

Contents

1	History of computers (<i>Jitka Machalová</i>)	7
1.1	Forerunners of computers	7
1.2	Generations of computers	7
2	Basic terms (<i>Petr Jedlička</i>)	9
2.1	Data and information	9
2.2	Computer	10
2.3	Hardware	10
2.4	Software	10
2.5	Operating system	11
2.6	Algorithm	11
3	Hardware components (<i>Petr Jedlička</i>)	13
3.1	Motherboard	13
3.2	Processor (CPU)	13
3.3	Bus	18
3.4	Memory	20
3.5	Peripherals	22
4	OS Windows (<i>Jitka Machalová</i>)	29
4.1	Hardware Requirements	29
4.2	Windows XP Autoupdates	29
4.3	Logging on and logging off	30
4.4	Working with mouse	31
4.5	Windows XP Interface	31
4.6	Working with programs in Windows	32
4.7	Files and directories	32
4.8	Moving and copying the text, pictures, tables and files	33
5	Introduction to MS Word (<i>Jitka Machalová</i>)	34
5.1	Creating, opening, and saving a document	34
5.2	Defining the page setup	34
5.3	Using the styles	35
5.4	Creating a table of contents	35
5.5	Headers and footers	35
5.6	Footnotes	35
5.7	Writing mathematics formulas	35
5.8	Spelling and grammar	36
5.9	Printing a document	36

6	Data Communication and Networking (<i>Ludmila Kunderová</i>)	37
6.1	Data Communication	37
6.1.1	The Basic Principles	37
6.1.2	Terms and Concepts	38
6.1.3	The Transmission Media	38
6.1.4	Architecture and Protocols	40
6.1.5	OSI Reference Model	41
6.1.6	The TCP/IP Network Architecture	41
6.2	Networking	43
6.2.1	Basic Principles	43
6.2.2	Network Topology	43
6.2.3	Classes of Networks	44
6.2.4	Network Devices	45
6.3	Internet	46
6.3.1	Basic Concepts	46
6.3.2	Internet Services	48
7	Introduction to Text Processing (<i>Tomáš Hála</i>)	52
7.1	Two basic concepts of typefaces	52
7.1.1	Unproportional typeface	52
7.1.2	Review of the most important software for text processing	52
7.1.3	Proportional typeface	53
7.1.4	Review of the most important software for text processing	53
7.2	Typographic terminology	54
7.2.1	Typographics units	54
7.2.2	Types	56
7.3	Typesetting of special characters	57
7.3.1	Letters and Diacritical Marks (Accents)	57
7.3.2	Spaces	58
7.3.3	Personal Names	59
7.3.4	Dashes and hyphenation	59
7.3.5	Percentage	60
7.3.6	Numbers and Decimal Fractions	60
7.3.7	Quotation marks	61
7.4	Lists and Outline Styles	61
7.5	Composition of paragraphs	62
7.6	Book arrangement	62