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In Module 2 ECDL Syllabus 4.5 you will learn about the main operating features of Windows, the desktop and display settings on your computer. You will also learn how to organize and

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manage files and folders using the supplied data files. It is approved by the ECDL Foundation and the BCS. Personal computers have made life convenient in many ways, but what about their impacts on the environment due to production, use and disposal?

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Manufacturing computers requires prodigious quantities of fossil fuels, toxic chemicals and water. Rapid improvements in performance mean we often buy a new machine every 1-3 years, which adds up to mountains of waste computers. How should societies

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respond to manage these environmental impacts? This volume addresses the environmental impacts and management of computers through a set of analyses on issues ranging from environmental assessment, technologies for recycling, consumer

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behaviour, strategies of computer manufacturing firms, and government policies. One conclusion is that extending the lifespan of computers (e.g. through reselling) is an environmentally and economically effective strategy that deserves more

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attention from governments, firms and the general public.

The Microsoft Technology Associate certification (MTA) curriculum helps instructors teach and validate fundamental technology concepts with a foundation for students' careers as

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well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This MTA text covers the following HTML5 Application vital fundamental

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features of Windows, and the desktop and display settings on your computer. You will also learn how to organize and manage files and folders using data files available to download. It is approved by the ECDL Foundation and the BCS.

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This book provides one of the best currently available overviews of human-computer interaction across different cultures, disciplines and countries. It contains the selected proceedings of Interact '95 - the Fifth International Conference on Human-Computer

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Interaction - arranged by the International Federation for Information Processing and held in Lillehammer, Norway, in June 1995.

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Foundations for Designing User-Centered Systems introduces the fundamental human capabilities and characteristics that influence how people use interactive technologies. Organized into four main areas—anthropometrics,

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behaviour, cognition and social factors—it covers basic research and considers the practical implications of that research on system design. Applying what you learn from this book will help you to design interactive systems that are

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more usable, more useful and more effective. The authors have deliberately developed Foundations for Designing User-Centered Systems to appeal to system designers and developers, as well as to students who are taking

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courses in system design and HCI. The book reflects the authors' backgrounds in computer science, cognitive science, psychology and human factors. The material in the book is based on their collective experience which adds up to almost

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90 years of working in academia and both with, and within, industry; covering domains that include aviation, consumer Internet, defense, eCommerce, enterprise system design, health care, and industrial process control.

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becoming a proficient mobile tester. This comprehensive manual covers all aspects required by Module 1 ECDL Syllabus 4.5. Designed to gradually build up your knowledge taking a step by step, exercise based approach. The ideal training

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solution, whether you are a beginner, or if you just need to fill gaps in your existing knowledge. Module 1 gives an insight into hardware and software as well as giving examples of how computers are used every day. It is approved

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by the ECDL Foundation and the BCS.

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illustrations using Office 2003 bring the theory to life, making learning easy. Skills practice throughout helps students consolidate what they have learnt. Practice material at the end of each module prepares students for the ECDL assessment.

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Case, Professor and Chair of the Department of Information Systems at Georgia Southern University. New coverage of security-related issues is included in relevant

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and out of the classroom. This text covers fundamental skills in such areas as Programming and an understanding of general software development, web, desktop, and database applications.

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Annotation Written by the team who created the syllabus and exam papers, this textbook encompasses the entire syllabus of the ISEB Foundation Certificate in IS Project Management.

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