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CS 205: Computer Literacy and Office Automation

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Wright State University - Main Campus

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CS205-01, 02, 03 Syllabus - Fall Qtr. 2005

Computer Literacy and Office Automation

Instructor: Ann Tirpack

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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, a small text supplement and a SAM Assessment CD. The SAM CD will be necessary to take some of the exams.

Note: You are responsible for purchasing the book-pack and bringing the necessary components to class. Books for completing exercises and your unique key code, which will be necessary for taking on-line exams in the lab, will not available.

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 Monday, Nov. 7.

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 (S3677503) 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 you are unable to attend a test!

Grade Weights (approx.):

Maximum lab assignment scores			155 pts
Pop quizzes (Tentative number)			45pts
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 ?)	<u>65 pts</u>
Total Points			435 pts.

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 (Nov. 7)!**

****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: If you do not finish your assignments during class time, you may use the lab during the listed open lab times or visit the labs in the library annex or the lab in 152C Russ.

Monday & Wednesday 12:30 – 1:30 PM or Sunday 2:00 - 4:00 PM

You are welcome to work on assignments in 320 Oelman on Mon, Wed and Fri 7:30 AM to 12:30 PM except for exam days. Those are my regularly scheduled class times.

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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 through the unit or project assigned. 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, Nov. 7, 2005

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	Fill In Best Ans. (21 questions) See syllabus pg. 5 for details.	9/7	9/12	/5
Concepts Assign 2, Hardware	Lab: Internet and Web, see details – syllabus pg. 5.	9/9	9/12	/5
Concepts Assign 3, Software	Lab: USB Flash Drive report.	9/12	9/14	/5
Concepts Assign 4, Internet	Lab: Backing Up Your Computer - see details in syllabus pg. 5	9/14	9/16	/5
Concepts Assign 5, What Can Go Wrong with Computers	Lab: Malware report. Details on pg 5	9/16	9/19	/5
Window Assign 1, File Mgmt.	Parts A and B from Syllabus, p 6-7	9/19	9/21	/5
Concepts Assign 6 Unit D	Buying a Computer	9/21	9/26	/5
Test # 1 (Windows)	Hands-on	9/21	9/21	/35
Test # 2 (Concepts)	Multiple Choice	9/23	9/23	/60
Word Assignment 1	In the Lab 2-pg WD132-133*	9/26-30	10/3	/25
Excel Assignment 1	In the Lab 1, pg EX132-133 – see pg 9	10/3-5	10/7	/10
Excel Assignment 2	In the Lab 1-pg EX 212-EX 215	10/7-10	10/12	/10
Excel Assignment 3	Case 1-pg EX 222 (Ester's Sweet Shop)	10/12	10/14	/10
Test #3 (Excel)	Excel – Hands-on	10/17	10/17	/65
Access Assignment 1	In Lab 2-pg AC 56-58 (Birds2Y)*	10/19-21	10/24	/10
Access Assignment 2	In Lab 2-pg AC 109-110 (Birds2Y)	10/24-26	10/28	/10
Access Assignment 3	In Lab 2-pg AC 168 (Birds2Y)	10/28-31	10/31	/10
Access Assignment 4	Case 2-pg AC 63, AC 112, AC171*	10/31	11/4	/10
PowerPoint Assignment 1	Directions in Syllabus	11/2-7	11/7	25
Test #4	Access	11/9	11/9	/65

***Check the syllabus for detailed assignment instructions.**

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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 and at www.howstuffworks.com.

Assignment 1: Read: Microsoft Office 2003 - Introduction to Computers (Com 1-38)

Do: Project: Reinforcement – True/False, Multiple Choice, and Short Answer on pg COM-38. Access the website described at the top of the page 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%. When completed, staple the printed test and put in the in-box on the front table.

Assignment 2: Read: The Internet and the World Wide Web in the Supplemental Text Material.

Do: This assignment is available in the lab only and must be completed in one computing session (about 30 minutes). Open the Start Menu on a machine in the lab, select Programs, select Course Labs, select New Perspectives Course Labs, and select The World Wide Web to start an interactive exercise. Make certain you enter your full name when requested and add your section number in the next text box. Complete the "Steps" part of the exercise learning the terms and procedures. At the end of the exercise, a performance report will be displayed based on your responses to the 'quizzes'. Print that report and submit as Concepts Assignment 2. I will not lecture on Browsers and Internet procedures, so learn from the text and this lab.

Assignment 3: Read: Microsoft Office 2003 – Introduction to Microsoft Windows XP (Win 3-69 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 a definition, function, technology involved, how to use, compatibility issues (all computers -old, new, Mac, PC, laptop, etc.), good points and what to watch out for. Compare with other types of storage.

Assignment 4: Read: Computer Security, Ethics, and Privacy in the Supplemental Text

Do: This assignment is available in the lab only and must be completed in one computing session (about 30 minutes). Open the Start Menu on a machine in the lab, select Programs, select Course Labs, select New Perspectives Course Labs, and select Data Backup to start an interactive exercise. Enter your full name when requested and enter your section number in the next text box. Complete the "Steps" part of the exercise learning the terms and procedures. At the end of the exercise, a performance report will be displayed based on your responses to the 'quizzes'. Print that report and submit as Concepts Assignment 4. I will not lecture on Backup procedures so learn about full, incremental, and differential backups and how to implement.

Assignment 5: Read: Review

Do: In outline format, write a short report titled 'Internet Cookies, Adware, & Spyware'. Include:
1. Definitions, 2 How each get on your computer, 3. What effect each has on the computer, 4. How to avoid infection, 5. How to eliminate or clean if infected.

You can research on the Internet. There is good information on www.howstuffworks.com. You can use this outline for your PowerPoint presentation at the end of the quarter.

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Introduction to Windows Module

Part A - Windows Assignment to be turned in.

Type the definitions, instructions or step by step procedures for each of the following list. You will find most of the answers in the Windows chapter in Office2003 or in the File Management Lecture...

- 1) What is an active and inactive window? How can you switch from one to another?
- 2) What is a path of a given file (file specification) - include an example
- 3) How do you show file properties
- 4) What are the different views in Windows Explorer
- 5) How does a file become fragmented? How do you fix it?
- 6) What does a file with an *.exe* or *.com* file extension do - Is it active or passive
- 7) Define the terms Bit, Byte, KB, MB, GB
- 8) Define the terms: root directory, subdirectory or folder, and file
- 9) What is the proper procedure for Windows shutdown

How to:

- 10) Change a file name
- 11) Select a series of non-adjacent files from a list
- 12) Move a file or copy a file from one drive/folder to another
- 13) Maximize, minimize and restore a window
- 14) Find (search for) a specific file
- 15) Find a specific file you have saved "somewhere". Find a file if you know a keyword in the file.
- 16) Use the Backup command to backup a file or folder to a destination folder.

Make sure you include your name and class section, turn this assignment in. (Windows Part B is on next page)

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Part B:

(Hands-on assignment-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. Take advantage of this practice because you are on your own during the exam! Correct results at end of exercise.

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

Do: Search computer vendor web sites to find a computer system you would personally purchase. Use Concepts pages 279-280 as guides. Some popular manufacturers are Dell, Gateway, IBM, Apple, etc. Also check web sites for stores like BestBuy, CompUSA or Target. Customize your 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.

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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.

Note: If you complete the homework assignments outside of the CS205 lab, the files must be in a format readable by Office 2003. You are responsible for presenting the files in a readable format!

Word Processing Module – Printed

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

Do: In The Lab 2, page WD 132, Instructions Part 1, 2 and 3. You can enter the document or use the unformatted file: U:\CS205\sect01\Input without Wires Unformatted.doc. Do not print until the 3 parts in the book and the instructions below are completed. This assignment requires a header modification.

- *Header: date left aligned, assignment ID centered, and right aligned - your last name, a comma and the current page number.*
- *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		
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
Tablet PC	\$1,700+	PIM, apps, Internet, writing/speech recognition
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.
- Your finished report will be on multiple pages. Print the paper and write the number of words, including the footnotes/endnotes, at the top of the print out.

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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 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 1-Birds2U Database, page AC56-58 (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 1, Querying the Birds2U Database, page AC 109-110. (14 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, open 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 1: Maintaining Birds2U Database, page AC 168

- 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.

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Access Assignment 4:

Do: Cases and Places 3, page AC 63, AC112, and AC171

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). 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 pg AC112, create and save the 6 queries listed (a-e). Print the results in Word as in Assignment 2.
- On pg AC 171, follow instructions for Cases and Places 3 using your previous file. Note the following guide lines: a. the new field, book type, should allow a menu choice of new or used only. Use the update query to update old records to book type, new.
- Print the tables again – using the same instruction in Assignment 1 with header and footer
- In step b implement the validation rules and turn in a listing of the steps necessary to establish these rules...
- In step (h), you can print the referential integrity screen. Write the definition of referential integrity on that print-out and explain why it is important.

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Presentation Graphics Module (1 assignment worth 25 points) – **Turn in on Disk**

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

Do: Create a PowerPoint Presentation on your own:

- 1) Use Internet Cookies, Adware, and Spyware as the topic. Create a presentation that is at least 8 slides in length. You can find information and clipart on the Internet (www.howstuffworks.com).
- 2) Your presentation should include definitions of the terms, mode of infection, the effect of each on your computer, legality, what are the symptoms, how to eliminate or clear.
- 3) Also remember the 7x7 rule to avoid lengthy verbiage on your slides.
- 4) Use a template design you like.
- 5) Slide layouts are to include: a Title Slide, 2 Column Bulleted List, a Summary Slide, 2 Text & Clip Art combos and any other layout you want.
- 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 than your name. Bold and Italicize your name.
- 7) On at least two text slides, you must use three levels of bullets correctly.
- 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 first level bullets to a picture of a time bomb (code 77) from the Wingdings Font) on all of the slides.
- 10) On all of the slides use the slide master to change the Title Font color to a shade of red.
- 11) Choose one slide and change the background color. 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, 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.