Dear Dr. Tech Assignment

Role: 
You have just been hired to be Dr. Tech, the question and answer person for the Daytona State's newspaper called In Motion. Readers of your newspaper are invited to submit letters to Dr. Tech, who answer them in "Dear Abby" style in a special section of the newspaper.

Audience: 
The audiences for all of your writing assignments for the semester are the letter writers.

Purpose: 
The purpose of all of your writing assignments is informal exploratory writing aimed at getting you to express your ideas use the appropriate terminology.

Format: 
The assignments have you answer the question in a letter format. Your assignments should be 100 words or more. Make sure you fully explain the topic on hand. For documentation, use your book as your first source. List all other sources at the end of your assignment in an unformatted list.

Letter 1 

Dear Dr. Tech
My name is Joe and I am a current student at Daytona State. What are the benefits of becoming a knowledgeable computer user, or computer literate? Can you give me a few (3) examples of the benefits of being Computer Savvy?
Thanks
Joe

Letter 2 
Looking at Computers Understanding the Parts

Dear Dr. Tech
This is Joe again. Thanks for the advice in last week's paper. I now know that computer literacy goes beyond knowing how to use a mouse and sending emails.

I would like to purchase a portable computer, tablet or ultrabook for my personal use. Can you tell me the difference between portable computers, tablets and ultrabooks? Also can you list the features (e.g. operating systems, size, processor, memory, and package price) for an example of each type? Also can you make a recommendation for a new portable computer, tablet or ultrabook? Why did you choose one type over the others?

Thanks,
Joe

Hint:
Suggested Websites
**Letter 3**  
**Using the Internet: Making the Most of the Web's Resources**

Dear Dr. Tech  
My name is Susie and I enjoy reading your section of In Motion every week. I understand that communication was one of the reasons the internet was developed and is one of the primary uses of the internet today. I currently am looking to update our computer and telephone systems and was looking to incorporate the internet and the telephone systems together for communication. Can you give me the advantages and disadvantages of going with VOIP telephone systems? Are there any other ways that my clients can talk to me using the internet for real time interaction?  
Thanks in advance.

Susie

**Letter 4**  
**Application Software: Programs that let you Work and Play**

Dear Dr. Tech  
My name is Marge. I just received a computer handed down to me from my son Bart. It is loaded with software that I do not have a use for and I wanted to delete that software. What is the correct way to uninstall software? Is there more than one way to uninstall software? What happens if you don’t follow correct uninstall procedures?  
Sincerely  
Marge

**Letter 5**  
**Using System Software: The Operating System, Utility Programs, and File Management**

Hello Dr. Tech  
This is Marge again. Thanks for the great advice on how to uninstall. I have another computer issue that I hope you can help me with. When my computers freeze, what do most users typically do? What should I do when my computer freezes?  
Thanks again  
Marge

**Letter 6**  
**Understanding and Assessing Hardware: Evaluating your System**

Hello Dr. Tech  
Again this is Marge. After using my computer for a month. I have learned so much. I believe that I am well on my way to being a tech Savvy user. Can you explain to me when you should upgrade an existing computer as opposed to buying a new one?  
You have been a tech lifesaver for me.
Letter 7

Networking Connecting Computing Devices

Hello Dr. Tech
I am tired of my neighbors piggyback off my network for internet service. Because they are using my service the download time is very slow. Can you give me any advice on how to secure my wireless network?
Thanks in advance
Tired of my freeloading neighbors

Letter 8

Digital Lifestyle: Managing Digital Data and Device

Hello Dr. Tech
I am in the process of updating my mobile devices. I am past due for an upgrade. The reason for not updating sooner was Mobile device phobia. Can you give me any advice on the new mobile devices available?
Sincerely,
Scared Mobile user

Hints:
Are you already using mobile computing technology? If so, what types of mobile devices do you use? How do these devices help you in your day-to-day routine? If you’re not already using mobile technology, what types of mobile devices would you like to own? If you had to choose among a smartphone, tablet, netbook, or ultrabook, which would you choose, and why? How would you use the device in your day-to-day life?

Letter 9

Securing your System Protecting your Digital Data and Devices

Dr. Tech
You did a wonderful job helping me kick my neighbors off of my wireless network. Thanks. Now that my network is secure, What can I do to protect my computer?
Sincerely
Insecure

Letter 10

Building Applications

Dr. Tech
I am in a Basic Computer concepts class and I am stuck on a question. It has to do with programming. I took this course to fulfill my Computer Literacy requirement and have no idea about programming. Can you tell me what an algorithm is? Can you give me an example of algorithms one could use to make decisions in everyday life?
Thanks,
Clueless

Letter 11

Databases and Information Systems

Dr. Tech
I understand that a Database is an electronic collection of related data that can be organized so that it is more easily accessed and manipulated. Why is Excel
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<tr>
<th>Letter 12</th>
<th>Networking and Security in the Business World</th>
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<tbody>
<tr>
<td>Dr. Tech</td>
<td>My instructor gave a great lecture on the definition of LAN, WAN, MAN, HAN and PAN. When I got home from school, I could not remember the difference between the different types of network. Can you help me by explaining the differences between a LAN, a WAN, a MAN, a HAN, and a PAN network?</td>
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<thead>
<tr>
<th>Letter 13</th>
<th>How the Internet Works</th>
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<tr>
<td>Dear Dr. Tech</td>
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<td>I always wanted to create my own website and felt that I did not have enough computer knowledge to do it. Can you explain to me how HTML is used to format web pages? What is a cascading style sheet and how is it used to change the formatting of HTML elements? How is XML different from HTML?</td>
<td></td>
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<tr>
<td>Sincerely</td>
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<td>Webbie</td>
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