, 29, 37
Celeron, Intel CPU, 25, 35
cell addresses, spreadsheets, 128
cell formatting, spreadsheets, 131
cells, spreadsheet element, 128
cellular, wireless computing technology, 255
central processing unit (CPU), 16, 24–25, 35
Centrino, CPU, 35
chairs, work area guidelines, 46
characters, deleting, 84, 108
Charged Coupling Device (CCD), digital video cameras, 156
charts, spreadsheets, 131
chat rooms, 159, 227, 248–249, 284
check boxes, dialog boxes, 74, 103
Check Disk, hard drive error checking, 271
Check Point, ZoneAlarm firewall, 149
children, Web security concerns, 284–285
chips, memory, 27
circuit boards, internal hardware, 16

cleaning, mouse ball, 59
 click, mouse technique, 56
 click and drag, mouse technique, 57
 client/server, 147–148
 clip art, word processor insertion, 126
 Close box, Windows Vista programs, 71
 Close button, Mac OS X programs, 99
 clusters, hard drives, 272
 collaboration, 142, 150–151, 154
 color quality, digital images, 162
 colors, bit depth, 162
 columns, spreadsheet element, 128, 131
 combo boxes, dialog box input, 74, 77
 command buttons, dialog boxes, 75, 102
 Command key, Macintosh keyboard, 55
 commands, 72–73, 100
 communications, 8, 150, 159. *See also* online communications
 CompactFlash cards, 31, 155, 160
 component positioning, computer setup guidelines, 47
 components, computer, 48–49
 compression, 162, 165
 computers. *See also* Macintosh; Windows PC
 accessories, 13
 benefits, 5
 component connection guidelines, 48–49
 components, 12
 described, 4
 external hardware, 16
 first time startup, 50–51
 internal hardware, 16
 locking, 294
 maintenance tasks, 268–277
 network gateways, 145
 restarting properly, 64
 shutting down properly, 65
 software types, 17
 types, 10–11, 34
 uses, 6–9
 Connect to the Internet Wizard, 202–207
 contact lists, instant messaging, 247, 248
 Content Advisor, children’s protection, 284
 content filters, children’s protection, 285
 conversations, online communications, 248–249
 Cookie Pal, cookie manager, 283
 cookies, security issues, 283
 cooling pads, portable computers, 189
 Copy Items dialog box, 88
 copyrights, digital audio, 167
 Core 2 Duo, Intel CPU, 25, 35
 Corel Paint Shop Pro, graphics software, 41
 Corel Paradox, database program, 134
 Corel Presentations, presentation program, 132

Corel Quattro Pro, spreadsheet program, 128
 Corel WordPerfect, word processor program, 124
 courtesy copy, e-mail messages, 237
 CPU. *See* central processing unit
 Creative Labs Zen Vision, digital audio player, 160
 Ctrl key, keyboard component, 52
 current link, Internet Explorer, 217
 CyberPatrol, children’s protection, 285
 CYBERSitter, 285
 cycling, notebook batteries, 181

D

Dashboard, Mac OS X Dock, 95
 data, spreadsheet entry, 129
 data flow, CPU (central processing unit) function, 24
 data input, 20, 23
 data output, 21, 23
 data queries, database programs, 135
 data storage, 7, 28–31
 database programs, 134–136
 date/time display, Windows Vista, 68
 dating services, World Wide Web, 226
 defragmentation, hard drives, 272–273
 Delete key, 53, 84, 108
 delete permission, network security, 149
 Dell Latitude X1, sub-notebook, 192
 designs, desktop publishing program, 138
 desks, work area guidelines, 46
 desktop, 68, 94
 desktop computers, 10, 34
 desktop icons, 68, 94
 desktop publishing program, 9, 138–139
 device drivers, operating system communications, 23
 dialog boxes, 74–77, 102–103
 dial-up access, Internet connections, 196, 199
 dial-up connections, Internet setup, 202–203
 differential backups, 276
 digest versions, mailing lists, 243
 digit substitution, strong passwords, 293
 digital audio, 160–161, 166–169
 digital camera, 20, 154–155
 digital ID, e-mail privacy, 291
 digital images, 154–155, 162–163
 digital media, 9, 264
 digital media player, streaming media, 264
 digital pens, tablet PC, 11
 digital photos, word processor insertion, 126
 digital sampling, digital audio, 166
 digital subscriber line (DSL), broadband Internet, 196, 199
 digital video, 156–157, 164–165
 digital video cameras, 156–157
 directories, 215, 219

Index

directory services, e-mail address search, 235
discs, software product key/serial number, 119
discussion boards, information exchanges, 227
discussion groups. *See* mailing lists
Disk Cleanup, hard drive maintenance, 274–275
disk drives, 16, 21
Diskeeper, hard drive defragmenter, 273
display. *See* monitors
Dock, Mac OS X, 94–98
docking stations, portable computers, 189
document routing, network collaboration, 151
document scanner, 20, 142
Documents folder, opening documents (Windows Vista), 81
documents
 clearing history, 295
 computer uses, 6
 copying/pasting text, 86, 110
 cutting/pasting text, 87, 111
 editing (Windows Vista), 84–87
 file naming conventions, 78
 opening, 80–81, 105
 previewing before printing (Mac OS X), 107
 printing, 82–83, 106–107
 saving, 78–69, 104
 text editing (Mac OS X), 108–111
 word processor creation, 124–127
domain names, 215, 229, 234
dot pitch, monitors, 38
dots per inch (dpi), printer resolution, 39
double-click, mouse technique, 56
downloading/installing programs, 119–121
drawing programs, drawing/painting pictures, 136
drive speeds, 29–30
drop-down list boxes, dialog box input, 74, 77
drop-down menus, Windows Vista commands, 72
dual inline memory module (DIMM), memory chips, 27
dumpster diving, password security concerns, 293
DVD case, software product key/serial number, 119
DVD drives, 14, 21, 30, 37, 60–61, 117, 142
DVDs, data storage, 30
Dynamic Host Configuration Protocol (DHCP), 259
dynamic IP address, wireless gateways, 259

E

Easy Message, cross-platform instant messaging, 246
e-commerce, online shopping, 224–225
edit permission, network security, 149
education, 7, 285
educational software, 41
e-mail, 119, 158, 197, 227, 232, 234–241, 287–291
emoticons, e-mail messages, 237

Encarta Reference Library, educational software, 41
encryption, 262, 291, 295
Encyclopedia Britannica, educational software, 41
Enter key, 53
Entertainment Software Rating Board (ESRB), 175
ergonomic keyboards, RSI (repetitive stress injury) reduction, 54
ergonomics, work area guidelines, 46–47
Esc key, 52
Ethernet, network configuration, 147
Ethernet port, computer case, 15
exercise, notebook batteries, 182
expandability, computer purchasing considerations, 42
external hard drives, data storage device, 28
external hardware, computer peripherals, 16
external modems, connection guidelines, 49
e-zines, online magazines, 220

F

Fast Ethernet, network configuration, 147
fiber-optic cables, Internet backbone, 196
fiber-optic phone lines, WAN (wide area network), 146
field names, database programs, 134
fields, database programs, 134
file formats, 160, 163, 165, 167
file management, operating system function, 22
file permissions, security, 295
file system errors, hard drives, 270
files
 backups, 276–277
 copying, 88, 112
 deleting, 91, 115
 described, 22
 Disk Cleanup, 274–275
 document types (Windows Vista), 79
 downloading/installing Internet programs, 119–121
 e-mail attachments, 237
 encrypting, 295
 instant messaging, 249
 moving, 89, 113
 naming conventions (Windows Vista), 78, 90
 network sharing, 142
 opening documents (Windows Vista), 80–81
 renaming, 90, 114
filters, privacy, 189
financial management, computer uses, 6
Finder, 95–96
Firefox, 215–216, 282–283
firewalls, 149, 210–211, 280–281
FireWire (IEEE 1394), 15, 157, 171–172
flaming, e-mail netiquette, 241
flash drives, removable data storage media, 31

- flash memory, digital audio players, 160
- floppy disks, data storage, 31
- floppy drives, 21, 31
- Flybook, sub-notebook, 192
- FM antenna port, computer case, 15
- FM radio quality (64 Kbps), digital audio, 166
- Fn key, notebooks, 54
- fonts, word processor documents, 124
- forms, database programs, 135
- formulas, spreadsheets, 129
- forums, World Wide Web, 227
- frame rates, digital video, 164
- frames per second (fps), digital video, 164
- Frequently Asked Questions (FAQs), mailing lists, 244
- front access ports, computer case, 14
- front side bus (FSB), CPU data pathway, 25
- full-motion video, 30 fps, 164
- full-screen video, digital video sizes, 164
- function keys, keyboard component, 52
- functions, spreadsheets, 129

G

- game controller, 13, 20, 253, 256
- game play, computer uses, 9
- gaming consoles, 174–175
- GarageBand, Mac OS X Dock, 95
- gateways, 145, 257–259, 262
- genealogy, World Wide Web research resource, 223
- GeoTrust, digital ID, 291
- Gibson Research Corporation's ShieldsUP!, firewall testing, 281
- gigabyte (GB), memory chips, 27
- gigahertz (GHz), CPU speed, 25
- government resources, World Wide Web research resource, 223
- grammar checking, word processors, 127
- graphics, memory requirements, 36
- graphics cards. *See* video cards
- graphics software, 41
- groupware, network collaboration, 154

H

- HackerWhacker, firewall testing service, 281
- half-notebooks, 192
- handheld devices, wireless computing, 256
- handheld PCs, 11, 34, 54, 192–193
- handwritten text, Tablet PCs, 190–191
- hard copy, printer output, 21
- hard drives, 28, 37, 142, 160, 173, 270–275
- hardware, 16
- headphones, connection guidelines, 49
- hertz (Hz), CPU speed, 25
- hibernate mode, battery life extender, 182
- HistoryKill, cookie manager, 283

- hits, Web site search results display, 219
- horizontal scrollbar, Mac OS X programs, 99
- Hotmail.com, Web-based e-mail, 232
- hotspots, wireless computing, 254
- HTML editor, Web page creation tool, 228
- https, secure sites, 225, 283
- Hypertext Transfer Protocol (http), URL conventions, 215

I

- iCal, Mac OS X Dock, 95
- iChat, 95, 159, 246
- icons, adding to the Dock, 97
- ICQ, instant messaging, 246
- iDefrag, hard drive defragmenter, 273
- iDVD, Mac OS X Dock, 95
- IEEE 1394. *See* FireWire
- iLink, 157, 171–172
- image editors, 136–137
- images, 126, 136–137, 139, 154–155, 284, 287. *See also* digital images
- iMovie, digital video editor, 165
- iMovie HD, Mac OS X Dock, 95
- incoming mail server, e-mail, 232
- incremental backups, 276
- information, children's protection, 284
- infrared, wireless computing technology, 255
- in-home installation, computer purchasing considerations, 42
- inkjet printers, 39
- input devices, 20, 253, 256
- installation, computer purchasing considerations, 42
- instant messaging, 197, 247–249
- Intel, CPU manufacturer, 25, 35
- Intel Core 2 Duo, CPU, 35
- interface, operating system function, 22
- interference, wireless computing, 252
- internal hardware, 16, 24–27
- Internet, 119–121, 143, 175, 196–199, 202–203, 208–209, 254, 258–259
- Internet Explorer, 215–218, 238, 282–284
- Internet Service Provider (ISP), 196, 199, 202–205, 208–209, 232, 259
- Internet Wizard, connection setup, 200–201
- internetworks, 145–146
- invitations, instant message chat, 248
- IP addresses, wireless gateways, 259
- iPhoto, Mac OS X Dock, 95
- iTunes, 95, 161, 264
- iWeb, Mac OS X Dock, 95

J

- jacks, sound system connections, 49
- jerky motion video, 15 fps, 164
- joystick. *See* game controller
- JPEG format, digital images, 163

Index

K

Kbps (thousands of bits per second), digital audio, 166
key values, public-key cryptography, 291
keyboard port, computer case, 15
keyboard shortcuts, 77, 85, 109
keyboard trays, ergonomic accessory, 47
keyboards, 12, 20, 47, 49, 52–55, 253, 256
keypals, World Wide Web, 227
kilobyte (KB), memory chips, 27
Kodak EasyShare digital picture frame, 264

L

L1 cache, CPU storage, 25
L2 cache, 25, 35
laptops. *See* notebooks; portable computers
laser printers, 39
left-handed users, mouse setup, 57
legal issues, digital audio, 167
libraries, World Wide Web research resource, 222
Library, Windows Media Player, 168–169
licenses, digital audio, 167
life skills, computer uses, 8
links, 197, 215, 217, 224
liquid crystal display (LCD) monitors, 38
liquids, keyboard spill avoidance, 55
list boxes, 75–76, 102–103
lists, 126, 130
lithium polymer (LiPo/Li-Poly) battery, portable computers, 180
lithium-ion (Li-ion) battery, portable computers, 180
live photos/videos, Webcams, 158
local area network (LAN), network configuration, 146
locations, computer setup guidelines, 47
locks, portable computers, 188
log off, network security, 149
log on, network security, 148
long passwords, strong passwords, 292
lossless compression, digital images, 162
lossy compression, 165, 182
Lotus 1-2-3, spreadsheet program, 128
Lotus Approach, database program, 134
Lotus Freelance Graphics, presentation program, 132
Lotus Notes, groupware, 154
Lotus Word Pro, word processor program, 124
lurking, mailing list monitoring, 244

M

Mac OS X
AppleWorks suite, 124
Battery Meter icon, 181
copying files, 112
CPU requirements, 35

deleting files, 115
desktop, 94
desktop icons, 94
dialog box controls, 102–103
Dock, 94–95
exiting programs properly, 97
file permissions, 295
Firewall, 149, 211, 281
hard drive size requirements, 37
iChat, 246
iMovie, 165
Internet connection setup, 201
Internet connection/disconnection, 208–209
iTunes, 161, 264
Mail, 233, 289
menu bar, 94
menu commands, 100
mouse pointer, 94
moving files, 113
opening documents, 105
operating system software, 22
previewing documents before printing, 107
printing documents, 106–107
program interface elements, 99
program startup, 96–97
RAM requirements, 36
renaming files, 114
Safari, 215, 216
saving documents, 104
switching between programs, 98
system software, 17
text editing, 108–111
text selection shortcuts, 109
toolbar commands, 101
updates, 269
user interface, 94–95
Verify Disk, 271
wireless Internet connection, 207
Mac OS X Server, client/server network, 147
Macintosh, 25, 35, 55, 64–65
magazines, online editions, 220
Mail, 95, 233, 289
mail servers, e-mail workflow process, 232
mailboxes, multiple e-mail addresses, 235
mailing lists, 242–245
mainframes, network computer, 11
maintenance tasks, 268–275
Maximize button, 71, 99
speeds, 255
McAfee Internet Security Suite, security software, 41
McAfee VirusScan, antivirus software, 289

media, 9, 21, 31, 62–63, 276
meetings, network collaboration, 154
megabits per second (Mbps), 255
megabyte (MB), memory chips, 27
megahertz (MHz), bus speed ratings, 25
megapixels, 154, 156
memory, 25–28, 35–36
memory card readers, 14, 31, 37, 62–63
memory cards, 21, 31, 63, 155, 157
memory chips, internal hardware, 16
memory effect, NiMH battery, 180
Memory Stick, removable data storage media, 31
mentors, “Ask an Expert” Web sites, 223
menu bars, 71, 94
menu commands, Mac OS X access, 100
menus, Windows Vista drop-down commands, 72
message boards, World Wide Web, 227
message notification, instant messaging, 247
microphone, 20, 49, 149
Microsoft, Windows Live OneCare, 149
Microsoft Access, database program, 134
Microsoft Excel, spreadsheet program, 128
Microsoft Exchange, groupware, 154
Microsoft Office, productivity suite, 41
Microsoft Outlook, plain text format, 289
Microsoft PowerPoint, presentation program, 132
Microsoft Publisher, desktop publishing program, 138
Microsoft Word, word processor program, 124
Microsoft Works, productivity suite, 41
Microsoft Xbox 360, gaming console, 174
Microsoft Zune, digital audio player, 160
microwave, wireless computing technology, 255
MIDI format, digital audio, 167
MiniDV cassette tapes, digital video cameras, 157
Minimize button, 71, 99
mixed case, strong passwords, 292
modem port, computer case, 15
modems, 40, 49, 198–199, 258–259
monitor stand, ergonomic accessory, 47
monitors, 12, 21, 37–38, 48, 159, 181, 253, 256
Motion Picture Experts Group (MPEG) format, digital video, 165
Motion Picture Experts Group Audio Level 3 (MP3) format, digital audio, 167
Motorola, Power PC CPU, 25, 35
mouse, 12, 20, 49, 56–59, 87, 109, 111, 253, 256
mouse pointer, 68, 94
mouse port, computer case, 15
Move Items dialog box, moving files (Windows Vista), 89
MP3 format, digital audio players, 160
MP3 player. *See* digital media player, streaming media

multimedia, 154–175, 197
MultiMedia memory cards, digital video cameras, 157
multitasking, 36, 70, 98
museums, World Wide Web research resource, 222

N

navigation buttons, Internet Explorer, 217
navigation keys, keyboard component, 53
near-CD quality (128 Kbps), digital audio, 166
Net Nanny, children’s protection, 285
netiquette, 240–241, 244–245
network interface card (NIC), 40, 144, 257
network port, computer case, 15
networking, computer uses, 8
networking ranges, wireless computing, 255
networks, 142–151, 254–255
news portals, World Wide Web, 221
newsgroups, address security issues, 287
newspapers, online editions, 220
NIC (network interface card), 40, 144, 257
NiMH (nickel metal hydride) battery, portable computers, 180
Nintendo Wii, gaming console, 174
Norton AntiVirus, antivirus software, 289
Norton Ghost, file backups, 277
Norton Internet Security, 41, 287
Norton Personal Firewall, software firewall, 149, 281
Norton SystemWorks, hard drive error checking, 271
notebooks, 10, 54, 58–59, 144. *See also* portable computers
Notepad, text documents, 79
notification area, Windows Vista, 68
Novell GroupWise, groupware, 154
Novell NetWare, client/server network, 147
Num Lock key, keyboard component, 53
number crunching, 7, 128–131
numbered lists, word processors, 125
numbers, spreadsheet calculations, 130
numeric keypad, keyboard component, 53

O

objects, desktop publishing programs, 139
office suites, 41
online auctions, World Wide Web, 225
online communications, 232–249. *See also* communications
online gaming, video games, 175
online publications, World Wide Web, 220
online shopping, World Wide Web, 224–225
online vendors, computer purchasing considerations, 42
OnlyMyEmail, anti-spam software, 287
on-screen keyboards, tablet PC, 54
Open dialog box, 80–81, 105

Index

- open-source software, Firefox Web browser, 216
 - operating system, 17, 22, 51, 147, 193, 268–269
 - option buttons, 74, 105
 - Option key, Macintosh keyboard, 55
 - OS X iChat, video conversations, 159
 - outgoing mail server, e-mail, 232
 - outlet stores, computer purchasing considerations, 42
 - Outlook, Microsoft Office e-mail program, 233
 - output devices, wireless computing, 253
- P**
- page formatting, word processors, 125
 - page layout, desktop publishing programs, 139
 - page ranges, printing (Windows Vista), 83
 - Paint, drawing program, 136
 - Palm OS, Treo, 193
 - palmtop. *See* handheld PCs
 - paragraph formatting, word processors, 125
 - Parental Controls, children's protection, 284
 - passive matrix, LCD type, 185
 - passphrase, strong passwords, 292
 - passwords, 149, 203, 263, 283, 290, 292–293
 - patience, e-mail netiquette, 241
 - PC. *See* computers; Windows PC
 - PC cam. *See* Web cameras
 - PC Cards, 144, 186–187, 257
 - peer-to-peer, network configuration, 147
 - pen pals, information exchanges, 227
 - Pentium, Intel CPU, 25, 35
 - Pentium 4, CPU, 35
 - people finders, World Wide Web research resource, 223
 - performance enhancement, computer benefits, 5
 - peripherals, 16, 40, 50, 142, 253, 256–257
 - permissions, 149, 241, 290, 295
 - personal computer, 4
 - Personal Computer Memory Card International Association (PCMCIA).
 See PC Cards
 - personal digital assistant (PDA), 11, 192
 - personal video recorder (PVR), video captures, 173
 - personal Web pages, publishing to the Web, 228–229
 - phone calls, instant messaging, 249
 - phone lines, Internet connections, 198–199
 - Photo Booth, Mac OS X Dock, 95
 - Photo Gallery, image-editing program, 136
 - photo printers, 39
 - photographs, 126, 137, 155. *See also* digital images; images
 - photos, instant messaging, 249
 - picture element, digital images, 162
 - pixel pitch, monitors, 38
 - pixels per inch (PPI), digital image quality, 162
 - plain text format, e-mail virus protection, 289
 - Pocket PC, 192–193
 - pointing stick, notebooks, 59
 - points, type size, 124
 - pop-up ads, blocking, 282
 - pop-up list boxes, dialog box control (Mac OS X), 103
 - portable computers, 178–193. *See also* notebooks
 - ports, 14–15, 49, 254
 - power buttons, portable computers, 183
 - power cords, 48–49
 - Power icon, monitoring battery life (Windows Vista), 181
 - power outages, portable computer advantages, 178, 179
 - power schemes, Windows Vista, 183
 - power switch, computer case, 14
 - PowerPC, Macintosh CPU, 25, 35
 - gateways, 259
 - presentation programs, 132–133, 179
 - price, computer purchasing considerations, 42
 - Print dialog box, 82–83, 107
 - print servers, wireless computing, 256
 - printers, 13, 21, 39, 49, 142, 253, 256
 - printing, 82–83, 106–107
 - privacy, e-mail enhancements, 290–291
 - privacy filters, portable computers, 189
 - processing power, portable computer advantages, 178
 - product keys, software, 119
 - product purchases, computer uses, 9
 - product reviews, online shopping, 225
 - productivity suites, 41
 - programmable/specialty keys, keyboard component, 52
 - programs. *See also* application software; software
 - Close box (Windows Vista), 71
 - Close button (Mac OS X), 99
 - copying/pasting text, 86, 110
 - custom versus automatic uninstall, 123
 - custom versus typical installation, 121
 - cutting/pasting text (Mac OS X), 111
 - dialog box controls, 74–77
 - document text editing (Mac OS X), 108–111
 - drop-down menu commands (Windows Vista), 72
 - exiting properly (Mac OS X), 97
 - horizontal scrollbar (Mac OS X), 99
 - installation guidelines, 118–121
 - Maximize button, 71, 99
 - menu bar (Windows Vista), 71
 - menu commands, (Mac OS X), 100
 - Minimize button, 71, 99
 - opening documents, 80–81, 105
 - operating system interaction, 23
 - printing documents (Windows Vista), 82–83
 - Resize button, 99
 - saving documents, 78–79, 104
 - scrollbars (Windows Vista), 71

- Show/Hide toolbar button (Mac OS X), 99
- startup, 69, 96–97
- status bar, 71, 99
- switching between, 70, 98
- System Menu icon (Windows Vista), 71
- text editing (Windows Vista), 84–87
- text selection shortcuts (Mac OS X), 109
- title bar (Mac OS X), 99
- toolbar commands, 73, 101
- toolbars, 71, 99
- uninstalling, 122–123
- user interface, 71, 99
- vertical scrollbar (Mac OS X), 99

- promotions, computer purchasing considerations, 42
- publications, desktop publishing programs, 138–139
- public-key cryptography, e-mail privacy, 291
- publishing to the Web, personal Web pages, 228–229

Q

- QuarkXPress, desktop publishing program, 138
- queries, databases, 135
- Quick Launch toolbar, Windows Vista, 68
- QuickTime, digital video playback, 165
- QuickTime Player, Mac OS X Dock, 95
- quotes, e-mail netiquette, 240

R

- radio receivers, wireless computing, 253
- radio signals, wireless computing, 253, 262
- RAM (random access memory), 26, 36
- range extenders, wireless computing, 257
- ranges, spreadsheet cell data, 128
- ratings, video games, 175
- RCA cables, 171–172
- read permission, network security, 149
- read receipts, e-mail privacy, 290
- read speed, CD-RW drives, 29
- ReadyBoost, Windows Vista, 63
- Real Simple Syndication (RSS) readers, 221
- recordable DVD discs, 157, 171
- records, database programs, 134
- reference materials, World Wide Web research resource 222
- registration cards, software product key/serial number, 119
- removable devices, data storage device, 31
- removable media, data storage, 31
- repetitive stress injury (RSI), 46–47, 54–55, 59
- replies, 239, 241, 245, 248
- reports, database programs, 135
- research, computer uses, 6
- Research in Motion, Blackberry, 192
- residential gateway, networks, 145

- Resize button, Mac OS X programs, 99
- resolution, 39, 162
- restricted characters, file naming (Windows Vista), 78, 90
- Retrospect, file backups, 277
- rewrite speeds, 29–30
- right-click, mouse technique, 57
- ripping, music CD tracks, 168–169
- robots. *See* Web crawlers, search tool
- Roku SoundBridge, digital media receiver, 264
- ROM (read-only memory), versus RAM (random access memory), 26
- routers, 40, 145, 149, 280
- routing, network collaboration, 151
- rows, spreadsheet element, 128, 131
- Roxio VideoWave, digital video editor, 165

S

- Safari, 95, 215–216, 218
- SanDisk Sansa, digital audio player, 160
- satellite systems, broadband Internet connections, 196
- Save As dialog box, 79, 120–121
- Save dialog box, saving documents (Mac OS X), 104
- scanned images, word processor insertion, 126
- scanners. *See* document scanner
- schedules, computer uses, 7
- scheduling, network collaboration, 151
- screen. *See* monitors
- screen size, portable computers, 184
- scrollbars, 71, 99
- search box, Internet Explorer, 217
- search engines, Web site search, 218–219
- searches, 126, 218–219, 235, 242
- Secure Digital memory cards, digital video cameras, 157
- secure networks, wireless computing connection, 260
- secure sites, https display, 283
- SecureDigital, removable data storage media, 31
- security, 148–149, 188–189, 210–211, 225, 238, 252, 262–263, 280–295
- security keys, wireless computing, 262
- security software, 41
- selections, 83, 85–86, 109
- self-contained units, portable computer advantages, 179
- selling/buying, computer uses, 9
- Sempron, AMD CPU, 25, 35
- senders, blocking undesired instant message, 247
- serial numbers, software, 119
- serial ports, 49, 198
- server farms, Internet information storage, 214
- servers, 11, 147, 214
- Service Set Identifier (SSID), wireless computing, 259, 263
- Shift key, keyboard component, 52
- shopping carts, e-commerce, 224
- shouting, e-mail netiquette, 240

Index

Show/Hide toolbar button, Mac OS X programs, 99
single inline memory module (SIMM), memory chips, 27
site monitors, Webcams, 159
sleep modes, battery life extender, 182
slide formatting, 133
slide shows, 132, 133
slides, presentation program, 132
slots, PC Cards, 187
smart phones, 193
smart watch, 193
smileys, e-mail messages, 237
socialization, World Wide Web, 226–227
socializing, computer uses, 8
software, 17, 22–23, 41, 119, 127–139, 154, 193, 216. *See also* application software; programs
Sony PlayStation 3, gaming console, 174
sound cards, 40
sound ports, computer case, 15
sound systems, connection guidelines, 49
spacebar, keyboard component, 52
spam, e-mail concerns, 238, 286–287
speakers, 13, 21, 40, 49
special characters, strong passwords, 293
special effects, image editors, 137
specialty/programmable keys, keyboard component, 52
speed ratings, 25, 35, 39
spell checking, 127, 236
spiders. *See* Web crawlers, search tool
spin boxes, dialog box input, 75, 76
spreadsheets, 7, 128–131
Spring Cleaning, hard drive maintenance, 275
spyware, detection/prevention, 282
Start button, Windows Vista, 68
startup, operating system responsibility, 22
static IP address, wireless gateways, 259
status bar, 71, 99, 217
status lights, keyboards, 53
stereos, streaming media, 265
storage devices, 37
storage media, 157, 160
streaming media, wireless networking, 264–265
subjects, e-mail netiquette, 240
sub-notebooks, 192
subscriptions, mailing lists, 243
subwoofers, 40
supervision, children's protection, 285
surge protector, 13, 49
S-Video cable, 171–172
switch, network connection point, 145
Symantec, Norton Personal Firewall, 149
symbols, e-mail emoticons, 237

synchronization, handheld PCs, 193
syndication, RSS readers, 221
synonyms, word processors, 127
System Cleaner, hard drive maintenance, 275
System Menu icon, Windows Vista programs, 71
System Preferences, Mac OS X Dock, 95
system software. *See* operating system
system unit, computer component, 12

T

Tab key, dialog box navigation, 74
tables, 130, 134
tablet PC, 11, 34, 54, 190–191
tape drives, data storage device, 31
taskbar, switching between programs, 68, 70
telephone lines, 49, 146, 198–199
telephone number, dial-up accounts, 203
telephones, 196, 199, 249
terminals, network computer, 11
text boxes, 75–76, 102
text editing, 84–87, 108–111
text formatting, 124–126
thin film transistor (TFT). *See* active matrix, LCD type
TIFF format, digital images, 163
time/date display, Windows Vista, 68
title bar, 99, 217
toolbars, 71, 73, 99, 101
Toshiba GigaBeat, digital audio player, 160
touchpads, notebooks, 58
trackballs, 58
transfer method, URL conventions, 215
transfers, 155, 157, 161, 165
transistors, CPU (central processing unit), 24
transitions, presentation programs, 133
transmission speeds, wireless computing, 255
Trash, Mac OS X Dock, 95
trays, CD/DVD drives, 61
Treo, 193
Trillian, cross-platform instant messaging, 246
troubleshooting, first time startup, 51
TV, 174, 264–265
TV cable system, broadband Internet connections, 196, 199
TV tuners, 15, 172–173
TV viewing, 172–173
two-button mouse, 58
Type I/II/III, PC Cards, 186–187
type size, documents, 124
typefaces, documents, 124

U

U.S. Defense Department, Internet development, 196
Ulead PhotoImpact, photo-editing software, 41

- ultra-mobile PC (UMPC), handheld PCs, 11, 193
- Uniform Resource Locator (URL), Web address conventions, 215
- uninterruptible power supply (UPS), computer accessory, 13
- Universal Serial Bus (USB) ports, 15, 28, 31, 49, 155, 157, 161, 171–172, 198, 257
- updates, operating systems, 268–269
- upgrades, 179, 186–187
- user interfaces, 68, 71, 94–95, 217, 233
- usernames, 148, 203, 234
- users, network security, 148–149

V

- VCOM's Fix-It Utilities, hard drive error checking, 271
- Verify Disk, hard drive error checking, 271
- VeriSign, digital ID, 291
- vertical scrollbar, Mac OS X programs, 99
- video cables, monitor connections, 48
- video captures, 170–171, 173
- video cards, 37
- video chats, instant messaging, 249
- video conversation, Webcams, 159
- video e-mail, Webcams, 159. *See also* e-mail
- video memory, 38
- video size, digital video, 164
- videos, 156–159. *See also* digital video
- virtual stores, e-commerce hosting, 225
- viruses, 238, 288–289
- voice conversations, instant messaging, 249

W

- wardriving, wireless computing security issues, 262
- watch PDA, handheld PCs, 193
- WAV format, digital audio, 167
- Web addresses, URL (Uniform Resource Locator), 215
- Web browsers, 215–216. *See also* Firefox; Internet Explorer; Safari
- Web bug, e-mail images, 287
- Web cameras, 20, 158–159, 249
- Web crawlers, search tool, 219
- Web logs, blogs, 221
- Web page editor, Web page creation tool, 228
- Web page filename, URL conventions, 215
- Web pages, 119–121, 197, 214–215, 221, 228–229
- Web servers, Internet information storage, 214
- Web sites
 - Ad-Aware, 282
 - AOL Instant Messenger, 246
 - Catalist, 242
 - chat rooms, 227
 - Cookie Pal, 283
 - CyberPatrol, 285
 - CYBERSitter, 285

- discussion boards, 227
- Diskeeper, 273
- Easy Message, 246
- Firefox, 216
- Flak, 220
- GeoTrust, 291
- Gibson Research Corporation's ShieldsUP!, 281
- HackerWhacker, 281
- HistoryKill, 283
- ICQ, 246
- iDefrag, 273
- instant messaging, 246
- Internet Explorer, 216
- iTunes Music Store, 161
- McAfee VirusScan, 289
- MP3.com, 161
- Net Nanny, 285
- Norton AntiVirus, 289
- Norton Ghost, 277
- Norton Internet Security, 287
- Norton Personal Firewall, 281
- Norton SystemWorks, 271
- online auctions, 225
- online gaming, 175
- online shopping, 224
- OnlyMyEmail, 287
- product reviews, 225
- Retrospect, 277
- Safari, 216
- search engines, 218
- searches, 218–219
- socialization, 226–227
- Spring Cleaning, 275
- System Cleaner, 275
- Tile.Net, 242
- Trillian, 246
- TypePad, 229
- URL conventions, 215
- VCOM's Fix-It Utilities, 271
- VeriSign, 291
- Web page collection, 214
- Web page editors, 228
- Web-based e-mail, 232
- Windows Live OneCare, 289
- Yahoo! Answers, 223
- Yahoo! Messenger, 246
- Yahoo! People Search, 235
- Yahoo.com, 232
- ZoneAlarm, 281
- Web-based e-mail, 232, 287
- Web-hosting providers, publishing to the Web, 228–229

Index

- weight, portable computer advantages, 178
- wheel mouse, 58
- wide area network (WAN), network configuration, 146
- Wi-Fi (Wireless Fidelity), wireless computing, 255
- Wi-Fi Protected Access (WAP), wireless computing, 262
- Windows key, keyboard component, 52
- Windows Live Messenger, instant messaging, 246
- Windows Live OneCare, 149, 282, 289
- Windows Mail, 233, 287, 289
- Windows Media Auto (WMA) format, digital audio, 167
- Windows Media Center, streaming media, 264–265
- Windows Media Player, 151, 168–169, 264–265
- Windows Media Video (WMV) format, digital video, 165
- Windows Messenger, video conversations, 159
- Windows Mobile, Pocket PCs, 193
- Windows Movie Maker, digital video editor, 165
- Windows PC, 51, 64–65. *See also* computers
- Windows Security Center, Firewall, 281
- Windows Server 2008, client/server network, 147
- Windows Vista
 - CD/DVD disc recognition, 61
 - Check Disk, 271
 - clearing document history, 295
 - copying files, 88
 - CPU requirements, 35
 - deleting files, 91
 - desktop, 68
 - desktop icons, 68
 - dialog box controls, 74–77
 - Disk Cleanup, 275
 - double-click issues, 57
 - drop-down menu commands, 72
 - file backup/restore, 277
 - file naming conventions, 78
 - file permissions, 295
 - Firewall, 149, 210–211, 281
 - hard drive defragmenting, 273
 - hard drive size requirements, 37
 - hibernate mode, 182
 - Internet connection/disconnection, 208–209
 - Internet Explorer, 215, 216–217
 - Internet Wizard, 200–201
 - locking your computer, 294
 - mouse pointer, 68
 - moving files, 89
 - notebook power buttons, 183
 - notification area, 68
 - opening documents, 80–81
 - operating system software, 22
 - Paint, 136
 - Photo Gallery, 136
 - Power icon, 181
 - power schemes, 183
 - printing documents, 82–83
 - printing page ranges, 83
 - program installation, 118–121
 - program interface elements, 71
 - program startup, 69
 - Quick Launch toolbar, 68
 - RAM requirements, 36
 - ReadyBoost, 63
 - renaming files, 90
 - saving documents, 78–79
 - sleep mode, 182
 - Start button, 68
 - switching between programs, 70
 - system software, 17
 - taskbar, 68
 - text editing, 84–87
 - time/date display, 68
 - toolbar commands, 73
 - uninstalling programs, 122–123
 - updates, 268–269
 - user interface, 68
 - viewing available wireless networks, 261
 - Windows Live Messenger, 246
 - Windows Mail, 233, 289
 - Windows Media Center, 264
 - Windows Media Player, 161, 168–169, 264
 - Windows Movie Maker, 165
 - Windows Security Center, 281
 - wireless network connection/disconnection, 261
 - WordPad, 124
- Windows Vista Home Premium, UMPC (ultra-mobile PC), 193
- wireless computing, 236, 252–265
- Wireless Fidelity (Wi-Fi), wireless computing, 255
- wireless gateways, Internet setup, 206–207
- wireless networks, 40
- wireless routers, 40
- wizards, 200–207
- word processors, 6, 124–127
- WordPad, 79, 85, 124
- WordPerfect Office, productivity suite, 41
- work area, computer setup guidelines, 46–47
- workplace, computer benefits, 5
- World Wide Web, 197, 214–229, 285
- worldwide network, Internet development, 196
- wrist PDA, handheld PCs, 193
- wrist rests, ergonomic accessory, 47
- wrist-top computer, handheld PCs, 193
- write permission, network security, 149
- write speeds, DVD-R/DVD+R drives, 30

X

Xbox 360, digital media receiver, 264–265

Y

Yahoo! Messenger, instant messaging, 246

Yahoo! People Search, e-mail address search, 235

Yahoo.com, Web-based e-mail, 232

Z

Zip disks, removable data storage media, 31

Zip drives, data output devices, 21

ZoneAlarm, firewall program, 149, 281

ZoneAlarm Pro, security software, 41