



Colegio de San Juan de Letran
Dominican Avenue, Abucay, Bataan
Library and Media Services

RESEARCH GUIDE: COMPUTER 7

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RESEARCH GUIDES

COMPUTER 7

I. SCOPE NOTE

Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use.

[https://www.techopedia.com/definition/20737/microsoftoffice.](https://www.techopedia.com/definition/20737/microsoftoffice)

II. SEARCH AIDS (BT: Broader Term, RT: Related Term, NT: Narrow Term)

BT:

- Microsoft Office

RT:

- Hardware
- Software

NT:

- Programming
- Computer System
- Coding
- Web design
- Programming Language
- Application Software
- System Unit
- Motherboard
- CPU (Central Processing Unit)
- Primary Storage
- Expansion Bus (PCI & PCI Express)
- Adapters
- Power Supply Unit
- Hard Disk Drive/Solid State Drive
- Optical Drive
- Read Only & Random Access Memory
- Input Devices
- Output Devices
- Direct Entry Devices
- Ports
- Cables & Wires

III. INFORMATION RESOURCES

A. LIBRARY RESOURCES

Note: For the appropriate access credentials, please contact the Letran Bataan Library

➤ E-BOOKS

- Atkinson, Paul. (2010). Introduction: Computer Histories. London: Reaktion Books Ltd. <https://search.proquest.com/central/docview/1371369745/abstract/87CE98CD09D94B46PQ/1?accountid=190548>
- Heshmati, Almas. (2009). Information and Communications Technology. Princeton: Princeton University Press. <https://search.proquest.com/central/docview/189251427/fulltextPDF/9559EF4A66C14B5FPQ/2?accountid=190548>
- BCS Glossary of Computing and ICT (2008). Swindon: BCS Learning & Development Limited. https://www.proquest.com/publication/publications_76032

➤ E-JOURNALS

- Journal of Information Science. https://www.proquest.com/publication/publications_43525?accoutid=190548
- Journal of Educational Technology & Society. https://www.proquest.com/publication/publications_1586335?accountid=190548
- Science and Children. https://www.proquest.com/publication/publications_41736?accountid=190548
- Science Scope. https://www.proquest.com/publication/publications_36017?accountid=190548
- Education and Information Technologies. https://www.proquest.com/publication/publications_55384?accountid=190548
- Technical Communication. https://www.proquest.com/publication/publications_49110?accountid=190548
- International Journal of Modern Education and Computer Science. https://www.proquest.com/publication/publications_2026674?accountid=190548
- Journal of Information Systems & Operations Management. https://search.proquest.com/central/publication/publications_1216366
- Digital Learning. https://search.proquest.com/central/publication/publications_55059
- Technical Services Quarterly. https://search.proquest.com/central/publication/publications_53140
- Radical Teacher. <https://search.proquest.com/docview/218843143?accountid=190548>
- IEEE Spectrum. <https://search.proquest.com/docview/196678544?accountid=190548>

➤ E-THESES

- Bates, Carla (2017). Teaching Pedagogy and Preferred Learning Styles for Introductory Computer Programming Courses (Order No. 13855956). Available from ProQuest Central (2196756143). Retrieved from <https://www.proquest.com/docview/2196756143/450873F7242143B8PQ/1?accountid=190548>
- Chang, Chunhao (2017). Transforming Video Gameplay Experiences into a Roadmap to Facilitate Children's Learning of Computational Thinking Concepts (Order No.10287095). Available from ProQuest Central. (1928930961). Retrieved from <https://www.proquest.com/docview/1928930961/450873F7242143B8PQ/4?accountid=190548>
- Mohammed Jawad, Hadeel (2018). Exploring How Integrating Art & Animation in Teaching Text-Based Programming Affects High School Students' Interest in Computer Science (Order No. 10934314). Available from ProQuest Central. (2115562107). Retrieved from <https://www.proquest.com/docview/2115562107/450873F7242143B8PQ/7?accountid=190548>
- Sadik, Olgun (2017). What Do Secondary Computer Science Teachers Need? Examining Curriculum, Pedagogy, and Contextual Support. Available from ProQuest Central. (1947043207). Retrieved from <https://www.proquest.com/docview/1947043207/450873F7242143B8PQ/15?accountid=190548>
- Whitesel, Joel Anthony (2002). Instruction on using on -line help and its impact on computer novices' ability to complete unfamiliar computer tasks (Order No. 3105047). Available from ProQuest Central. (305531278). Retrieved from <https://www.proquest.com/docview/305531278/C0085D7F77C7466CPQ/8>
- Latio, Gambu Wani (2009). Examination of factors that influence computer technology use for classroom instruction by teachers in Ohio public high schools (Order No. 3371468). Available from ProQuest Central. (304964659). Retrieved from <https://www.proquest.com/docview/304964659/48ACB4A8DC0842A9PQ/1?accountid=190548>
- Sharick, Sara L. (2016). Case Study on How High School Teachers Incorporate Technology in the Classroom to Meet 21st Century Student Learning Needs (Order No. 10169634). Available from ProQuest Central. (1847999462). Retrieved from <https://www.proquest.com/docview/1847999462/48ACB4A8DC0842A9PQ/8?accountid=190548>
- Willets, Sharon Ann Patricia (2008). An investigation of instructional technology use in middle schools and student achievement on a statewide computer skills test (Order No. 3342627). Available from ProQuest Central. (304817320). Retrieved from

<https://www.proquest.com/docview/304817320/48ACB4A8DC0842A9PQ/15?accountid=190548>

- Bewley, Samantha (2018). High School Computer Science Education (Order No. 13426311). Available from ProQuest Central. (2176535440). Retrieved from <https://www.proquest.com/docview/2176535440/48ACB4A8DC0842A9PQ/17?accountid=190548>
- Gorman, Thomas A. (2010). High school early adopters of digital technology (Order No. 1483608). Available from ProQuest Central. (2176535440). Retrieved from <https://www.proquest.com/docview/837430615/48ACB4A8DC0842A9PQ/39?accountid=190548>
- MacAulay Abdelwahab, M. (2009). Assessing the switching barriers between Microsoft Office and OpenOffice.org (Order No. MR47516). Available from ProQuest Central. (304861205). Retrieved from <https://search.proquest.com/docview/304861205?accountid=190548>
- Carlson, A. (2019). Microsoft 365 and exchange server hybrid forensics (Order No. 27670117). Available from ProQuest Central. (2337997853). Retrieved from <https://search.proquest.com/docview/2337997853?accountid=190548>
- Mendez, L. A. (2011). Teacher education students' perceptions and actual abilities as demonstrated through examinations in Microsoft word, excel, and PowerPoint (Order No. 3459428). Available from ProQuest Central. (874975769). Retrieved from <https://search.proquest.com/docview/874975769?accountid=190548>
- Roller, Michael Alden. (2016). A consensus on the definition and knowledge base for computer graphics. Available from ProQuest Central. <https://search.proquest.com/docview/1834819482?accountid=190548>
- Reed, Kendra L. (1998). New age technology and new "aged" workers: The impact of age on computer technology skill acquisition and the influence of computer self-efficacy, age-related beliefs, and change attitudes. Available from ProQuest Central. <https://search.proquest.com/docview/304438657?accountid=190548>
- Edgington, Jeffrey Michael. (2010). Toward using games to teach fundamental computer science concepts. Available from ProQuest Central. <https://search.proquest.com/docview/761141126?accountid=190548>
- Townsend, Megan C. (2012). Computer technology, student achievement, and equity: A multilevel analysis of the relationship between high school students' use of computers, gender, and mathematics achievement. Available from ProQuest Central. <https://search.proquest.com/docview/921644791?accountid=190548>

B. OPEN ACCESS

➤ FREE E-BOOKS

- Mercurio, Ralph (2018). Beginning Office 365 Collaboration Apps: Working in the Microsoft Cloud. Clayton, NC: Apress.

- <https://www.pdfdrive.com/beginning-office-365-collaboration-apps-working-in-the-microsoft-cloud-d184144458.html>
- Wilson, Kevin (2017). Essential Office 2016. Bluminet Press.
<https://www.pdfdrive.com/essential-office-2016-d186457293.html>
 - Lambert, Joan (2015). Microsoft PowerPoint 2016 Step by Step. Washington: Microsoft Press.
<https://www.pdfdrive.com/microsoft-powerpoint-2016-step-by-step-d18847044.html>
 - Cox, Joyce and Lambert, Joan (2010). Microsoft Word 2010 Step by Step. Washington: Microsoft Press.
<https://www.pdfdrive.com/microsoft-word-2010-step-by-step-ebook-d18905556.html>
 - Sande, Warren, Sande, Carter (2014). Hello World!: Computer Programming for Kids and Other Beginners. New York: Manning Publications Co.
<https://www.pdfdrive.com/hello-world-computer-programming-for-kids-and-other-beginners-d157809471.html>
 - (2018). Help Your Kids With Computer Science: Unique Visual Step-By-Step Guide to Computers, Coding, and Communication. London: Dorling Kindersley.
<https://www.pdfdrive.com/help-your-kids-with-computer-science-a-unique-visual-step-by-step-guide-to-computers-coding-and-communication-d158432499.html>
 - Conrod, Philip and Tylee, Lou (2017). Visual C# for Kids: A Step by Step Computer Programming Tutorial. 15th ed. Maple Valley, WA: Kidware Software.
<https://www.pdfdrive.com/visual-c-for-kids-a-step-by-step-computer-programming-tutorial-d195063723.html>
 - (2015). How a Computer Works. England: Camboard Technology.
<https://www.pdfdrive.com/how-a-computer-works-d191433264.html>
 - Beer, Paula and Simmons, Carl (2015). Help App Inventor! Android Programming for Kids and the Rest of Us. New York: Manning Publications Co.
<https://www.pdfdrive.com/hello-app-inventor-android-programming-for-kids-and-the-rest-of-us-d25592387.html>
 - Cox, Joyce, Lambert, Joan and Frye, Curtis (2010). Microsoft Office Home and Student 2010 Step by Step. New York: Manning Publications Co.
<https://www.pdfdrive.com/microsoft-office-home-student-2010-step-by-step-step-by-step-microsoft-d186136007.html>
 - Frye, Curtis. (2015). Microsoft Excel 2016 Step by Step. U.S.A.: Microsoft Press.
<https://www.pdfdrive.com/microsoft-excel-2016-step-by-step-d34313668.html>
 - Miller, Michael. (2007). Absolute Beginner's Guide to Computer Basics. 4th ed. USA: Que Publishing. <https://www.pdfdrive.com/absolute-beginners-guide-to-computer-basics-4th-edition-absolute-beginners-guide-d156687973.html>
 - Morrison, Connie. (2015). Computer Literacy Basics: A Comprehensive Guide to IC3. 5th ed. <https://www.pdfdrive.com/computer-literacy-basics-d20656936.html>

➤ FREE E-JOURNALS

- Directory of Open Access Journals. <https://doaj.org/>
- Interacting With Computers. <https://academic.oup.com/iwc>
- Computer Science and Information Science. <http://www.comsis.org/>
- Computer: Open Access Journal. <https://www.mdpi.com/journal/computers>
- Journal of Computer Science & Informatics.
<https://sciforschenonline.org/journals/computer-science-informatics/>
- Computers & Education. <https://doi.org/10.1016/j.compedu.2019.04.011>
- Computers in Human Behavior. <https://doi.org/10.1016/j.chb.2020.106349>
- Data in Brief. <https://doi.org/10.1016/j.dib.2020.105833>

➤ FREE E-THESES

- Bewley, S. (2019). High School Computer Science Education. (Thesis). Villanova University. Retrieved from <http://pqdtopen.proquest.com/#viewpdf?dispub=13426311>
- Chittora, S. (2019). A visual introduction to machine learning for high school students. (Thesis). California State University –Sacramento. Retrieved from <http://hdl.handle.net/10211.3/214288>
- Newton, H. (2014). Presenting Computer Science Concepts to High School Students. (Thesis). University of Canterbury. Retrieved from <http://hdl.handle.net/10092/10603>
- Feng, H. (2014). Effects of a selected computer simulation on high school students' academic performance in technology education. (Thesis). University of Georgia. Retrieved from <http://hdl.handle.net/10724/26889>
- Mayer, V. (2019). Computer Science for Middle School (CS4MS): How Middle School Administrators and Teachers Implement Computer Science Curricula. (Thesis). UCLA. Retrieved from <http://www.escholarship.org/uc/item/5j6713k9>
- Lockwood, J. (2019). Computer Science to Go (*CS2Go*): Developing a course to introduce and teach Computer Science and Computational Thinking to secondary school students. (Thesis). RIAN. Retrieved from <http://mural.maynoothuniversity.ie/11015/>
- Lauzon, N. P. (2019). *Implementing computer devices in a private catholic high school*. (Masters Thesis). Montana State University. Retrieved from <https://scholarworks.montana.edu/xmlui/handle/1/15677>
- Colandrea, J. L. (2012). The diffusion of computer-based technology in K-12 schools/ Teachers' perspectives. (Thesis). Fordham University. Retrieved from <http://pqdtopen.proquest.com/#viewpdf?dispub=3518848>
- Manship, K. (2017). The Effects of Pair-Programming in a High School Introductory Computer Science Class. (Thesis). Boise State University. Retrieved from <https://scholarworks.boisestate.edu/td/1343>
- Tanczenberger, A. (2010). Introducing Microsoft Office SharePoint 2007 and application in a business environment. (Thesis). University of Debrecen. Retrieved from <http://hdl.handle.net/2437/91025>

- Li, M. (2010). Improvement of Microsoft Office Build System Feedback Mechanism. (Master's Thesis). National University of Ireland – Maynooth. Retrieved from <http://mural.maynoothuniversity.ie/5352/>
- Kasi Reddy, S. R. (2007). OLAP REPORTING APPLICATION USING OFFICE WEB COMPONENTS. (Master's Thesis). University of Akron. Retrieved from http://rave.ohiolink.edu/etdc/view?acc_num=akron1186510155
- Amvrossiev, G. (2018). Automation of the Microsoft's Office programs. (Thesis). Metropolia Ammattikorkeakoulu. Retrieved from <http://www.theseus.fi/handle/10024/150553>
- Colandrea, John Louis. (2012). The diffusion of computer-based technology in K-12 schools: Teachers' perspectives. (Thesis). Fordham University. <http://pqdtopen.proquest.com/#viewpdf?dispub=3518848>

C. PROFESSIONAL ORGANIZATIONS

- Computing Society of the Philippines. <https://csp.org.ph/>
- Information Technology Association of the Philippines. <http://www.itaphil.com/index.html#/>
- International Association of Computer Science and Information Technology. <http://www.iacsit.org/list-9-1.html>
- Philippine Computer Society. <https://www.philippinecomputersociety.org/>
- Philippine Society of Information Technology Educators. <https://psite-ncr.org/>
- Philippine Software Industry Association. <https://www.psia.org.ph/>
- The Association for Information Science and Technology (ASIS&T). <https://www.asist.org/>
- Association for Computing Machinery. <https://www.acm.org/>
- American Society for Engineering Education. <https://www.asee.org/>
- Computer Research Association. <https://cra.org/>
- Association for Information Technology Professionals. <https://www.comptia.org/membership/it-pro>

D. OTHER RELATED WEB PORTALS

- Microsoft Office. <https://www.office.com/>
- Go Skills. <https://www.goskills.com/Microsoft-Office>
- WIX. <https://support.wix.com/en/article/creating-a-wix-site-using-your-microsoft-office-365subscription>
- Code Cademy. <https://www.codecademy.com/>
- W3Schools. <https://www.w3schools.com/>
- Coursera. <https://www.coursera.org/learn/c-for-everyone>
- EDX <https://www.edx.org/professional-certificate/harvardx-computer-science-and-mobile-apps>
- Lynda. <https://www.lynda.com/Python-tutorials/Programming-Fundamentals-Real-World/418249-2.html>

E. RELATED RESEARCH GUIDES

- Wayne house University. <https://guides.lib.wayne.edu/c.php?g=174794&p=1152970>
- Olympic College. <https://libguides.olympic.edu/c.php?g=232024&p=5459508>
- Reynolds Community College. <https://libguides.reynolds.edu/office2016>
- Vanderbilt. <https://researchguides.library.vanderbilt.edu/c.php?g=1046578&p=7624538>
- Georgia State University. <https://research.library.gsu.edu/c.php?g=196626&p=5546829>

IV. TUTORIALS

- Beginner's Guide to Microsoft Word. <https://www.youtube.com/watch?v=S-nHYzK-BVg>
- Beginner's Guide to Excel. <https://www.youtube.com/watch?v=rwbho0CgEAE>
- Beginner's Guide to Microsoft PowerPoint. <https://www.youtube.com/watch?v=XF34-Wu6qWU>
- How to Move a Picture by Cropping and Using an Animation in PowerPoint. <https://www.youtube.com/watch?v=6zrF-sy0TsE>
- Handwriting Text Effect in PowerPoint 2010. https://www.youtube.com/watch?v=HJVGl_bDOOw
- How to Create Moving Background in PowerPoint Presentation. <https://www.youtube.com/watch?v=mukGOCVoexl>
- How to Make Realistic Design in PowerPoint Presentation. <https://www.youtube.com/watch?v=8HQm0RSfnYs>
- GFC Global. <https://edu.gcfglobal.org/en/subjects/office/>
- Microsoft. <https://support.microsoft.com/en-us/training>
- Lynda. <https://www.lynda.com/Office-training-tutorials/263-0.html>
- Electric Teacher. <https://www.electricteacher.com/>
- Office Skills. <https://officeskills.org/microsoft-office-tutorials.html>
- MUO. <https://www.makeuseof.com/tag/microsoft-office-tutorials-courses/>

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