

Contents

Acknowledgements	vi
Author's note	vii
Glossary	x
1 Why use a computer?	1
2 What is a computer?	5
3 Files, records and fields	22
4 Input and storage of data	42
5 Manipulation of the data	68
6 Output of the data	83
7 Searching	103
8 Management aspects	131
9 Networks	168
10 The future	190
Further reading	199
Index	201