

Scanned by TapScanner

Contents

Preface		xiii	
A	cknow	vledgements	xv
1.	MULT	TIMEDIA	- 1
	1.1	Summary	1
	1.2	From Computer-based Training to Multimedia	1
	1.3	Welcome to Multimedia Learning. What is Multimedia?	2
	1.4	Learning and Multimedia	4
	1.5	Views of Learning and Instruction	4
	1.6	Benefits of Multimedia in Learning	7
		How Multimedia Works in Learning	8
	2.0	Designing Multimedia Applications	12
	3.0	Universal Multinedia Access	14
	4.0	The Internet and the World Wide Web	16
	5.0	Conclusion	17
2	. HYI	PERMEDIA AND HYPERTEXT	19
	2.1	Multimedia, Hypermedia and Hypertext	19
	2.2	What is Hypertext and Hypermedia?	21
	2.3	Hypermedia Examples	23
	2.4	What is Hypertext and Hypermedia?	24

ri	Ad	vanced Computer Application in Library and Information S	cienci
	2.5	Information Storage and Retrieval System	25
3.	WI	NDOWS	26
	3.1	Introduction to Computers	26
		Practical Learning: Starting a Computer	27
		3.1.1 The Central Processing Unit (CPU)	28
	3.2	The Monitor	28
	3.3	The Keyboard	29
	3.4	The Mouse	29
	3.5	The Peripherals	30
	3.6	The Desktop	31
	3.7	The Laptop	31
	3.8	The Server	31
	3.9	The Mainframe	32
	3.10	Introduction to the Desktop	32
	3.11	Microsoft Windows 98, Millennium, and 2000	33
	3.12	Microsoft Windows XP and Windows Server 2003	34
	3.13	The Taskbar	34
	3.14	Computer Shut Down	35
	3.15	Fundamentals of Applications	35
		3.15.1 The Operating System	35
	3.16	Computer Programs	35
	3.17	Program Startup	39
	3.18	Practical Learning: Starting a Program	39
	3.19	Windows Menus	40
		3.19.1 Introduction	40
		Practical Learning: Opening a Menu	40
3	3.20	Main Menu Display	42
3	3.21	Menus Categories	43
3	3.22	Main and Context-Sensitive Menus	49
3	.23	Window Representation	50
		3.23.1 Introduction	50
		3.23.2 The Icon Representing a Window	50

Conte	nts		vii
	3.24	Windows Controls	53
		3.24.1 Introduction	53
		3.24.2 Control's Focus	53
		3.24.3 Dialog Boxes	54
		3.24.4 Command Buttons	55
	3.25	Text Boxes	56
		The Scroll Bars	56
		List Boxes	56
	3.28	The Drop Down Combo Box	57
		Toolbars	58
	3.30	Status Bars	59
	3.31	The Single Document Interface	59
		Text Editing and Processing	59
		3.32.1 The Clipboard—Introduction	59
	3.33	Text Processing	60
		3.33.1 Text Processing and Characters	60
	3.34	Text Processing and Words	60
	3.35	Text Processing and Paragraphs	61
	3.36	Text Formatting	61
		3.36.1 Fundamentals of Text Formatting	61
	3.37	Fonts	61
		3.37.1 Introduction	61
		3.37.2 Getting a Font	62
	3.38	File Processing	62
		3.38.1 File Processing Media	62
		A Document	63
	3.40	Folders	63
		3.40.1 Directories	63
		3.40.2 Creating a Folder	64
4.	MS	OFFICE	65
	4.0	Overview	65
	4.1	Introduction to Ms-Word	65

iii	Adv	vanced Computer Application in Library and Information	on Science
	4.2		
	4.3		66
	4.4		66
	4.5	Getting Started with MS-word	67
	4.6	Main Menu Options	68 71
	4.7	MS Excel	75
		4.7.1 Introduction into Microsoft Excel	75
		Starting Microsoft Excel	76
		4.7.2 Two Ways	76
		4.7.3 Creating Formulas	76
		4.7.4 Order of Operations Excel Uses	77
		4.7.5 Adding Borders and Shading to Cells	77
	4.8	Inserting A Chart	77
	4.9	MS Powerpoint	79
		4.9.1 Introduction into Microsoft PowerPoint	79
		4.9.2 Starting Microsoft PowerPoint	80
		4.9.3 Creating and Opening a Presentation	80
		4.9.4 Opening an Existing Presentation	82
		4.9.5 Create a Blank Presentation	82
		4.9.6 Different Views that PowerPoint	
		Demonstrates	83
		4.9.7 Adding Transitions to a Slide Show	85
	4.10	Viewing the Slide Show	86
	4.11	Navigating While in Your Slide Show	86
	4.12	Pack up a Presentation for Use on Another	-
		Computer	87
	4.13	Unpack a Presentation to Run on Another	87
		Computer	87
	4.14	MS Access	
		4.14.1 Microsoft Access Description	87
		4.14.2 Starting Microsoft Access	88
		4.14.3 Creating New, and Opening Existing Databases	89
		Databases	0,

Col	ntents		
-		4.14.4 Create a Database using the Database Wizard	IX
		4.14.5 Create a Database without using the Database Wizard	90
		4.14.6 Tables	90
		4.14.7 Create a Table from Scratch in Design View	91
		4.14.8 Primary Key	91
		4.14.9 Relationships	93
		4.14.10 Forms	97
		4.14.11 Create a Form using the Wizard	99
		4.14.12 Reports	99
		4.14.13 Create a Report using the Wizard	100
		4.14.14 Creating Mail Merge Labels using a Wizard	100
		4.14.15 MS Publisher	101
		4.14.16 Starting Microsoft Publisher	102 102
		4.14.17 Creating a Publication using a Wizard	102
		4.14.18 Using the Quick Publication Wizard with a Blank Publication	103
		4.14.19 Create a New Publication Based on a Template	104
		4.14.20 Start a Publication from Scratch	104
		4.14.21 Open an Existing Publication	105
		4.14.22 Create a Table and Type Text into it	105
		4.14.23 Pack your Publication to take to Another Computer	106
		4.14.24 Set-up a Publication for Black and White Commercial Printing	107
5.	CDS	ISIS FORMATING LANGUAGE	108
	5.1	Introduction	108
		5.1.1 Versions of CDs/ISIS for DOS	108
	FO	and Windows	109
	5.2	CDs/ISIS for DOS	109
	5.3	CDs/ISIS for Windows	10.

x	Adva	nced Computer Application in Library and Information	on Scien
		wwwisis	
	5.4		1:
	5.5	JAVAISIS Out Versions	11
	5.6	Other Versions	11
		5.6.0 General Overview of CDs/ISIS for Windows	
		5.6.1 The Windows Version: The Main Menu	11
	E 2	Availability of CDs/ISIS	1 11
	5.3	5.3.1 Software Contributed by Users	115
	E22	Exchange Formats	115
			116
6.	SEA	RCH LANGUAGE	117
	6.0	Introduction	117
	6.1	Search Language: Syntax	119
	6.2	Using Operating Signs	119
	6.3	Searching by Name	119
	6.4	Searching by Name in Graph	120
	6.5	Searching by Type	120
	6.6	Searching by Color	120
	6.7	Searching by Product Properties	121
	6.8	Searching for Objects Belonging to a Layer	121
	6.9	Searching for Objects Belonging to a Selection Set	
	6.10	Searching for Visible or Hidden Elements	121
	6.11	Searching for Line Thickness or Linetype	122
	6.12	Searching by Symbol	122 122
		The Point Symbols you can Search	123
	6.13	Searching Using Favorites	123
	6.14	Searching Using Pre-defined Favorites	123
	6.15	Using Special Characters	124
		Using Operators	124
	6.17	Priority	124
	6.18	Using Search Scopes	124
	6.19	Using a Default Prefix	125
	6.20	Using a Default Search Scope	125

Contents		xi
7. EX	PORT AND IMPORT OF DATA	126
7.0	Introduction	126
7.1	Imports	126
	7.1.2 Export to Text Files	127
7.2	Spreadsheet-like data	128
	7.2.1 Variations on read.table	128
	7.2.2 Fixed-width-format Files	128
	7.2.3 Data Interchange Format (DIF)	128
	7.2.4 Using Scan Directly	129
	7.2.5 Re-shaping Data	129
	7.2.6 Flat Contingency Tables	129
7.3	n 1 1' 1 Databases	129
/	7.3.1 Why use a Database?	129
	7.3.2 Overview of RDBMSs	130
	7.3.3 SQL Queries	131
	7.3.4 Binary Connections	131
	7.3.5 Reading Excel Spreadsheets	131
8. D	IGITAL LIBRARY	133
8.	T. I. Linn	133
8	1 Motivation	133
	.2 The Digital Library Universe: A Three-tier	124
	Framework	134 134
	Digital Library (DL)	135
	Digital Library System (DLS)	135
	Digital Library Management System (DLMS)	135
	Digital Library System Generator	155
8	3.3 The Digital Library Universe:	135
	Main Concepts	136
	8.3.1 Content	137
	8.3.2 User	137
	8.3.3 Functionality	137
	8.3.4 Quality	137
	8.3.5 Policy	

xii	Adv	anced Computer Application in Library and Informati	on Science
*	8.4	8.3.6 Architecture The Digital Library Universe: The Main Roles of Actors	139 140
		8.4.1 DL End-users	141
		8.4.2 DL Designers 8.4.3 DL System Administrators	141
		8.4.3 DL System Admin Developers 8.4.4 DL Application Developers	142
		8.4.4 DL Application 2.8.4.5 Where are the Librarians?	142
		8.4.5 Where are the Landson State of the Landson St	143
	8.5		145
	8.6	Conclusion	
9.	ELEC	CTRONIC LIBRARY	147
	9.0	Introduction	147
	9.1	Performance Indicators	148
	9.2	Library Automation Software Package-Software Modules	149
		9.1.0 Introduction	149
	9.3	Software Features	149
	9.4	Sample Screens from WIL Tech Software Package	150
	9.5	Some Market Available Library Software Packages	153
	Gloss	ary	154
	Biblio	graphy	191
	Index		193