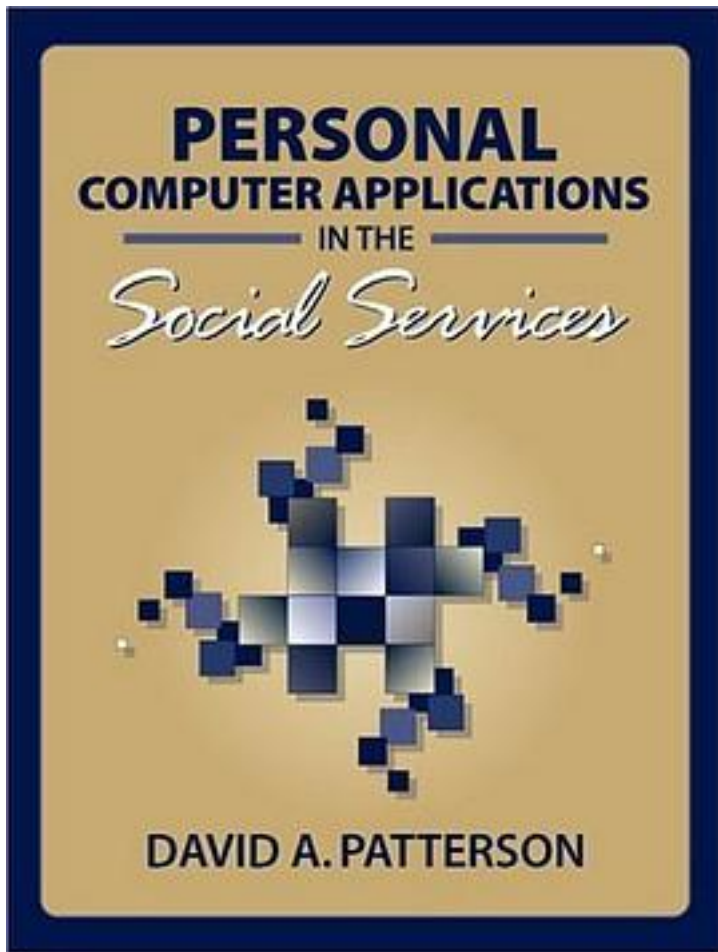


# Personal Computer Applications in the Social Services



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</U> This book demonstrates the use of personal computers and readily available

software as usable tools in social service practice. </U> It emphasizes how professionals can use information technology to acquire, synthesize, enhance, and analyze information that is used in human services practice. The book includes numerous illustrations, including screen shots, of software procedures and techniques, and examples that demonstrate the application of particular computing skills. The book demonstrates the use of spreadsheet software in the collection and analysis of data, including procedures for collecting and displaying single system practice evaluation data. It illustrates the creation and use of charts and graphs in spreadsheet, and describes how to use word processing software to produce smart case notes, interactive documents, mail merges, and Web pages. Chapter 9 is devoted to practice applications of the Internet, the Web, and E-mail. Chapter 10 discusses the ethics of personal computing in social service practice. </U> For readers interested in technology in social service practice.

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