

The Essential Practice of Information Technology

Chunyan Ji et al



机械工业出版社
CHINA MACHINE PRESS



The Essential Practice of Information Technology

Chunyan Ji, Xin Feng, Jing Zhao,
Yanyan Ji, Hui Zhang



机械工业出版社

ISBN 978-7-111-47387-9

This book introduces the essential practice of computer software applications. It can be used as a textbook for undergraduate education or a reference book for anybody who is interested in learning computer skills. Learning skills taught in this book can help you work more productively. This book covers a wide variety of topics that students should grasp in order to reach success in every day life and work. The topics include Windows File System, Security Techniques, Microsoft Office, Image Processing, Video Processing, Web Publishing, and SPSS, etc.

This book is suitable for undergraduate college students and people who want to teach themselves basic computer skills.

图书在版编目 (CIP) 数据

IT 信息技术实践教程 = The essential practice of information technology: 英文/季春林编著. —北京: 机械工业出版社, 2014.8 (2016.8 重印)

ISBN 978-7-111-47387-9

I. ①I… II. ①季… III. ①电子计算机-教材-英文 IV. ①TP3

中国版本图书馆 CIP 数据核字 (2014) 第 159916 号

机械工业出版社 (北京市百万庄大街 22 号 邮政编码 100037)

责任编辑: 郝建伟 版式设计: 赵颖喆

责任校对: 张 征 责任印制: 李 洋

三河市宏达印刷有限公司印刷

2016 年 8 月第 1 版第 2 次印刷

184mm × 260mm · 16.75 印张 · 387 千字

2601—5300 册

标准书号: ISBN 978-7-111-47387-9

定价: 55.00 元

凡购本书, 如有缺页、倒页、脱页, 由本社发行部调换

电话服务

网络服务

社服 务 中 心: (010) 88361066

教材网: <http://www.cmpedu.com>

销 售 一 部: (010) 68326294

机工官网: <http://www.cmpbook.com>

销 售 二 部: (010) 88379649

机工官博: <http://weibo.com/cmp1952>

读者购书热线: (010) 88379203

封面无防伪标均为盗版

地址: 北京市百
邮 政

社服 务 中 心
销 售 一 部
销 售 二 部
读者购书热线

教材网: <http://www.cmpedu.com>
机工官网: <http://www.cmpbook.com>
机工官博: <http://weibo.com/cmp1952>

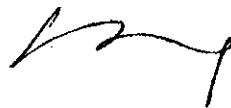
Preface

Most educators and the public agree that all students need to be proficient computer users. As a new Liberal Arts College, one of the UIC graduate attributes is that students must be computer literate. Most high school graduates can operate a computer well enough to check emails, play games, and surf the Web, but are these enough for college students? If students have already learned computer skills to write homework in high school, is it still necessary to learn an IT course in college? The answer is yes. It is now widely recognized that computer literacy is not only to operate computers, but to use technology as a tool for studying, research, communication, and problem solving.

This is exactly what this book will provide you. The authors have been teaching IT course for many years. They understand exactly what students need and which technologies can help students reach success in the future. Since 2005, our IT course has played an important role in all programs. With the innovative educational approach it has adopted, students can now grasp computer concepts and skills efficiently. This book starts with Windows File System, which is the basic skill students need to work with computers. Some productivity software such as Microsoft Office suites, are worth learning because they can help you study better and work more effectively. Image processing and Video processing techniques not only improve your IT skills but also add fun to your learning. With this book, you will find it much more convenient to learn these technologies in class or study on your own at home. I believe you will thoroughly enjoy it.

Here, I must thank my colleagues for making effort in writing this book for the students of UIC and beyond.

Now, it is time to explore, journey, and learn the IT skills which will lead you to success!



Prof. Ching Fai Ng

President of BNU-HKBU United International College