Contents

1. Concepts of Computers 1
Lincy John, Naveen Thacker

Objectives *1*
Characteristics *1*
Computer Organization *1*
Functional Units *2*
Computer Software *3*
Computer Language *3*
Operating System *4*
Computer Security *4*

2. Selecting a Computer 6
Manoj Ambwani

Desktop Computer *6*
All-in-one Desktop Computer *11*
Laptop *11*
Tablets *13*

3. Computer Security and Virus Protection 15
Yatin Mehta

Malware *15*
Tips for Protecting Computer from Hackers and Viruses *17*

4. Maintenance and Taking Care of Computers..... 21
Bhavesh Shah

Maintenance of Computer Hardware *21*
Maintenance of Computer Software *24*
Schedule of Computer Maintenance Tasks *27*

5. Backing up the Data..... 29
Rajinder Gulati

External Hard Drive or Cloud Backup *29*

6. Computer Ergonomics 34
Bakulesh M Chauhan

What is Ergonomics? *35*
Computer Ergonomics *35*
Laptop Ergonomics *44*
Recommendations *47*

7. Microsoft Word, Excel and Access 52
Nikita Thakkar, Upant Rao Dongre

Microsoft Word *52*
Microsoft Excel *54*
Pictorial Presentation *55*
Microsoft Access *57*

8. PowerPoint Presentation 60
Neelkamal Kapoor, Pradeep Kapoor

Uses of PowerPoint Presentation *60*
Before you Begin *61*
Making the Slides *62*
Uses of Digital Image *64*

9. Understanding Mobile Operating Systems 66
Sanjeev Goel

What Does Operating System Do? *67*
Types of Operating Systems *67*
Operating Software *70*

10. Smartphones and their Applications..... 75
Pritesh Nagar

History *76*
Smartphone Penetration *76*
Medical Applications *76*

11. Internet Search for Medical Literature and Resources 82
Niranjan Shendurnikar, Paresh Thakkar

Hierarchy of Evidence *82*
Quick References to Diseases *85*
Online Literature Search *86*

12. Multimedia..... 94
Maansi Ramnani, Upant Rao Dongre

Defining Multimedia *94*
Types of Multimedia *94*
Uses of Multimedia *94*

13. Social Networking..... 96
Jeeson Unni, Sachidanand Kamath

Social Media and Public Health Communication *96*
Use of Social Networking Sites in Nursing *98*
Policy and Guidance Documents Related to
Social Media for Nurses *99*

14. Patient Education and Information Technology 104
Mukesh Kumar Singh, Niranjan Shendurnikar

Decision Aids for Patients *105*
Patient Information-seeking Behavior in the IT Age *106*
Evaluating the Quality of Internet Health Information Content *107*
India: The Ground Realities and Future Possibilities *113*
Nurses: Potential Technology Savvy Patient Educators *113*
Nursing Informatics *114*

15. Hospital Information Systems 116
Jagdish Chinnappa

Front-end Functions *116*
Back-end Functions *119*

16. Statistical Packages: Types and their Features 123
Nishtha Kathuria Juneja, Sumeet Juneja

Role of Statistics in Nursing *123*
Broad Categories of statistics *124*
Statistical Packages *124*
MS Excel *126*
Statistical Package for Social Sciences (SPSS) *129*

17. Telemedicine 133
Naveen Thacker, Sandeep Thacker

History *133*
Scope of Telemedicine *134*
Advantages of Telemedicine *135*
Types of Data Transferable *137*
Telemedicine Concepts *137*
Telemedicine Technologies *138*
Telemedicine Devices *139*
Limitations to Spread of Telemedicine *141*
Ethical Issues *141*
Indian Scenario *142*

18. Application of Computers in Nursing 145
Lincy John, Naveen Thacker

Index **149**