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CS 205-01, 02, 03: Computer Literacy and Office Automation

Ann Tirpack
Wright State University - Main Campus

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Computer Literacy and Office Automation

Instructor: Ann Tirpack   ann.tirpack@wright.edu

COURSE OBJECTIVES:

- To understand basic computer operations and the principal components of a computer and connected peripheral devices
- To understand and examine current operating systems, software utilities, device drivers and application software
- To define and understand current storage technology and learn about logical file storage and management
- To become proficient in using:
  -Windows
  -Word Processing Applications
  -Spreadsheet Applications
  -Database Applications
  -Presentation Graphics Applications
- To understand the basics of e-mail
- To introduce networking concepts including the Internet and its components and web browser basics
- To learn ways to protect your data and avoid computer disasters

The course is divided into 3 modules and will be presented in the following order:

1) Computer Concepts, Introduction to the Internet including e-mail, and Introduction to Windows
2) Word Processing and Spreadsheets
3) Database and Presentation Graphics Software

The following software is installed in the 320 Oelman lab:

- Microsoft Windows XP, Microsoft Office 2003 Professional and Internet Explorer

REQUIRED TEXTS:

Microsoft Office 2003/Discovering Computers by Shelly, Cashman and Vermaat,
ISBN: 141-889-8848. This book pack will include the Microsoft Office 2003 text, Discovering Computers 2006 and a SAM Assessment CD. The SAM CD will be necessary to take some of the exams.

Note: You are responsible for purchasing the books and bringing them to class. Books for loan are not available in the classroom and lab.

MATERIALS NEEDED:

3 blank high-density floppy diskettes (1.44 MB); one will be provided before the first Test and the others can be purchased in lab @ 25¢. (You may use CD-Rs or Flash Drives but these must be readable on computers in the 320 Oelman lab.)

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COURSE EVALUATION:

Each module includes assignments to check and reinforce your understanding of the course curriculum. Each assignment has a due date and will be turned on that date in order to receive full credit. Assignments turned in after the test for that module will receive 0 points for the late assignments unless prior arrangements were made. All assignments should be turned in – even if late - to satisfy the 60% assignment completion requirement for each module of study. **Please collect and keep all graded assignments for your records.**

No Assignments will be accepted after Friday May 31, 2006.

There will be four tests and several pop quizzes. The tests will be written, hands-on or on-line. For on-line tests, you will need the SAM 2003 Assessment CD which you purchased as part of your texts. To access the on-line tests/assignments in the SAM Assessment website from our lab, you will be required to have a WSU user ID and password, an institution code (S3675503) and the unique multi-part number key code from your own CD (on the orange sticker). Only one student can use a key code.

Tests **MUST** be taken at the scheduled times. **Make-up exams** will only be given in the event of extreme, documented circumstances or prior notification. My e-mail address is ann.tirpack@wright.edu; my home phone is **(937) 426-8909**. You must notify me on or before the test day if your are unable to attend a test!

Grade Weights (approx.):

Maximum lab assignment scores			150 pts
Pop quizzes (Tentative number - unannounced)			?
Module 1	Windows (35pts)	Concepts (60pts)	95 pts
Module 2	Word (no test, quiz ?)	Excel (65 pts)	65 pts
Module 3	Access (65 pts)	PowerPoint (no test, quiz ?)	65 pts

Total Points

We will use the following grade scale: 90-100%=A   80-89%=B   70-79%=C   60-69%=D

  **No make-up quizzes will be given.

  **You must complete a minimum of 60% of the assignments in each module to pass the course.

**Late assignments will be penalized; no assignments will be accepted for points after the last regular class meeting of the quarter (Mar. 10)!

**Please have your photo ID available if requested before taking an exam or quiz.

**A quarter grade of incomplete will be awarded only in extreme, documented circumstances.

** Your recorded grades and syllabus can be viewed at any time during the quarter from any location on WebCT at http://wisdom.wright.edu

DISABILITY SERVICES:

During the FIRST WEEK OF CLASS - Students with special needs should notify the Instructor of any requirements needed to complete CS205.

320 Oelman OPEN LAB HOURS: There will be open lab time during class for you to work on assignments. Additional lab hours have been scheduled **Monday & Wednesday 12:30 – 1:30 PM, and 5:00 – 5:50 PM or Sunday 2:00 - 4:00 PM)** or visit the labs in the library annex or 152C Russ.

You are welcome to work on assignments in 320 Oelman on Mon, Wed and Fri 7:30 AM to 12:30 PM excluding your regular lecture time and exam days.

SAVING DATA:

All data generated in 320 Oelman must be saved to your 1.44 MB diskette, your CD-ROM, or your flash drive (not on the hard drive). *You should save often* – do not wait until you are finished (there is always a risk of something going wrong with the computer). Data saved to the local hard drives in 320 Oelman are not recoverable after you log out. You are responsible for providing a backup of all assignments if the need arises. Be prepared to re-submit.

LABORATORY POLICIES FOR 320 Oelman

1) Do not modify or add files to the hard disk on the lab computers except where designated by the Instructor.

2) You are responsible for doing your own work. You are not to make copies of files for others or accept files from others. Academic misconduct procedures will be followed. Refer to the web site below for a listing of the Academic Integrity Guideline. *http://www.wright.edu/students/judicial/stu_integrity.html*

3) Refer to the following web site below for a complete listing of Responsible Use of Information Technology Guidelines for rules on Internet use at WSU. http://www.wright.edu/wrightway/3002.html

4) Label all diskettes with YOUR NAME and SECTION NUMBER.

5) **Do not use the computers during the lecture, unless instructed to do so by the instructor. YOU SHOULD NOT BE WORKING ON HOMEWORK DURING LECTURE.**

6) You are responsible for saving your work to your personal 3.5", 1.44MB diskette, NOT to the C drive (hard drive) on the lab computer. If you save your files to the C drive, they will be automatically deleted when the computer is rebooted.

7) The printers are to be used for CS205 assignments only. Do not print an assignment or any other document unless instructed to do so by your instructor. **For CS205 printed assignments, print 1 copy only – check the print preview before submitting the print job.**

8) Watch where you put your feet and hands. The computers are connected to the network and outlets by cables that can become unplugged if moved which could result in data loss.

9) When finished working on your PC, power down your system as instructed.

10) No eating or smoking is permitted in the lab at any time.

11) Making unauthorized copies of the software is prohibited; you can get legal copies of Windows and Office from the WSU Library.

12) Notify the instructor or CTA of any hardware malfunction.

USING THE LASERJET PRINTERS

Your printed files can come from either of two printers in the lab. Check both. If you detect a printer problem, do NOT attempt to correct it yourself, including "out of paper" or paper jam problems. Report any problems to the instructor or CTA's. DO NOT print during lectures.

CS205 WAIVER/PROFICIENCY APPLICATION

A student taking the CS 205 Proficiency Exam will potentially earn credit for the CS 205 course (4 credit hours) if he/she passes all sections of the exam with an average of 80% or better. The exam includes the following sections: Computer Concepts, Windows, Word, Excel, Access and PowerPoint.
If the student passes the exam and is currently enrolled in the course, he/she must drop or withdraw from the course!

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❈❈❈ LABORATORY ASSIGNMENTS: ❈❈❈

Before each lecture, read the assigned material. After the lecture, do the assignment. Follow the instructions in the syllabus as well as the assigned exercises in the books. For full credit, assignments are due as scheduled. You will need supporting documentation for extensions. Dates and Assignments are subject to change.

No Assignments will be accepted after Noon, May 31.

Follow all the directions and steps carefully (in the syllabus and in the exercises in the book)!!!

CS205 Assignments & Lecture Topics	Assignment Overview Check details on next pages	Lecture Date	Assignment Due	Score Value
Concepts Assignment 1 -Basics	Practice Test See syllabus pg. 5 for details.	3/27	3/31	/5
Concepts Assign 2, Hardware	Lab: Getting Most from Internet, see details – syllabus pg. 5.	3/29	4/3	/5
Concepts Assign 3, Software	Lab: USB Flash Drive report.	3/31	4/3	/5
Concepts Assign 4, Internet	Lab: Backing Up Your Computer - see details in syllabus pg. 5	4/3	4/5	/5
Window Assign 5, File Mgmt.	Windows Parts A & B - Syllabus, pg 6	4/5	4/7	/5
Concepts Assign 6, Computer Security, Ethics & Privacy	Lab: SAM Assignment 6 Review Details on pg 6	4/7	4/10	/5
Concepts Assign 7	Buying a Computer-details pg. 6	4/10	4/14	/5
Test # 1 (Windows)	Hands-on	4/10	4/10	/35
Test # 2 (Concepts)	Multiple Choice	4/12	4/12	/60
Word Assignment 1	See details on page 6	4/14-4/19	4/21	/25
Excel Assignment 1	In the Lab 1, pg EX132-133 – see pg 8	4/21-24	4/26	/10
Excel Assignment 2	In the Lab 1-pg EX 212-EX 215	4/26-4/28	5/1	/10
Excel Assignment 3	Case 1-pg EX 222 (Ester's Sweet Shop)	5/1	5/3	/10
Test #3 (Excel)	Excel Hands-on or Online	5/5	5/5	/65
Access Assignment 1	In Lab 2-pg AC 59-60 (Bookkeeping)*	5/8-10	5/12	/10
Access Assignment 2	In Lab 2-pg AC 110-111 (Bookkeeping)	5/12-15	5/17	/10
Access Assignment 3	In Lab 2-pg AC 169 (Bookkeeping)	5/17-19	5/22	/10
Access Assignment 4	Case 3-pg AC 63, AC 171 (Books)*	5/22	5/24	/10
PowerPoint Assignment 1	Directions in Syllabus	5/24-26	5/31	25
Test #4	Access Online	6/2	6/2	/65

*Check the syllabus for detailed assignment instructions.

Procedure for Assignments:

For the Basic Concepts Assignments enter your name, the assignment ID and the section number so your work can be identified. Document formatting will not be graded for the Concepts assignments. Starting with the Word module, a specific header and footer will be required. Always save and print (unless instructed otherwise) each document and put it into the **INBOX** on the front desk. For multiple page assignments, staple all relevant materials into one packet. You can find many good definitions of computer terms at www.webopedia.com, www.answers.com, and at www.howstuffworks.com. Even if not announced during class, you will be responsible for the reading assignments listed.

Assignment 1: *Read:* **Microsoft Office 2003 - Introduction to Computers (Com 1-38)**
Do: Learn It Online #2, Practice Test on page COM-39. Access the website described at the top of the page, click on Practice Test and follow instructions. Please add your class section number after your name on the test. Repeat the test until you get a minimum score of 80%. Print the pages and submit.

Assignment 2: *Read:* Discovering Computers, **Chapter 2 -The Internet and the World Wide Web in Discovering Computers 2006.**
Do: Do this assignment in 320 Oelman. You can bring headphones from home or borrow a set in the lab. To borrow, you will submit your WSU ID as collateral. Access the Course Technology website:
1. Go to Http://login.course.com
2. Click on "New User Registration", register by filling out all required fields.
3. Click on "Continue". Once you register, subsequent visits need only your User ID and password. Don't forget them.
4. Check the box next to "Discovering Computers 2006 Second Edition Companion Web Site."
5. Click "Submit" at bottom right-hand corner.
6. Click on "Discovering Computers 2006 Second Edition Companion Web Site" and this should take you to the site.
7. Select "The Internet and World Wide Web", then in the left panel select "Student Edition Labs 2"
8. Click "Getting the Most Out of the Internet". Several categories should display.
9. Complete each category except Travel, do the Intro, Observe and Review. Review will test your understanding. Do not print until you complete all categories assigned. Practice is optional. In the Observe phase, click the **play all** button to view all info. You can repeat the exercise.
10. Print all your results, staple and put in In-Box.

Assignment 3: Read: Microsoft Office 2003 – Introduction to Microsoft Windows XP (Chapter - Win pages 3-69, then skim the rest of the chapter)
Do: Submit about half to one page (typed single spaced) of information about USB Flash Drives. Google is a good search engine for this topic. Include short, concise, and numbered paragraphs as follows: Paragraph 1- a definition/function, 2-technology involved, 3-compare briefly with other common types of storage (capacity, cost, durability).

Assignment 4: *Read:* **Discovering Computers 2006, Chapter 11 -Computer Security, Ethics, and Privacy in the Supplemental Text**
Do: See Assignment 2 to access the Course Technology website. From the Student Edition Labs 2, select Backing Up your Computer. Complete all categories, do Intro, Observe and Review. Practice is optional. Print all your results and submit.

Introduction to Windows Module

Part A

Assignment 5: *Review:* Introduction to Microsoft Windows XP and Office 2003, pages WIN 3 – WIN 74. *Do: Assignment 5 Review.* You will be given instructions on how to access SAM 2003 Assessment online. You must join a group based on your class section the first session only. Once logged on successfully, select exams, and then select Assignment 5 Review. This is an open book exercise. Complete the exercise and your grade will be automatically recorded. No grade will be recorded if you do not complete the exercise. You may repeat until assignment due date to improve your score. You instructor will download the scores.

Part B:

(Hands-on practice-Do not turn in your disk.) – Part B is designed to improve your computer competency and is not to be turned in with Part A. You will definitely see problems like this on the Windows test. Don't hesitate to ask for help if you get stuck.

1. Put a labeled disk in the a: drive. Format that disk with your last name as a volume label (limit 11 characters).
2. Make two folders on the root directory of the a: drive. Name those new folders Admin and CS.
3. In the Admin folder, make two sub-folders. Name those new folders Finance and HR.
4. Make two sub-folders in the CS folder. Name those new folders Fall and Winter.
5. Copy all of the files (all 40 files) from U:\CS205\sect01\Practice to A:\Admin\Finance.
6. Copy all of the files with file names that begin with the letter E and the letter W from a:\Admin\Finance to a:\Admin\HR. (cont. on next page)
7. Move all Word files, that have file extensions .doc (*.doc), from a:\Admin\Finance to a:\CS\Fall.
8. Move all the text files (*.txt) from a:\Admin\Finance to a:\CS\Fall.
9. Copy all the files with file names that begin with the letter E (E*.*), from a:\Admin\HR to a:\CS\Winter.
10. Count all the files in each folder and sub-folder. The results should be:

a:\Admin	2 folders
a:\Admin\Finance	28 files
a:\Admin\HR	12 files
a:\CS	2 folders
a:\CS\Fall	12 files
a:\CS\Winter	5 files

11. Start over if necessary and keep trying until you get the totals as in Step 10, above. Don't hesitate to ask for help if you get stuck.
12. When you get the correct answers, rename the Finance folder to Budgets. Find and delete the file named Study.doc that is on the a: drive. Repeat the entire exercise from the beginning if you are having problems getting the correct final file counts.

Assignment 6: *Read:* Review the reading assignment in Assignment 4.

Do: Assignment 6 Review. Go to SAM 2003 Assessment online. Once logged on successfully, select exams, and then select Assignment 6 Review. Complete the review (open book) and your grade will be automatically recorded. No grade will be recorded if you do not complete the exercise. You instructor will download the scores.

Assignment 7: *Read:* Review

Do: Search computer vendor web sites to find a computer system that would satisfy your professional needs. Some popular manufacturers are Dell, Gateway, IBM, Apple, etc. Also check web sites for stores like BestBuy, CompUSA or Target. Customize you selection. Print your final specifications. Justify your choices on that printout; especially for processor type, processor speed, ram (type and amount), storage (which technologies), monitor, printer (which type), and software (which). Make sure your name is on all the printouts.

Procedure for Printing Future Assignments:

All future printouts must have a required "header" and "footer". The header must have the date, the assignment number, and your name. The footer must have your section number and page number if applicable.

** **If you complete the assignments outside of lab, the files must be in a format readable by Office 2003.**

Word Processing Module – Printed (25 Points)

Assignment 1: *Read:* Microsoft Office - Word Project 1, Project 2, and pages 182-187 of Project 3.

Do: Using Word, write a biography in the third person (write about yourself from the viewpoint of another person). For example, your first paragraph would start... John Doe's (you would use your name) hobbies include... His/Her leisure activities are... The body of the report is to be at least one and one half pages long. Follow the instructions on page WD 133 to format your report in MLA style. For the Works Cited page, use the citations listed on WD133 #3. Print only the final version of the report.

The body of the report should include:
1. Paragraph 1 - What are your hobbies and/or leisure activities?
2. Paragraph 2 - Short term goals – What are your plans for this next year?
3. Paragraph 3 - Long term goals – What do you plan to be doing ten years from now? Where do you plan to be living? Add a footnote with your name included (in MLA style) to detail the area in which you hope to live. The footnote should be at least two lines long.
4. Paragraph 4 – Describe in detail the ultimate possession you hope to acquire. Add a foot note (in MLA style) to add more details regarding this possession. The footnote must be at least two lines long.

Add a Header: date left aligned, assignment ID centered, and right aligned – your last name, a comma and the current page number. Add a Footer: Page X of Y centered, and CS205-(section number) right aligned.

At the end of the text, before the Works Cited page, insert the following table:

Wireless Mobile Devices Planned		
Device	**Approx. Price**	**Capabilities Provided**
Pager	$35+ for pager plus $10/mo service	Numeric and text messaging
Cell Phone	$50+ for phone plus $30/mo service, $10/mo Internet	Voice and e-mail connectivity
PDA	$100+	PIM, apps, Internet
Laptop	$900+	Same as desktop computer

PIM: Personal Information Manager

The table should be autoformatted (use the Table Professional) and single spaced. You may add additional formatting to the table if you want. Don't forget to spell check.

Follow the directions on page WD 133, Instructions Part 3 to modify and print your biography.

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Spreadsheet Module – Printed
Assignments will not be accepted without a "formula printout"
Make sure that the whole formula is showing. Points will be taken off if we can not see the whole formula.

Excel Assignment 1: *Read:* Microsoft Office - Excel Project 1 and Excel Project 2.
Do: In The Lab 1(Weekly Payroll Worksheet), page EX 132-EX133 – Part 1 only.
Use the following clarifications for the specified steps provided in the book.
- Do not print until all steps are completed.
- In Part 1, instruction 4, use the sum function.
- In Part 1 step 6, make the color changes to the background and text in the title area, then, use Undo to reverse the changes so you will have white background and black text.
- Omit step 9, replace with the proper header and footer and make sure the sheet prints landscape on one page.
- In step 11, print the formulas in landscape orientation on one page.
- After you are done with the steps in Part 1, create a 3-D pie chart using the Employee Names and their Net Pay. Include a title, no legend, and with category name and percentage checked. Create the chart as a new sheet. After the chart is created, increase the title font, bold the labels, explode the smallest pie piece and elevate the chart to 50. Add the required header and footer. For pie chart instructions – start on page EX 187-188 in Project 3.
- Turn in your three printouts (Values sheet, Formula sheet and Chart).

Excel Assignment 2: *Read:* Microsoft Office – Excel Project 3

Do: In The Lab 1(Seven Year Financial Projection), page EX 212-215 - All of Part 1, Part 2 and only the last paragraph in Part 3...
Use the following clarifications for the specified steps provided in the book.
- In Part 1 step 8, make the color changes to the background and text, then, use Undo to reverse the changes so you will have white background and black text. Do add the drop shadow.
- Omit step 9, add the required header and footer. Print only when all steps completed.
- If you have time, when printing, try to group the sheets and number the pages consecutively as shown in class. Save the file. Each page should be in landscape and scaled to one page per printout.
- Part 3 -Go back to the spreadsheet and complete only the last paragraph in Part 3 - use the Goal Seek to determine a margin (cell B24) that would result in a net income in 2012 of $5,000,000. Print only the values sheet again. Do not save the file with the new Goal Seek values. `
- Turn in the original values sheet, the formula sheet, the bar chart, and the modified sheet with pages correctly numbered.

Excel Assignment 3:
Do: Cases and Places Number 1(Esters Sweet Shop), page EX 222
- There are few specific requirements for this assignment. Create an Assumptions Block showing percentages of each candy and prices per pound. You will have 2 sets of assumptions (% output for each candy and the income from each). Add a border around the Assumptions Block. Use cell references to the values in the Assumptions Block in formulas whenever possible and use absolute addressing when copying the formula is required. You still need the required header and footer. With the information given in the case calculate the requested information.
- Format the worksheet and change to landscape orientation, adjust to cover one entire page and print.
- Display the formulas in landscape orientation; adjust to cover one entire page and print.
- Create a chart of your choice showing total income for each of the candies. Make certain you add the required header and footer. Print the chart.
- **Goal Seek:** Use goal seek to increase the total income for all holidays and all candies to $200,000 by changing the price of chocolate creams (in the assumptions block). Print the values sheet again.

Database Module

You MUST use Office 2003 to complete the Access Assignments

Assignment 1: *Read:* Microsoft Office – Access Project 1

Do: In The Lab 2-Babbage Bookkeeping Database AC59-60 (2 printouts due)
   Use the following clarifications for the specified steps provided in the book;
–   Omit instruction 4 and step 10. Do not print the individual tables as instructed.
–   When all instructions are completed, print the two tables as follows: Open the Item table in datasheet view. Select all. Copy the records into the "clipboard memory".
–   Click on the Start button and open Microsoft Word. Create a header and footer.
–   Paste the records from the "clipboard memory" into your Word document.
–   On the task bar at the bottom of the screen, click on the Microsoft Access button.
–   Repeat the above instructions for the Supplier table.
–   Add the designated header and footer. Print the document from Word with both tables on one page.
–   Prepare the Item status report (instruction 10). When you create the report, include you full name in the title of the saved report. Print the report. Turn in both printouts.

Access Assignment 2: *Read:* Microsoft Office – Access Project 2

Do: In the Lab 2-Babbage Bookkeeping Database, page AC 110-111. (11 queries printed on 2-3 pages in Word.

DO NOT PRINT EACH STEP AS YOU COMPLETE IT!!

–   For each step, where the instructions indicate to print, you should use "SAVE AS" to save the query using the instruction number from the book to identify each query (Example: Query3 would be instruction 3).

–   When you are all finished, run each query and copy to Word as explained in Assignment 1. You should be able to fit the results of all the queries on 2 or 3 pages. Print these pages in Word with a header and footer.

Access Assignment 3: *Read:* Microsoft Office – Access Project 3

Do: In The Lab 2: Maintaining Babbage Bookkeeping Database, page AC 169
–   Complete all parts before printing.
–   Using Word, create a printout (on one sheet) of 2 tables with all changes and additions completed.
–   Print the relationships page as instructed. Add the definition of referential integrity and its benefits.

Access Assignment 4:

Do: Cases and Places 3, page AC 63

On pg AC 63, create the Regional Book Database. You do not have to use the Table Wizard as instructed.

Case 1-3 Regional Books Data

BOOK CODE	TITLE	AUTHOR FIRST NAME	AUTHOR LAST NAME	PAPER BACK	UNITS ON HAND	PRICE	PUBLISHER NAME
1489	Hill Country Blues	Estelle	Dearling	No	1	$16.95	SI Publishing
1534	Reunion Ranch	Dennis	Eaton	Yes	2	$5.99	SI Publishing
2120	The Surprise	Hanna	Brawley	Yes	3	$6.99	Bertram Books
229X	Area Legends	George	Chou	Yes	2	$5.50	Peach Books
2669	Town Secrets	George	Chou	No	3	$12.95	VanNestor
4496	Last Chance Resort	Dennis	Eaton	Yes	4	$6.99	Bertram Books
486X	West of Burdett	Martin	Mantis	No	1	$19.95	VanNestor
5890	Great Regional Recipes	Jerry	Sowart	Yes	2	$12.95	VanNestor
7518	Molly's Tribulations	Hanna	Brawley	Yes	2	$7.99	Peach Books
8105	Quirky Architecture	Maribel	Torres	No	1	$21.95	VanNestor

- You will have one table for the authors, a table for publishers and a third table for books. Make certain these tables are related correctly (one field in common for any two tables to be related). Relate the books with the authors and the books with the publishers. The table structures will be discussed in class to explain the relationships. After you have all of the data entered, you will print the 3 tables in Word using the same instructions given in Assignment 1 and using the required header and footer. Ask for help if in doubt.
- On page AC171, Cases and Places #3, do (g) and (h). If you do not have a one-to-many relationship between books/authors tables and books/publishers tables, fix it and then specify referential integrity. Cascade the update but not the delete. Print the relationship windows.

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<u>Presentation Graphics Module</u> (25 points) – **Turn in on Disk or checked in class.**

Assignment 1: *Read:* Microsoft Office – PowerPoint Project 1 and 2.

Do: Create a PowerPoint Presentation on your own:

1) Use <u>What Can Go Wrong with Your Computer</u> as the topic. You are training new computer owners about protecting their new investments. Create a presentation that is at least 8 slides in length. You can find information in your text and on the Internet (<u>www.howstuffworks.com</u>, <u>www.answers.com</u>. List at least six distinct computer security risks – check your Discovering Computers 2006 for the subtopics (pages 554-555).

2) You presentation should include definitions, source or cause of the problem(s), how to avoid the problem before the fact, how to recover after.

3) Remember the 7x7 rule to avoid lengthy verbiage on your slides.

4) Use a template design you like.

5) You must use each of the following four slide layouts (at least one time each) then you can use any other layouts you wish - Title Slide, Bulleted List (one must be a summary slide), 2 Column Text and a Text & Clip Art.

6) On the Title Slide, include a presentation title, your name and the section number as the sub-titles. The section number should be a smaller font then your name. Bold and Italicize your name.

7) On at least two text slides, you must use at least three levels of bullets.

8) On one slide, increase line spacing enough so the TAs will find it easily when grading.

9) Use the slide master to change all of the first level bullets to a picture of a time bomb (code 77 from the Wingdings Font) on <u>all</u> of the slides.

10) On <u>all</u> of the slides use the slide master to change the Title Font color to a shade of green.

11) Choose one slide and change the background color to something other then what it was originally. You might have to change the design template if the background color change does not show.

12) Add a footer on all slides that contains the date, the word "Author" followed by your name, section number and the slide number.

13) Relocate one of your slides to display before your title slide.

14) Add an appropriate clipart to your Text & Clipart slide.

15) Choose one animation scheme and apply it to all of the slides.

16) Spell check your presentation.

17) This assignment is NOT PRINTED. When you have completed all the instructions, do one of the following: turn in your disk for grading or you may have one of the TAs check the presentation in class and thus avoid turning in a disk. If turning in a disk, make certain the necessary info is on the disk.