

LOLA

MICRO COMPUTING SERVICES

Introduction to Microcomputing

**Training Course
for
LOLA Information Services Division**

TABLE OF CONTENTS

INTRODUCTION and AIMS

Aims of the Course	1
Course Outline	
Microcomputer Hardware	1
Introduction to DOS	1
Communications	1
Microcomputer Software	1
Where to Get Help	1

HARDWARE

Components of a Microcomputer System	2
The Screen	
Screen Types	2
Controls	2
The Keyboard	3
Using Irma 3270	3
The System Unit	
Micro Processor	4
Memory	4
RAM	4
Bytes	4
ROM	4
Disk Storage	5
Disk Drives	5
Hard Disk	5
Floppy Disk	5
Peripherals	
Interfaces	6
Interface Adaptors	6
Printers	6
Printer Technologies	6
Printer Interface	6
Printer Stationery	7
Printer Operation	7
Plotters	7
Tape Streamers	7
Modems	7
Mouse	7
Scanner	7
Other Peripherals	7

SYSTEMS SOFTWARE

Introduction	
Systems Software	8
Applications Software	8
The Operating System	
MS-DOS	8
PC-DOS	8
OS/2	8
UNIX	8

TABLE OF CONTENTS (Cont'd)

DOS

Introduction	
Why Use DOS?	9
Booting	9
How to Load DOS	9
The DOS Prompt	9
Drive Designations	9
Disk Commands	
Formatting a Diskette	10
Copying a Diskette	10
DISKCOMP	10
Directories	
Typical Directory Structure	11
Directory Commands	
The Default Directory	12
DIR	12
TREE	12
Pathnames	12
CD	13
MD	13
RD	13
File Naming Conventions	
Syntax	13
Filename	13
Extension	13
File Handling Commands	
COPY	14
DEL	14
REN	14
TYPE	14
Other DOS Commands	
Ctrl - Break	15
CHKDSK	15
MEM	15
CLS	15
DATE & TIME	15
DOS Editing Keys	15

LOOK AFTER YOUR MICRO!

Backup to Tape	16
Care of Diskettes	16
Care of Hard Disk	16
Care of Files	16
File Recovery	16
Other Care	16
Tape Backup Log Sheet	17

NETWORKS and COMMUNICATIONS

Networks	18
Communications	18
Multi-User Software	18
Network Security	18

TABLE OF CONTENTS (Cont'd)

IRMA 3270	
What is Irma?	19
Irma Features	19
File Transfer Security	19
Preparing a File	19
Preparing to Transfer	19
IRMA FILE TRANSFER	
Before You Start	
Security Checklist	20
File Preparation	20
Transfer Preparation	20
File Transfer Procedure	
Logon to Mainframe	20
Switch to Micro Mode	20
Run FTTSO	20
Edit Transfer Type	21
Send/Receive the File	21
Logoff Mainframe	21
If The Transfer Fails	22
APPLICATIONS SOFTWARE	
Standard Software Packages	
Standard Packages	23
Word Processing	23
Spreadsheets	23
Databases	23
Other Software Packages	
Desktop Publishing	24
Accounts	24
Graphics	24
Specialist Software	24
Tailored Software	25