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Technology is a driving force that has the power to reshape our learning and business activities. Each new technological advance promotes new ways of thinking, working, communicating, and learning. With each step forward we have the opportunity to be more efficient, better educated, and more prosperous. DigiTools is designed to teach you how to be successful in school and on the job using today’s powerful digital communication tools.

Three Digital Communication Know-How Skills

You must master three types of skills to be effective in the online world of work and in your academic life.

- Input technology skills
- Software and hardware skills
- Application skills

Input Technology Skills

The way information is input into computers has improved over the last few years. In addition to typing on a keyboard, users can now input information using handwriting. Voice can be used to input text at over 100 words per minute. Scanners and digital cameras are also powerful input devices. Mastering these input technologies will prepare you to compete in the modern digital world.

Software and Hardware Skills

To master using DigiTools, you must go well beyond basic input skills and learn how your computer’s hardware and software can create spectacular output to be shared with others. Output can take many forms—reports, press releases, Web pages, database reports,
charts or graphs, multimedia presentations, e-mail or instant messages, photos, movies, graphics, letters, tables, memos, newsletters, brochures, press releases, and advertisements.

**Career and Academic Skills**

Not only must you learn about DigiTools, you must learn to use digital communication tools effectively. There is a big difference between knowing the many features of a software program or the parts of a computer and the ability to create dynamic, creative, and meaningful communications.

How do professionals use DigiTools? They apply their digital skills to realistic problems and situations. In this text, you too will apply the skills and knowledge you learn to realistic work situations. You will also learn about 16 career clusters defined by the U.S. Department of Education. Learning about these career clusters will help you as you plan for a future career.

**Features**

*DigiTools* is divided into 4 units and 15 chapters. Preview each unit and then examine the other important features described in the following sections.

**Unit 1 DigiTools for Academic and Business Success** will begin your DigiTools training. You will learn about acceptable computer use policies, login procedures, file management, the Windows operating system, basic application program commands, and Web research skills. This unit is designed to get you up and running quickly.

**Unit 2 Input Technologies** will help you develop your input technology skills. You will learn or review touch keyboarding and 10-key pad skills. Then you will progress to other input technologies—handwriting and speech recognition. By blending these input technologies, you will discover the most efficient ways to work with your computer. You will also develop your word processing skills using *Microsoft Word*.

**Unit 3 Increasing Productivity with DigiTools** provides training in calculating, analyzing, and managing data using the spreadsheet and database applications *Microsoft Excel* and *Microsoft Access*. You will learn to develop and deliver presentations and to create multimedia slide shows using *Microsoft PowerPoint*. Learning basic HTML and Web site design will allow you to create Web pages to display your work or share messages with others. In this unit, you will also learn to be more productive by managing time and records effectively.

**Unit 4 DigiTools and Your Career Pathway** will allow you to apply your input, software, and hardware skills in the preparation of a personal employment journal, resume, and employment portfolio. These documents will help you as you plan ways to prepare for a career and choose a career path.

The text has four extensive end-of-unit sections called *Tooling Up!* In each *Tooling Up!* you will learn about 4 of the 16 career clusters outlined by the U.S. Department of Education. You will complete an exercise related to each career cluster to help you understand the careers in that cluster. You will also learn about business trends and issues, develop your critical thinking skills, and apply communication skills as you complete the exercises in each *Tooling Up*.

What You Should Know About, Ethics, and DigiTip features are scattered throughout the text. You will extend your learning by reading the What You Should Know About features. Ethics features allow you to consider ethical issues related to work and interacting with others on the job. DigiTips provide related information that will help you.
Data files for student use in completing the activities found in the textbook are provided on the Instructor's Resource CD-ROM. Your instructor will need to make these files available to you on disk or on your local area network. Some data files are in word processing or spreadsheet format and are to be revised or completed by students. Other files are to be used as source documents or to enhance presentations or documents. Files in HTML format (Web pages) are used as reference sources.

Corporate View Intranet

The Instructor's Resource CD-ROM also contains Web pages for a corporate intranet. The intranet is for a fictional company called Corporate View; however, the intranet imitates real corporate intranets. Your instructor may make these files available to you on your computer's hard drive or on your local area network. You can also access the Corporate View intranet on the World Wide Web.

While visiting the Corporate View intranet, you will learn about various departments within the company. These departments relate to the career clusters you will learn about in Tooling Up! sections. For example, you will explore career pathways in Marketing, Sales, and Customer Support. You will also learn about these jobs on the Corporate View intranet. Three Corporate View simulation textbooks are available from South-Western/Thomson Learning. Ask your teacher for more information if you are interested in studying the career areas listed below.

Corporate View: Corporate Communications (ISBN: 0-538-69153-0)
Corporate View: Management & Human Resources (ISBN: 0-538-69978-7)
Corporate View: Marketing, Sales, & Support (ISBN: 0-538-69154-9)

DigiTools Digital Workbook

You have probably used many workbooks that were printed on paper. Because you are learning to use digital tools in this textbook, however, you will use a digital workbook for this course. The DigiTools Digital Workbook is provided on the Instructor's Resource CD-ROM. Your instructor will need to make these files available to you on disk or on your local area network.

The DigiTools Digital Workbook provides activities to review the concepts taught in the chapter, reinforce the vocabulary you have learned, and practice your math skills. You will complete online exercises to review and practice punctuation, grammar, and number...
and word usage. You will also complete drills to build keyboarding skills. Self Checks and Peer Checks will help you evaluate your work.

Instructor’s Materials

Teaching support materials are available for instructors who adopt DigiTools for classroom use. These materials are described in the sections that follow.

Instructor’s Manual

The Instructor’s Manual is available to instructors who adopt the textbook for class use. The manual is a comprehensive source for practical ideas in course planning and enrichment. The manual includes teaching and grading suggestions and sample solutions for textbook activities and workbook review questions.

Instructor’s Resource CD

An Instructor’s Resource CD is available to instructors who adopt the textbook for class use. The CD includes:

- Data files for use by students in completing activities for the textbook and for the DigiTools Digital Workbook
- Lesson plans for each chapter
- Teaching strategy articles and assessment tools
- Sample solution files for selected student activities
- Electronic slides (in Microsoft PowerPoint format) for presenting/reviewing document formats
- The Corporate View intranet
- Supplemental speech recognition lessons for Dragon NaturallySpeaking, IBM ViaVoice, and Microsoft Office XP Speech Recognition in PDF format

ExamView®

Instructors can purchase a flexible, easy-to-use electronic test bank and test generation software program that contains objective questions. Test bank questions are included for 15 chapter tests and a final exam. The ExamView® software enables instructors to modify questions from the test bank or add instructor-written questions to create customized tests.

Web Site

South-Western maintains a Web site to support DigiTools. Instructors may access the Web site at www.digitools.swlearning.com. The site provides instructor resources selected from the DigiTools Instructor’s Manual and the Instructor’s Resource CD, student resources, including data files and DigiTools Digital Workbook files, updates (information made available after publication of the text), links to related sites, and information about related products.
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