

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours)

Existing and Special Topics Course

SEP 29 2004

Course: IFMG 101: MICROBASED COMPUTER LITERACY

LIBERAL STUDIES

Instructor of Record: PANKAJ phone: 357-2601 e-mail: pankaj@iup.edu
JIANFENG WANG 357-2931 jwang@iup.edu

Step One: Department or its Curriculum Committee

The committee has reviewed the proposal to offer the above course using distance education technology, and responds to the CBA criteria as follows:

- 1. Will an instructor who is qualified in the distance education delivery method as well as the discipline teach the course? Yes No
- 2. Will the technology serve as a suitable substitute for the traditional classroom? Yes No
- 3. Are there suitable opportunities for interaction between the instructor and student? Yes No
- 4. a. Will there be suitable methods used to evaluate student achievement? Yes No
- b. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty)? Yes No

5. Recommendation:

Positive (The objectives of the course can be met via distance education.)

Negative

Jessie B. Burkley (cha) 9/26/04
signature of department designee date

If positive recommendation, immediately forward copies of this form and attached materials to the Provost and the Liberal Studies Office for consideration by the University-Wide Undergraduate Curriculum Committee. Dual-level courses also require review by Graduate Committee for graduate-level offering. Send information copies to 1) the college curriculum committee, 2) dean of the college, and 3) Dean of the School of Continuing Education.

Step Two: UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE

Positive recommendation 11/23

Negative recommendation

10/12/04 Incomplete

Gail S. Sechrist 11/23/04
signature of committee chair date

Forward this form to the Provost within 24 calendar days after review by committee.

Step Three: Provost

Approved as distance education course

Rejected as distance education course

Mark Stangor 12/1/04
signature of Provost date

Step Four:

Forward materials to Dean of the School of Continuing Education.

NOV 22 2004
LIBERAL STUDIES

IFMG 101 ON-LINE PROPOSAL

1. INTRODUCTION

Three or more sections of IFMG 101 are offered each semester using the traditional classroom delivery mechanism. As part of the Eberly College of Business and Information Technology's (ECOBIT) commitment to providing a distance education option to its students, all courses offered in ECOBIT are to have at least one on-line section. An option of distance education gives students more flexibility in scheduling their time and effort towards completion of required courses and thereby making progress towards their degree faster. A course like IFMG 101 that is an introductory course designed to provide students with fundamental understanding of computers is an ideal candidate to jumpstart students into distance learning using the capabilities provided by distance learning technologies like WebCT.

2. WHO WILL DEVELOP THE ONLINE SECTION OF IFMG 101?

Currently Pankaj who is teaching the IFMG 101 in fall 2004 is working on the development of the course as a distance learning course. The Fall 2004 sections of IFMG 101 are using WebCT as a supplement to the traditional course delivery. WebCT is being used as a repository of all documents and presentations that are being used in the course. In addition, WebCT is also being used to deliver assignments and to accept some submissions. Other course related information like course syllabus, schedule, and grades are also accessible through WebCT. Administration of some quizzes has also been managed through WebCT. For the online offering of the course, other necessary materials like course content modules developed by the publishers and the faculty members, and an on-line training and assessment tool called SAM, have been integrated into WebCT. By end of December 2004, WebCT will have all the required course materials: syllabus; course content modules; on-line training and assessment; on-line quizzes and exams with the requisite test banks; assignments; and grade book; for conducting the course on-line for distance learning purposes.

Consequent to the development of the course on WebCT, the first on-line offering of the course will be made in Spring 2005. Further development and refinement of the on-line course will be done by all involved MIS&DS faculty members. The course needs to be updated for each semester that it is offered. This is necessary to keep up with the developments and the evolution in technologies that form part of both instruction and the medium of delivery.

3. WHO WILL TEACH THE ON-LINE SECTION OF IFMG 101?

Once the course development is complete and it has been offered at least once, any qualified faculty member in the MIS&DS department in ECOBIT should be able to teach the course using the available content. The content is also likely to be employed as a supplement to the traditional

sections of the course that are offered in each semester. The on-line course content may be used to standardize the delivery of the content to different sections of the course within a semester and across semesters. It is also expected to engage the involved faculty members in collaborative development of the course content. Over a period of time, any interested faculty member will be able to use the content and add to the content when the need arises. In addition someone new assigned to teach the course or someone teaching the course after a break can jump start the course preparation based on the materials available on-line.

4. HOW WILL THE ON-LINE SECTION OF IFMG 101 BE ORGANIZED?

The following is the tentative plan for administering the on-line version of IFMG 101.

1. Students desiring to take IFMG 101 on-line will register for the course and will be given instructions for access and use of WebCT at the time of registration.
2. The same instructions will also be available from the instructor's web-site along with additional information.
3. Once the students log into WebCT, they can navigate to the course menu for IFMG 101. The course menu on WebCT will offer links to different content for the course:
 - a. Students can see the syllabus containing detailed information on goals of the course, policies, etc.
 - b. Students will be able to see a detailed schedule of content to be covered during the semester.
 - c. The content modules for the course will feature a set of on-line lessons for each unit of the course. Each on-line lesson features a list of topics and a small discussion of the topic to complement the textbook. Each on-line lesson culminates with a practice quiz for that lesson.
 - d. Other material such as assignments, quizzes, tests, announcements, etc. can be accessed from the course menu.
4. The grading scheme for the course is based on the following schema:

Test 1	15%
Test 2	15%
Test 3	15%
Test 4	15%
Quizzes	20%
Homework/Assignments	15%
Final Project / Culminating Activity	5%

Tests and quizzes will be conducted on-line. They will involve answering multiple choice, True/False, and short answer questions as well as using the skills learned as part of the course (e.g., create and design spreadsheets, documents, presentations, and small databases).

The final project / culminating activity for the course aimed at integrating the learning across different modules of the course. This final project will involve a case analysis. It will involve analyzing some data that will be presented as an Access database. The data will be exported to Excel and will be analyzed in Excel. Then a report will be written in Word and a presentation will be made in PowerPoint highlighting the salient point of the analyses.

5. To help the students to assimilate the material, it is suggested that the instructor teaching the on-line section should host periodic help sessions. These sessions can be held either on-line or in a reserved class room. For the first offering of the course, Pankaj will hold these help sessions in regular class rooms on a monthly basis if needed, to clarify any student issues with the course content and to gather feedback on ways to improve the course content and course delivery. One idea that is already on the agenda for feedback is the use of audio-visual material for the on-line lessons. Since the bandwidth requirements of such material are rather high, selective introduction of such material based on student feedback, will be done.
6. Students will be encouraged to check out the distance education homepage at <http://www.iup.edu/distance> to ascertain whether distance learning is the right choice for them or not.
7. Sample screen shots of the content placed on WebCT are attached to this document for examination.

5. HOW WILL THE SYLLABUS FOR ON-LINE SECTION OF IFMG 101 DIFFER FROM THE SYLLABUS FOR THE REGULAR IFMG 101?

Both the traditional and the on-line version of the courses are very similar in terms of their learning objectives. Course goals differ only in their pedagogy. The on-line course delivery increases student's responsibilities for self administration and discipline and this is reflected in the "Student Responsibilities" section of the syllabus. In terms of interaction and correspondence, communication using tools like email, phone, chat, and discussions will be used extensively for the on-line course delivery and this is again reflected in the syllabus. However, overall the differences are not great. Many of the facilities and technologies for the on-line course are being used currently since WebCT is being used as a supplement to the traditional course. A copy of the course syllabus for the traditional course where WebCT is being used as an on-line supplement is attached to this proposal.

6. COURSE SYLLABUS FOR IFMG 101 ONLINE

Course Information

Course title: Microbased Computer Literacy

Course number: IFMG 101

Course discipline: Computer and Information Science

Course description: This is an introductory course designed to provide students with fundamental understandings of computers. It familiarizes students with the interaction of computer hardware and software. An emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management), and the social and ethical impact of computers on society. Note: This course is cross-listed as BTED-101 and COSC 101. Any of these courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

Course date: Monday, January 10, 2005 through Tuesday, April 26, 2005

Prerequisite(s): These are not official pre-requisites but requirements specifically for taking an on-line course:

1. Ability to use a mouse (double-click, block, drag, and drop).
2. Familiarity with the use of the Internet using a Web Browser.
3. Familiarity with the use of email.
4. Ability to download and install plug-ins and required software.
5. Ability to read and comprehend changing text presented on a computer screen.

Instructor Information

Name: Pankaj Pankaj

Email: pankaj@iup.edu

Office location: 207 F Eberly College of Business & IT

Office hours: Mon - 10:00 a.m. to 12:00 p.m.
Tue - 10:00 a.m. to 12:00 p.m.
Wed - 11:00 a.m. to 12:00 p.m.

Phone: (724) 357-2601

Text Books

Required reading: *Microsoft Office 2003: Introductory Concepts and Techniques*, Gary B. Shelly, Thomas J. Cashman, Misty Vermaat. Thomson Course Technology, 2005, 1149 Pages, ISBN: 0-619-25558-7

Required Software:

1. *SAM Assessment and Training Version 2.5 CD-ROM*, Thomson Course Technology.
2. Windows XP Home or Professional Operating System.
3. Microsoft Office 2003 Suite with Word, Excel, Access, and PowerPoint.

Course Goals

To learn basic knowledge of computer architecture and techniques of Microsoft Office 2003, including basic PC/MAC hardware, Windows XP, Word, Excel, Access, PowerPoint, and their applications in the real business environment. At the end of the semester, the student should know:

1. How to configure a computer and what are the parameters that need to be taken into account.
2. How to use the Windows Operating System.
3. Word document processing.
4. Excel spreadsheet computing.
5. Database management with Access.
6. Making presentations using PowerPoint.

Course Withdrawal

Deadline: Wednesday, March 23, 2005

Exceptions:

A "Request for Deadline Waiver" must be requested through the Assistant Dean for Academic Services in Room 208. Requests will only be granted: 1) "Contingent upon catastrophic circumstances" as stated in the IUP undergraduate catalog; and/or 2) through written feedback from the instructor noting advisement to the student to postpone withdrawing pending an additional test or assignment.

Evaluation

Grading Scheme: ($\geq 90\%$) = 'A'; ($\geq 80\%$ and $< 90\%$) = 'B'; ($\geq 70\%$ and $< 80\%$) = 'C'; ($\geq 60\%$ and $< 70\%$) = 'D'; Below 60% = 'F'

Evaluation Scheme:

Test 1	15%
Test 2	15%
Test 3	15%
Test 4	15%
Quizzes	20%
Homework/Assignments	15%
Final Project/Culminating Activity	5%

Communication & Correspondence

WebCT

Correspondence:

Use chat and email facility on WebCT to contact me. I will be on WebCT chat during office hours, provided I am not meeting with a student.

Email

Correspondence:

1. All students are required to have an email address for the purpose of this course. When you receive notification that your application and registration have been approved, you will receive information pertaining to your e-mail account. IUP uses e-mail as a standard form of communication with its students. You will receive an introductory letter from your instructor, which will be sent to your IUP E-mail address, several weeks before the first day of class. **Check your IUP e-mail account regularly!**
2. An `< iup.edu >` address is needed so that I can be reasonably sure that email will be delivered to you in reasonable time. (Please avoid free email accounts from yahoo, hotmail or others for course related purposes)
3. Some class notes, information, and assignments, etc. may be sent to you through e-mail.
4. Information about any new material posted on WebCT will come to you through email.
5. Email is the fastest way to get in touch with me. Please use the address `< pankaj@iup.edu >` for all your emails. All of your emails must have an appropriate subject that gives me some idea of the content of the email.
6. It is your responsibility to check your e-mails on a frequent and

regular basis (at least three times a day).

Academic Irregularities

Academic Honesty:

1. A fundamental principle of academic, business, and community life is honesty. Violation of this ethical concept will result in penalties including a grade of "F" on the assignment/test and/or a grade of "F" in the course.
2. Academic Dishonesty: Section 7324 of the Crimes Code of PA makes it a misdemeanor of the 3rd degree to see or offer for distribution any dissertation, thesis, term paper, essay, report or other written assignment, or to sell or offer for distribution assistance in preparation of such assignments, for submission to any educational institution to meet the requirements for any degree, diploma, certificate, or course of study. ("Assignment" means a written recorded, pictorial, artistic, or other academic task. "Prepare" means to create, write, or in any way produce in whole or in substance any part of such assignment.)
3. When you work on assignments and/or homework you are to work individually. If you seek help from someone it can only be for conceptual understanding.

Student Responsibilities

On-line Learning:

1. Success in distance education courses depends on self-discipline and the ability to learn without face-to-face interaction. IUP's distance education courses maintain the same rigor and high standards as its classroom courses. Academic progress is established and maintained through regular course participation.
2. **Time management is crucial. You must spend at least 8 hours per week, every week, reading the course materials, studying the concepts, and practicing the exercises to fully assimilate the contents of this course.**
3. Online students need to be prepared to interact with faculty members and course-mates in writing. Strong reading and writing skills in the English language are critical.

Homework, Assignments &

1. Homework and assignments, along with the deadlines, will be announced on an on-going basis. You are expected to keep up with

Tests:

the announcements and the time-table. No excuses will be entertained for delay in any submissions.

2. Assignments and homework are due as per the specified deadlines specified. The instructor reserves the right to change the deadlines by giving prior notice. No late assignment will be accepted unless the delay is due to a substantiated emergency situation. (Please note that a failure to plan does NOT constitute an emergency!)
3. No make-ups for tests or quizzes will be permitted unless the inability to take the quiz or the test was caused due to substantiated emergency situation. Inform in advance if you are going to miss any test or quiz, and also produce necessary documentary evidence.
4. Any written assignments must be properly formatted. Points will be deducted for improperly presented assignments, including grammar/spelling mistakes, etc.
5. Unless specified, assignments and homework are an individual effort and very similar homework/assignments may be treated as academic dishonesty.

Discipline:

1. You are advised to devote sufficient time to read the assigned text and complete recommended assignments. Completing the practice problems and tests will help strengthen your knowledge. If questions arise from the readings, it will be your responsibility to raise these questions.
2. Do not wait until the night before an assignment is due to begin the assignment- you will not complete it in time.
3. Always have a back up copy of the work that you have submitted. In case the file that you have submitted cannot be accessed/opened you will be asked to resubmit your assignment.
4. Do not wait until the night before a test to attempt to read all the material that the test will cover. Reading the chapter and then answering the Review Questions at the end of each chapter is an excellent study device.
5. Quizzes will be given periodically. In some situations, there might be additional assignments for earning extra credit.
6. If you have a problem keeping up with sessions, understanding the material, completing the assignments, or taking the exams, please do not hesitate to talk to me. I am here to assist you.

Computing Equipment

1. The computer that you use for the course must be robust enough to run one of the recent web browsers, download files, and run Microsoft Office 2003, and other common applications. For personal computers, we recommend at least a Pentium class personal computer (or its equivalent Apple or UNIX machine) with at least 128 Megabytes of RAM.
2. You will need to access the World Wide Web, either through a

network at your place of business or through a modem/broadband connection from home. The modem should be at least 56 Kbps. If you can, use an Internet Service Provider (ISP) that has a local access number so that you can avoid long distance charges.

3. The browser that you use is important. WebCT requires a browser that is both Java and JavaScript enabled. This option needs to be set in your browser. For best results in WebCT, use Netscape 4.0 or higher or Internet Explorer 4.0 or higher. Early versions of Internet Explorer and Netscape have problems with JAVA. If you would like a browser tune-up to ensure your browser settings are optimized for running a WebCT course visit [WebCT Browser Tune-up](#).
4. Video and audio material may be used. Please ensure that you have a recent media player like Windows Media Player version 8 installed on your computer. If you do not know how to check the version, ask someone for help.

Computing equipment that functions as intended at all times is a mandatory requirement for this course. Here are some suggestions for ensuring that your computing equipment functions as expected.

1. Have antivirus software on your machine and keep your virus definitions updated. IUP provides McAfee antivirus to registered students for free.
2. Check your computer for Spyware. The two most popular tools for Spyware removal are "Ad Aware" and "Spybot Search and Destroy". These can be downloaded at <http://www.downloads.com>.
3. Keep your Windows Operating System updated. You can do so by going to the windows update site at <http://windowsupdate.microsoft.com>.

Useful Web Sites and Links

Text Book Companion Web Site	http://scsite.com/off2003
IUP Distance Education Site	http://www.iup.edu/distance
IUP Academic Technology Support Site	http://www.iup.edu/ats
Windows Update Site	http://windowsupdate.microsoft.com
Downloads.com (A cnet.com site to download free and evaluation software)	http://www.downloads.com

7. MODULE LIST AND EXAMPLE MODULE MATERIAL

IFMG 101 on-line instruction is comprised of several modules that cover basic introduction to computers and training in Microsoft Office 2003 applications. The modules are outlined below along with the main contents and the number of hours allocated for each module. The hours allocated are based on the hours that the student would have spent in a traditional class on the particular module. It does not include time student would spend outside the class on studying the course material and practicing problems. For a three credit hour course, a student spends three hours in class per week and is expected to spend at least the same amount of time outside the class on the course material. For the online course of three credit hours, it is estimated that the student will need to spend a total of at least eight hours per week on the course material.

Name	Topics to be covered
Introduction to Computers (4 hours)	<ul style="list-style-type: none"> ➤ What is a computer? ➤ What does a computer do? ➤ Components of a computer ➤ Operating system software and system software ➤ Different kinds of application software ➤ Purchasing a Desktop Computer ➤ Purchasing a Laptop Computer ➤ Purchasing a Tablet Computer ➤ How to install a computer ➤ How to maintain a computer
Data Communications (1 hour)	<ul style="list-style-type: none"> ➤ Components of Data Communications Systems ➤ Different kinds of networks ➤ Internet and its various applications ➤ Electronic Library Catalogs and other Public Database Systems
Impact of Computers on Society and Individuals (2 hours)	<ul style="list-style-type: none"> ➤ Computers in Business, Education, Government, and Arts and Sciences ➤ Ethical, social, psychological, political and economic considerations ➤ Individual privacy on the Internet ➤ Software Piracy ➤ Ergonomics, Green Computing.
Security and Information Assurance (1 hour)	<ul style="list-style-type: none"> ➤ Computer Crime/hackers ➤ Computer Viruses and hoaxes ➤ Computer Surveillance ➤ Spam ➤ Phishing and Spyware
Microsoft Windows XP (3 hours)	<ul style="list-style-type: none"> ➤ Concept of an Operating System ➤ Introduction to Windows XP

Name	Topics to be covered
	<ul style="list-style-type: none"> ➤ The Windows XP Desktop ➤ Windows Explorer ➤ File Management
Microsoft Office 2003 (1 hour)	<ul style="list-style-type: none"> ➤ Introduction to Microsoft Office ➤ Reasons to upgrade to latest version ➤ Components of Microsoft Office ➤ Different editions of Microsoft Office
Microsoft Word (6 hours)	<ul style="list-style-type: none"> ➤ The word window (components and customizing) ➤ Formatting paragraphs and characters ➤ Inserting clip art ➤ Word help system ➤ Introduction to research paper styles, letter styles, etc. ➤ Adjusting margins ➤ Working with headers and footers ➤ Paragraph formatting ➤ Footnotes and references ➤ Using wizards for document formatting ➤ Working with tables
Web Site Development (2 hours)	<ul style="list-style-type: none"> ➤ Saving document as web page ➤ Creating a web page with frames ➤ Developing a web site ➤ Publishing a web site
Microsoft Excel (9 hours)	<ul style="list-style-type: none"> ➤ Excel window, customizing Excel window and other basic operations ➤ Creating worksheets and introduction to cell references and cell formulae ➤ Creating and embedding a chart in the worksheet ➤ Doing a web-query to get stock quotes ➤ Putting formulae in the worksheet ➤ Formatting the worksheet for printing ➤ Manipulating charts and other chart related operations ➤ Formatting in Excel ➤ Creating a dynamic worksheet for what-if analysis ➤ Working with relative and absolute addressing ➤ Using goal seek for business planning
Microsoft Access (9 hours)	<ul style="list-style-type: none"> ➤ Table structure in Access, creating a table structure ➤ Putting data in a table ➤ Simple forms and queries ➤ Advanced queries with criteria ➤ Updating, deleting and filtering records

Name	Topics to be covered
	<ul style="list-style-type: none"> ➤ Changing table structure ➤ Validation rules and referential integrity ➤ Creating indexes
Microsoft PowerPoint (3 hours)	<ul style="list-style-type: none"> ➤ Choosing design templates ➤ Slide layouts ➤ Printing presentations and slide layouts ➤ Adding clip art to presentations ➤ Master slide modifications ➤ Publishing a presentation on the web
Office Application Integration (1 hour)	<ul style="list-style-type: none"> ➤ Embedding Excel chart in a word document ➤ Creating Data Access Page in Microsoft Access ➤ Copy data across Microsoft Office applications

Contents for most of the modules has been developed and placed on WebCT. About three modules are still under development and they will be available on WebCT by the end of December 2004. Following is the example of course content (screen shot) on Web CT for the module "Microsoft Windows XP". The summary of the main points in the chapter, as well as the PowerPoint Presentation, is available on WebCT.

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▼ 1. Topic Review

- 1.1. Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- 1.2. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- 1.3. Display the Start menu and launch an application program
- 1.4. Add and remove a desktop icon
- 1.5. Open, minimize, maximize, restore, and close a window
- 1.6. Move, size, and scroll a window
- 1.7. Launch and quit an application using Windows Explorer
- 1.8. Expand and collapse a folder
- 1.9. Display the contents of a drive and folder
- 1.10. Copy, move, rename, and delete files
- 1.11. Use Help and Support
- 1.12. Log off from the computer and turn it off

▼ 2. PowerPoint Presentation

- 2.1. PowerPoint Presentation [View as web page]
- 2.2. PowerPoint Presentation [download source]

▼ 3. Practice test

- 3.1. Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel IFMG101 Microbased Computer Literacy

View Designer Options

Homepage > Course Content > Essential Introduction to Computers

Glossary Index Take Notes Bookmarks Search

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2. PowerPoint Presentation

2.1. PowerPoint Presentation [View

2.2. PowerPoint Presentation [down

3. Practice test

3.1. Practice Test Windows XP and

Windows XP Project

Objectives

Objectives

Objectives

Logging On to the Computer

Slide 6

Displaying the Start Menu

The Start Menu

Adding an Icon to the Desktop

Slide 10

Opening a Window

Using a Desktop Icon

Minimizing and Redisplaying a Window

Maximizing and Restoring a Window

Maximizing and Restoring a Window

Microsoft Office 2003
Introductory Concepts and Techniques

Windows XP Project

An Introduction to Microsoft Windows XP and Office 2003

The following is a sample practice quiz that a student can take on completion of the module.

http://idcs0400.lib.iup.edu:8900 - WebCT Quiz - Microsoft Internet Explorer

Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

Name: Pankaj Pankaj (Preview)

Start time: November 9, 2004 7:30pm

Number of questions: 20

Finish Help

Question 1 (1 point)

The _____, which is a hardware device, displays messages and provides information.

Answer:

Save answer

Question 2 (1 point)

A Web site is identified by a _____.

a. URL

b. REF

Question Status

<input type="radio"/> Unanswered
<input checked="" type="radio"/> Answered
<input type="checkbox"/> Answer not saved

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	12	13	14	15
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	17	18	19	20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Done Internet

8. TENTATIVE COURSE SCHEDULE

Week	Topics to be covered
Week 1 (January 10 – 14, 2005)	Introduction to Computers [Essential Introduction to Computers in the book] <ul style="list-style-type: none"> ➤ What is a computer? ➤ What does a computer do? ➤ Components of a computer ➤ Different kinds of application software
Week 2 (January 17 – 21, 2005)	Introduction to Computers [Essential Introduction to Computers in the book & additional material to be provided on WebCT] <ul style="list-style-type: none"> ➤ Purchasing a Desktop Computer ➤ Purchasing a Laptop Computer ➤ Purchasing a Tablet Computer ➤ Purchasing a PDA. ➤ How to install a computer ➤ How to maintain a computer
Week 3 (January 24 – 28, 2005)	Introduction to Windows XP [Windows XP Project 1 in the book] <ul style="list-style-type: none"> ➤ Concept of an Operating System ➤ Introduction to Windows XP ➤ The Windows XP Desktop ➤ Windows Explorer ➤ File Management
Week 4 (January 31 – February 4, 2005)	Microsoft Office [Windows XP Project 1 in the book] <ul style="list-style-type: none"> ➤ Introduction to Microsoft Office ➤ Reasons to upgrade ➤ Components of Microsoft Office Data Communication [Materials to be provided on WebCT] <ul style="list-style-type: none"> ➤ Components of Data Communications Systems ➤ Different kinds of networks ➤ The Internet and its various applications ➤ Electronic Library Catalogs and other Public Database Systems TEST 1

Week	Topics to be covered
<p>Week 5 (February 7 – 11, 2005)</p>	<p>Microsoft Word – Basic Operations [Word Project 1 from the Book]</p> <ul style="list-style-type: none"> ➤ The Word window (components and customizing) ➤ Formatting paragraphs and characters ➤ Inserting clip art ➤ Word help system <p>Microsoft Word – Writing a Research Paper [Word Project 2 from the Book]</p> <ul style="list-style-type: none"> ➤ Introduction to styles for research papers ➤ Adjusting margins ➤ Working with headers and footers ➤ Paragraph formatting ➤ Footnotes and references
<p>Week 6 (February 14 – 18, 2005)</p>	<p>Microsoft Word – Creating a Resume and Cover Letter [Word Project 3 from the Book]</p> <ul style="list-style-type: none"> ➤ Creating a resume using Resume Wizard ➤ Creating a letterhead ➤ Creating a cover letter <p>Impact of Computers on Society and Individuals [Materials to be provided on WebCT]</p> <ul style="list-style-type: none"> ➤ Computers in Business, Education, Government, and Arts and Sciences ➤ Ethical, social, psychological, political and economic considerations ➤ Individual Privacy on the Internet ➤ Software Piracy ➤ Ergonomics, Green Computing.
<p>Week 7 (February 21 – 25, 2005)</p>	<p>Microsoft Word – Web Site Development [Word Web Feature in the Book]</p> <ul style="list-style-type: none"> ➤ Saving document as web pages ➤ Creating a web page with frames ➤ Developing a web site ➤ Publishing a web site <p>Security and Information Assurance [Materials to be provided on WebCT]</p> <ul style="list-style-type: none"> ➤ Computer Crime/hackers ➤ Computer Viruses and hoaxes ➤ Computer Surveillance ➤ Phishing and Spyware

Week	Topics to be covered
Week 8 (February 28 – March 4, 2005)	Microsoft Excel – Creating Worksheets & Other Basic Operations [Excel Project 1 from the Book] <ul style="list-style-type: none"> ➤ Excel window, customizing Excel window ➤ Creating worksheets and introduction to cell references and cell formulae ➤ Creating and embedding a chart in the worksheet TEST 2
Week 9 (March 07 – March 11, 2005)	Spring Break
Week 10 (March 14 – 18, 2005)	Microsoft Excel – Web Queries and Formulae [Excel Project 2 from the Book] <ul style="list-style-type: none"> ➤ Using a web-query to get stock quotes ➤ Putting formulae in the worksheet ➤ Formatting the worksheet for printing ➤ Other operations
Week 11 (March 21 – 25, 2005)	Microsoft Excel – What-if Analysis [Excel Project 3 from the Book] <ul style="list-style-type: none"> ➤ Formatting in Excel ➤ Creating a dynamic worksheet ➤ Working with relative and absolute addressing ➤ Using goal seek for business planning
Week 12 (March 28 – April 1, 2005)	Microsoft Access – Table Creation, forms and queries [Access Project 1 and Access Project 2 from the Book] <ul style="list-style-type: none"> ➤ Table structure in Access, creating a table structure ➤ Putting data in a table ➤ Simple forms and queries ➤ Advanced queries with criteria TEST 3
Week 13 (April 4 – 8, 2005)	Microsoft Access – Maintaining a Database [Access Project 3 from the Book] <ul style="list-style-type: none"> ➤ Updating, deleting and filtering records ➤ Changing table structure ➤ Validation rules and referential integrity ➤ Creating indexes

Week	Topics to be covered
Week 14 (April 11 – 15, 2005)	Microsoft PowerPoint – Creating Presentations [PowerPoint Project 1 and Project 2 from the Book] <ul style="list-style-type: none"> ➤ Choosing design templates ➤ Slide layouts ➤ Printing presentations and slide layouts ➤ Adding clip art to presentations ➤ Master slide modifications ➤ Publishing a presentation on the web
Week 15 (April 18 – 22, 2005)	Office 2003 Application Integration [Office Integration Project 1 from the Book] <ul style="list-style-type: none"> ➤ Embedding Excel chart in a word document ➤ Creating Data Access Page in Microsoft Access Final Project / Culminating Activity
Week 16 (April 25 – 28, 2005)	Finals Week – TEST 4

9. SAMPLE SCREEN SHOTS

Firefox Help Firefox Support Plugin FAQ

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel IFMG101 Microbased Computer Literacy

View Designer Options

Course Menu

Homepage

Welcome to IFMG 101 Online. Please visit regularly for announcements

Syllabus Schedule Course Content Assignments

Assessment Other Activities Calendar Sam 2003

Mail Chat Grades

What are your responsibilities as a student in an on-line course? Is distance learning right for you? How do you get started with an on-line course? To find out answers to these questions and more, check out <http://www.iup.edu/distance/>

Done

Start Inboxes - Microsoft Outlook IFMG101 Microbased... IUP Courses Taught... IFMG101OnlineProposal...

Screen Shot 1: Home Page for the Course on WebCT

Firefox Help Firefox Support Plugin FAQ

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel IFMG101 Microbased Computer Literacy

View Designer Options

Course Menu

Homepage > Syllabus

IFMG 101 Course Syllabus

Course Information

Course title: Microbased Computer Literacy

Course number: IFMG 101

Course discipline: Computer and Information Science

Course description: This is an introductory course designed to provide students with fundamental understandings of computers. It familiarizes students with the interaction of computer hardware and software. An emphasis is placed on application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management) and the social and ethical aspect of the impact of computers on society. Note: Course is cross-listed as ETED-101 and COSC 101. Any of these courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

Course date: Monday, January 10, 2005 through Tuesday, April 26, 2005

Prerequisite(s): These are not official pre-requisites but requirements specifically for taking an on-line course:

1. Ability to use a mouse (double-click, block, drag, and drop).
2. Familiarity with the use of Internet using a Web Browser
3. Familiarity with use of email
4. Ability to download and install plug-ins and required software.
5. Ability to read and comprehend changing text presented on a computer screen.

Done

Start Inboxes - Microsoft Outlook IUP Courses Taught... IFMG101 Microbased... IFMG101OnlineProposal...

Screen Shot 2: Course Syllabus Page on WebCT

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel IFMG101 Microbased Computer Literacy

View Designer Options

Course Menu Homepage > Schedule

IFMG 101 SPRING 2005 SCHEDULE

Week Beginning	Topics to be covered
Jan 10	Week 1 (January 10 – 14, 2005) Introduction to Computers [Essential Introduction to Computers in the book] (4 to 6 Hours) <ul style="list-style-type: none"> ⊗ What is a computer? ⊗ What does a computer do? ⊗ Components of a computer ⊗ Different kinds of application software
Jan 17	Week 2 (January 17 – 21, 2005) Introduction to Computers [Essential Introduction to Computers in the book] (6 to 8 Hours) <ul style="list-style-type: none"> ⊗ Purchasing a Desktop Computer ⊗ Purchasing a Laptop Computer ⊗ Purchasing a Tablet Computer ⊗ Purchasing a PDA. ⊗ How to install a computer ⊗ How to maintain a computer
Jan 24	Week 3 (January 24 – 28, 2005) Introduction to Windows XP [Windows XP Project 1 in the book] (6 to 8 Hours) <ul style="list-style-type: none"> ⊗ Concept of an Operating System ⊗ Introduction to Windows XP ⊗ The Windows XP Desktop

Screen Shot 3: Course Schedule Page on WebCT

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel IFMG101 Microbased Computer Literacy

View Designer Options

Course Menu Homepage > Sam 2003

THOMSON
COURSE TECHNOLOGY

SAM

login:

To use this application, you must have Internet Explorer 5.0 or higher installed.

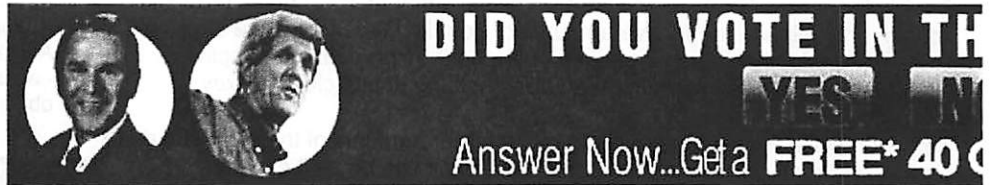
username:

password:

Secure sign in (SSL)

Forgot your password?

Screen Shot 5: SAM On-line Training and Assessment Tool on WebCT



Home | U.S. | Iraq | World | Politics | SciTech | HealthWatch | Entertainment | Opinion | FREE CBS News Video

CBSNEWS.com

Nov. 22, 2004 8:55am ET | The Early Show | CBS Evening News | 48 Hours | 60 Minutes (SUN) | 60 Minutes | All Br (WED)

60 MINUTES

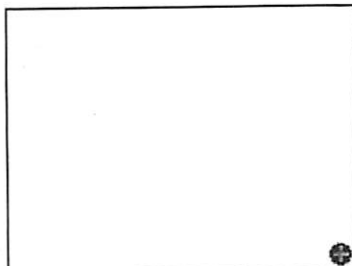
Section Front

E-mail This Story | Printable Version

Search:

African Plant May Help Fight Fat

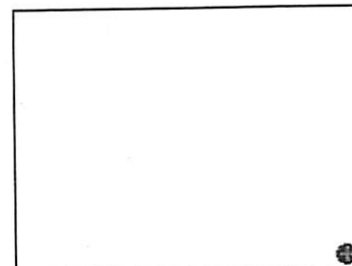
Nov. 21, 2004



The hoodia plant in the Kalahari Desert could become the newest weapon in the war against obesity. (Photo: CBS)

QUOTE

Hoodia, a plant that tricks the brain by making the stomach feel full, has been in the diet of South Africa's Bushmen for thousands of years.



Lesley Stahl tries just a few bites of the plant, which is already listed as an ingredient in several weight-loss products on the market now. (Photo: CBS)

(CBS) Imagine not being hungry all day without feeling side effects typical of diet pills, like a racing heart or queasy stomach.

That's what Correspondent Lesley Stahl experiences when she takes just a few bites of the hoodia plant in the Kalahari Desert, for a report on *60 Minutes*.

Hoodia, a plant that tricks the brain by making the stomach feel full, has been in the diet of South Africa's Bushmen for thousands of years. Now, it could become the newest weapon in the war against obesity if an English drug company has its way.

What's more, the Bushmen, also called the San, a disadvantaged minority, also stand to benefit from the sale of hoodia products.

"[The San] had given the information that led directly to the patent," says attorney Roger Chennells, who took up the cause for the Bushmen and negotiated a deal that will ensure them a share of any profits.

An earlier attempt to synthesize the active ingredient in hoodia proved impractical, and the drug company, Phytopharm, now plans to make products that contain an extract of the plant itself. The company says it will soon announce a partnership to market hoodia products in the United States.

Hoodia is already listed as an ingredient in several weight-loss products on the market now, and some firms have even used Phytopharm's clinical trials to sell those products.

- Program Facts
- Bios
- Andy Rooney
- Contact Info
- Up Next
- Tapes and Transcripts
- Inside Scoop

INTERACTIVE



Diet And Nutrition

ENTER

Are you eating right? Compare the USDA food pyramid to one by Harvard researchers, calculate your body mass index and learn about the shifting ideal of beauty.



Fact Or Fiction?

ENTER

Do you have a healthy knowledge of common medical misconceptions? Take this quiz to find out.



Are You Food Savvy?

ENTER

Have you consumed myths about diet and nutrition? Take this quiz to find out.

MULTIMEDIA

Video



But Phytopharm's CEO, Dr. Richard Dixey says that many of these products contain only minute, ineffective amounts of hoodia. "When we have assessed these materials, they contain between 0.1 and 0.01 percent of the active ingredient claimed...[an amount that] does nothing at all," claims Dixey.

60 Minutes Lesley Stahl explores the Kalahari Desert of Africa for its unique Hoodia plant - a possible breakthrough against obesity.

To be effective, Phytopharm will put much larger amounts of the plant into diet shakes and bars, something the company says it can do as it expands production of hoodia to hundreds of acres in South Africa. It expects to have a tasty and safe product on the market by 2008.

RELATED STORIES & LINKS
 [Link](#)
Phytopharm

"We knew that if [hoodia] was successful, many, many millions of dollars would be coming towards the San," says Chennells. "The market being hundreds and hundreds of millions in America."

Conservatively estimated, Americans spend more than \$40 billion per year on diet aids.

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TOP STORIES




- Deer Hunter Dispute Turns Deadly**
- 5 Dead, 3 Injured In Shootings After Turf Fight Between Hunters
- NBA Clamps Down On Brawlers
- Jury To Decide Peterson's Fate
- Israel Vows To Help Palestinians
- Iraq Election Boycott Cleric Dead

MORE INSIDE THIS SECTION



- Carrey: 'Life Is Too Beautiful'**
- Star Talks About Bouts With Depression And His Spirituality
- Iraq: The Uncounted
- Letters To Andy Rooney
- African Plant May Help Fight Fat
- Bin Laden Expert Steps Forward

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EXAMPLE MODULE CONTENT FOR IFMG 101 (ONLINE)

1 Introduction

The module details are presented here for the “Introduction to Windows XP” module. Following is the detailed information on the module:

Name: Introduction to Windows XP

Hours: 2 hours

Main Topics:

- Concept of an Operating System
- Introduction to Windows XP
- The Windows XP Desktop
- Windows Explorer
- Manipulating Files

Book Chapter: Windows XP Project 1

Schedule: Module Scheduled in Week 3 (January 24 – 28, 2005) of the spring semester

The content is available on-line on WebCT. The following picture is the screen shot of the content page for this module on WebCT.

Table of Contents

▼ 1. Topic Review

- 1.1. Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- 1.2. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- 1.3. Display the Start menu and launch an application program
- 1.4. Add and remove a desktop icon
- 1.5. Open, minimize, maximize, restore, and close a window
- 1.6. Move, size, and scroll a window
- 1.7. Launch and quit an application using Windows Explorer
- 1.8. Expand and collapse a folder
- 1.9. Display the contents of a drive and folder
- 1.10. Copy, move, rename, and delete files
- 1.11. Use Help and Support
- 1.12. Log off from the computer and turn it off

▼ 2. PowerPoint Presentation

- 2.1. PowerPoint Presentation [View as web page]
- 2.2. PowerPoint Presentation [download source]

▼ 3. Practice test

- 3.1. Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

The pedagogy involves content delivery and assessment in a series of steps. Each step reinforces the learning of the previous step:

1. Student reads the chapter in the book and/or readings and simultaneously works on the computer on various tasks that he/she needs to know how to do. For content involving just concepts the student works on internalizing the concepts.
2. After working on the chapter/readings, the student reinforces his/her reading using the content summary and the PowerPoint Presentation. Both are available through the content page for this module on WebCT
3. The student can then take the practice quiz to test if he/she has captured the main points from the reading. This quiz is available on the content page for each module on WebCT
4. The students can also practice the tasks and take practice quizzes using the "SAM On-line Assessment and Training" software that has been bundled along with the text book. SAM can be accessed both from WebCT and through local installation on the PC. Access through local installation is preferred to glitch free operations.
5. The learning is then assessed test by the instructor through on-line quizzes, tests, and assignments.

2 Content Summary / Topic Review

Each chapter from the book and any other readings are summarized in form of a content summary / topic review. Following is the example of the topic review for the module of "Introduction to Windows XP".

1. **Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop**

When you turn on the computer, an introductory black screen consisting of the Microsoft Windows XP logo, progress bar, copyright messages, and the word "Microsoft" are displayed. After approximately one minute, the Welcome screen displays. The Welcome screen displays a list of user icons and user names for all authorized computer users. To log on to the computer, point to and click your icon on the Welcome screen, type your password, and then point to and click the Next button. Once you are logged on, the Windows XP desktop is displayed. The items on the desktop include the Recycle Bin icon and its name in the lower-right corner of the desktop and the taskbar across the bottom of the desktop.

2. **Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag**

To point the mouse means to move it across a flat surface until the mouse pointer is where you want it on the desktop. To click means to press the left mouse button once. You can also right-click the mouse, which will display a shortcut menu containing commands that are specific to that icon. To double-click means to press the mouse button two times, in rapid succession. This generally has the effect of launching an application or document. To drag means to point to a desired item, hold down the left mouse button, move the item to the desired location, and then to release the left mouse button. You can also right-drag, which moves an item and displays a shortcut menu.

3. **Display the Start menu and launch an application program**

To display the Start menu, point to the Start button on the taskbar and click the Start button. The Start menu appears. An application program is a program that allows you to accomplish a specific task, e.g., word processing, or spreadsheet. There are several ways to launch an application program, one of which is to use the Start menu.

4. **Add and remove a desktop icon**

To add the icon of an object to the desktop, click the Start button, point to the command of the object on the Start menu, and then press and release the right mouse button. A shortcut menu is displayed. Point to and click Show on Desktop on the shortcut menu. There are many ways to delete a desktop icon. One of them is to right-drag the icon to the Recycle Bin icon on the desktop.

5. **Open, minimize, maximize, restore, and close a window**

You can open a window by double-clicking its icon on the desktop. The upper right corner of a window normally has three buttons: Minimize, Maximize, and Close. If you click on the Minimize button, the window is removed from the desktop and changes to a non-recessed button on the taskbar at the bottom of the screen. Clicking this button restores the window to its last size. If you click the Maximize button, the window will occupy the entire desktop area. If you click the Close button (X), the window closes and is removed from the taskbar.

6. **Move, size, and scroll a window**

You can move a window anywhere on the desktop by pointing to the title bar and dragging. You can size a window by positioning the mouse pointer over any of its borders until the mouse pointer changes to a two-headed arrow. If you drag the border, the window will grow or shrink depending on how you drag it. You can also resize a window by pointing to any of its corners and dragging. You can scroll a window by clicking the scroll arrows, clicking the scroll bar, or dragging the scroll box.

7. **Launch and quit an application using Windows Explorer**

Windows Explorer is an application that allows you to view the contents of the computer, the hierarchy of folders on the computer, and the files and folders in each folder. It can also be used to launch an application program. For example, to launch Internet Explorer, click the plus sign to the left of the Program Files icon in the Folders pane, click the Internet Explorer icon on the Folders pane, point to and double-click the IEXPLORER icon in the right pane. Windows launches the Internet Explorer program. To quit an application program, click the Close button on the title bar of the program.

8. **Expand and collapse a folder**

Windows Explorer displays the hierarchy of items in the Folders pane and the contents of drives and folders in the right pane. If a folder contains non-visible subfolders, you will see a plus sign (+) to the left of its icon in the Folders pane. To expand the folder, point to and click the plus sign. If a folder has been completely expanded you will see a minus sign (-). To collapse a folder, point to and click the minus sign.

9. **Display the contents of a drive and folder**

Windows Explorer displays the hierarchy of items in the Folders pane and the contents of drives and folders in the right pane. To display the contents of a drive or folder in the right pane, click the drive or folder icon in the Folders pane.

10. Copy, move, rename, and delete files

When copying files, the drive and folder containing the files to be copied are called the source drive and source folder, respectively. The drive and folder receiving the copies are called the destination drive and destination folder, respectively. To copy a file in Windows Explorer, click on the file and right-drag the file into the destination folder. Release the right mouse button and point to and click the Copy Here option on the shortcut menu. To move a file, use the same technique, except for clicking Move Here instead of Copy Here on the shortcut menu. To rename a file using Windows Explorer, right-click the icon of the file in the right pane and then point to and click Rename on the shortcut menu. Type the new file name and press the ENTER key. To delete a file using Windows Explorer, scroll the Folders pane to display the Recycle Bin icon. Right-drag the file's icon to the Recycle Bin icon in the Folders pane and then point to and click Move Here on the shortcut menu.

11. Use Help and Support

The Help and Support feature of Windows XP contains answers to many questions you may have with respect to Windows XP. To launch Help and Support, click the Start button on the taskbar and then point to and click Help and Support on the Start menu. The Help and Support Center window, which contains the Help viewer opens. The Help viewer includes the navigation toolbar, Search text box and Set search options link, and table of contents. The table of contents contains four areas: Pick a Help topic, Ask for assistance, Pick a task, and Did you know?

12. Log off from the computer and turn it off

To log off from the computer, click the Start button on the taskbar and then point to and click Log Off on the Start menu. Point to and click the Log Off button in the Log Off Windows dialog box. After logging off, you also may want to turn off the computer. To turn off the computer, point to and click the Turn off computer link on the Welcome screen, Point to and click the Turn Off button in the Turn off computer dialog box.

3 SAM On-Line Assessment and Training

Students can learn and practice tasks using the SAM on-line Assessment and Training software bundled along with the book. The software provides a simulated and controlled environment to complement the learning from the text book. In addition to training the students can take practice quizzes. The following two screens show the training mode and assessment mode of the SAM.

http://sam2003.course.com - Preview Training Questions - Microsoft Internet Explorer

Windows XP Basic Operations

November 12, 2004

Computer Concepts

Tasks

1. Start Paint and WordPad. Minimize the Paint window and then restore it. Resize the WordPad window. Point to the first toolbar button in each program. Close both windows.


Correct Answers

- Using Another Method
 1. Click Start, point to All Programs, point to Accessories, and then click Paint
 2. Click Start, point to All Programs, point to Accessories, and then click WordPad
 3. Click the Minimize button on the Paint title bar
 4. Click untitled - Paint in the task bar
 5. Click the bottom-right corner of the WordPad window and drag it to the right
 6. Point to the upper-left toolbar button in Paint
 7. Point to the upper-left toolbar button in WordPad
 8. On the Paint title bar, click the Close button
 9. On the WordPad title bar, click the Close button

Done Internet

Multiple Choice Type a question for help

OBQ Controller



Software today has a _____, like that shown in the accompanying figure.

- A. command-line interface
- B. graphical user interface
- C. menu-driven interface
- D. coded-row interface

Pankaj Pankaj exam: Sample Scheduled Exam

1 of 3: Select one answer from the list provided

SAVI
2003

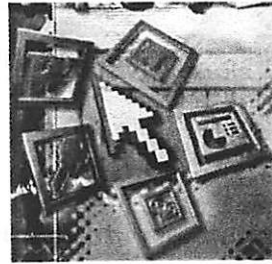
4 PowerPoint Presentations

Each module will have one or more PowerPoint presentations. The PowerPoint presentations can be either viewed with the browser or can be downloaded on the computer for local viewing. These presentations are aimed to reinforce the module content. The PowerPoint Presentation for the module of "Introduction to Windows XP" is shown starting from the next page

Microsoft
Office 2003
Introductory Concepts
and Techniques

Windows XP Project

An Introduction to
Microsoft Windows XP and
Office 2003



Objectives

- Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and launch an application program
- Add and remove a desktop icon

Objectives

- Open, minimize, maximize, restore, and close a window
- Move, size, and scroll a window
- Launch and quit an application using Windows Explorer
- Expand and collapse a folder

Microsoft Windows XP and Office 2003

3

Objectives

- Display the contents of a drive and folder
- Copy, move, rename, and delete files
- Use Help and Support
- Log off from the computer and turn it off

Microsoft Windows XP and Office 2003

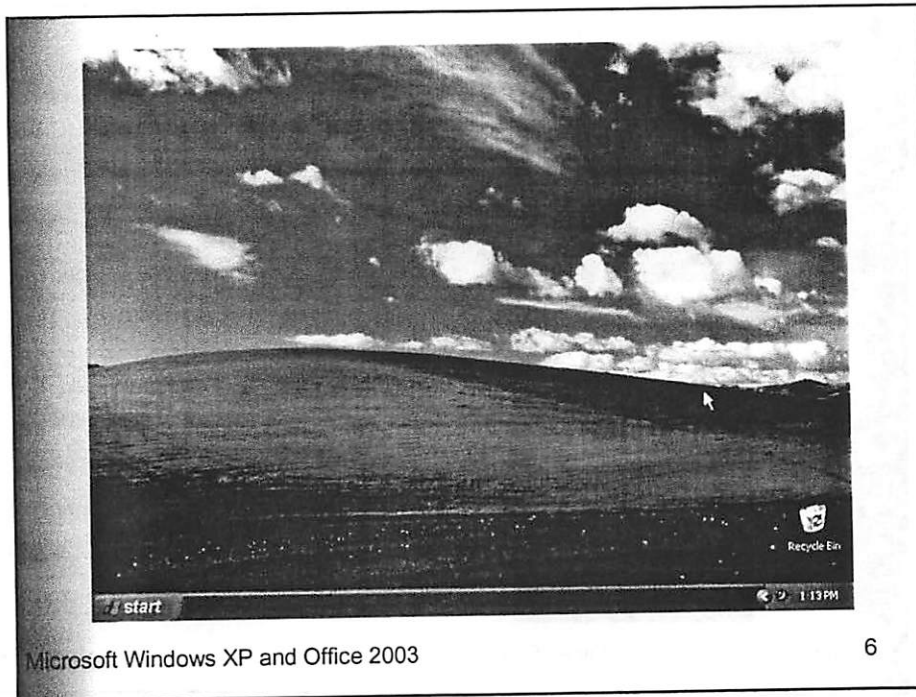
4

Logging On to the Computer

- Turn on the computer and wait for the Welcome screen
- Point to the Brad Wilson icon on the Welcome screen by moving the mouse across a flat surface until the mouse pointer rests on the icon
- Click the Brad Wilson icon by pressing and releasing the left mouse button, type `lakers` in the Type your password text box, and then point to the Next button
- Click the Next button

Microsoft Windows XP and Office 2003

5



Microsoft Windows XP and Office 2003

6

Displaying the Start Menu

- Point to the Start button on the taskbar
- Click the Start button
- Point to All Programs on the Start menu
- Point to Accessories on the All Programs submenu
- Point to an open area of the desktop and then click the open area to close the Start menu, Accessories submenu, and All Programs submenu
 - Clicking an item in the Start menu (other than a submenu) would launch an application

Microsoft Windows XP and Office 2003

7

The Start Menu



Microsoft Windows XP and Office 2003

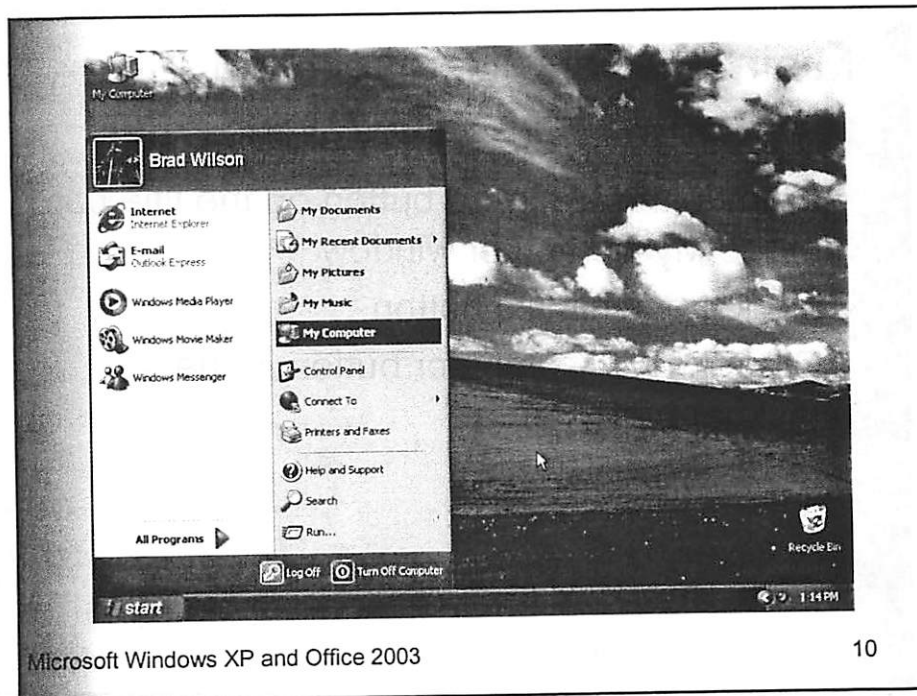
8

Adding an Icon to the Desktop

- Click the Start button, point to My Computer on the Start menu, and then press and release the right mouse button
- Point to Show on Desktop on the shortcut menu
- Click Show on Desktop
 - See figure on next slide
- Click an open area on the desktop to close the start menu

Microsoft Windows XP and Office 2003

9



Microsoft Windows XP and Office 2003

10

Opening a Window Using a Desktop Icon

- Point to the My Computer icon on the desktop and then double-click by quickly pressing and releasing the left mouse button twice without moving the mouse



Microsoft Windows XP and Office 2003

11

Minimizing and Redisplaying a Window

- Point to the Minimize button on the title bar of the My Computer window
- Click the Minimize button
- Click the My Computer button in the taskbar button area

Microsoft Windows XP and Office 2003

12

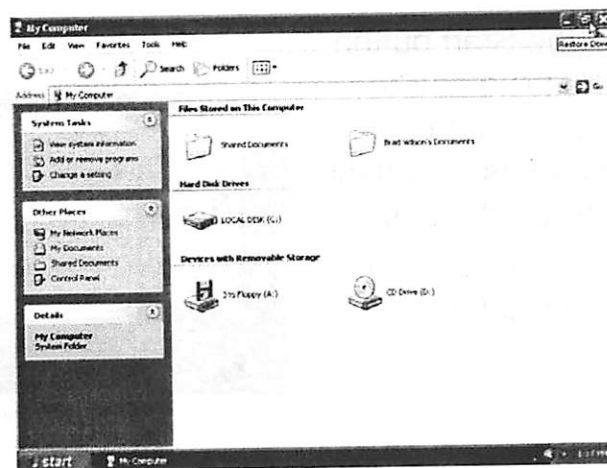
Maximizing and Restoring a Window

- Point to the Maximize button on the title bar of the My Computer window
- Click the Maximize button
 - See figure on next slide
- Point to the Restore Down button on the title bar of the My Computer window
- Click the Restore Down button

Microsoft Windows XP and Office 2003

13

Maximizing and Restoring a Window

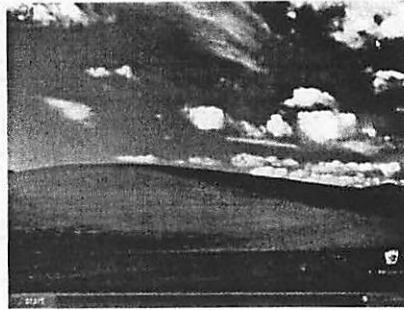


Microsoft Windows XP and Office 2003

14

Closing a Window

- Point to the Close button on the title bar of the My Computer window
- Click the Close button



Microsoft Windows XP and Office 2003

15

Opening a Window Using the Start Menu

- Click the Start button on the taskbar and then point to the My Documents command on the Start menu
- Click My Documents on the Start menu



Microsoft Windows XP and Office 2003

16

Moving a Window by Dragging

- Point to the My Documents window title bar
- Hold down the left mouse button, move the mouse down so the window moves to the center of the desktop, and then release the left mouse button

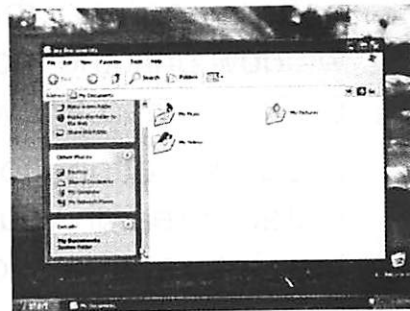


Microsoft Windows XP and Office 2003

17

Expanding an Area

- Point to the double down arrow button in the Details area
- Click the double down arrow button

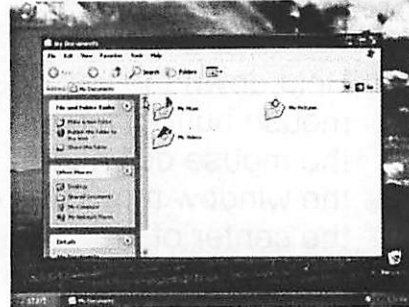


Microsoft Windows XP and Office 2003

18

Scrolling Using Scroll Arrows

- Point to the up scroll arrow on the vertical scroll bar
- Click the up scroll arrow two times
- Click the up scroll arrow three more times



Microsoft Windows XP and Office 2003

19

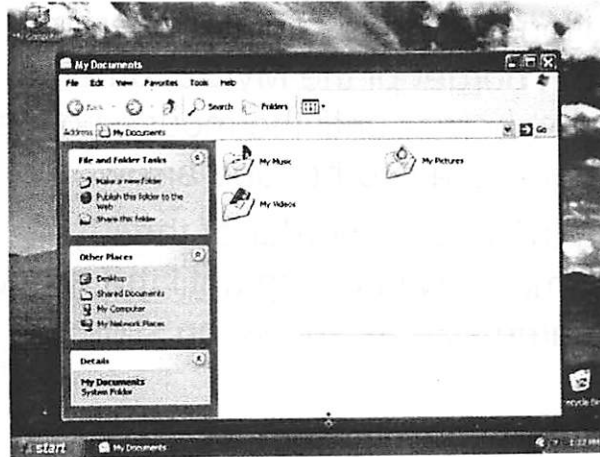
Sizing a Window by Dragging

- Position the mouse pointer over the bottom border of the My Documents window until the mouse pointer changes to a two-headed arrow
- Drag the bottom border downward until the Details area on your desktop resembles the Details area shown on the next slide

Microsoft Windows XP and Office 2003

20

Sizing a Window by Dragging



Microsoft Windows XP and Office 2003

21

Collapsing an Area

- Point to the double up arrow in the Details area
- Click the double up arrow button



Microsoft Windows XP and Office 2003

22

Resizing a Window

- Position the mouse pointer over the bottom border of the My Documents window border until the mouse pointer changes to a two-headed arrow
- Drag the bottom border of the My Documents window up until the window is the same size as shown on slide 16

Microsoft Windows XP and Office 2003

23

Closing a Window

- Point to the Close button on the right of the title bar in the My Documents window
- Click the Close button

Microsoft Windows XP and Office 2003

24

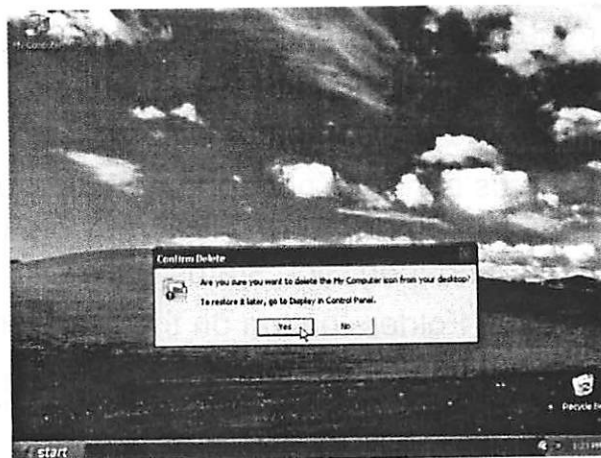
Deleting a Desktop Icon by Right-Dragging

- Point to the My Computer icon on the desktop, hold down the right mouse button, drag the My Computer icon over the Recycle Bin icon
- Release the right mouse button and then point to Move Here on the shortcut menu
- Click Move Here and then point to the Yes button in the Confirm Delete dialog box
 - See figure on next slide
- Click the Yes button

Microsoft Windows XP and Office 2003

25

Deleting a Desktop Icon by Right-Dragging



Microsoft Windows XP and Office 2003

26

Launching a Program Using the Start Menu

- Click the Start button on the taskbar and then point to Internet on the pinned items list on the Start menu
- Click Internet
- Click the Close button in the Microsoft Internet Explorer window



Microsoft Windows XP and Office 2003

27

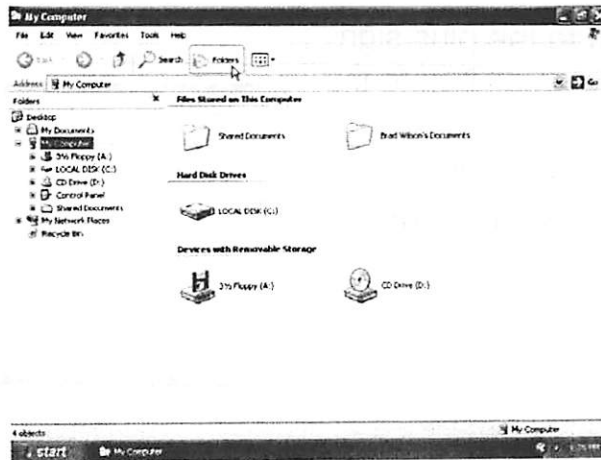
Launching Windows Explorer and Maximizing Its Window

- Click the Start button on the taskbar and then click My Computer on the Start menu
- Maximize the My Computer window
- If the status bar does not appear at the bottom of the My Computer window, click View on the menu bar and then click Status Bar
- Point to the Folders button on the Standard Buttons toolbar
- Click the Folders button

Microsoft Windows XP and Office 2003

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Launching Windows Explorer and Maximizing Its Window



Microsoft Windows XP and Office 2003

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Expanding a Folder

- Point to the plus sign in the small box to the left of the My Documents icon in the Folders pane
- Click the plus sign



Microsoft Windows XP and Office 2003

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Expanding a Drive

- Point to the plus sign in the small box to the left of the LOCAL DISK (C:) icon
- Click the plus sign

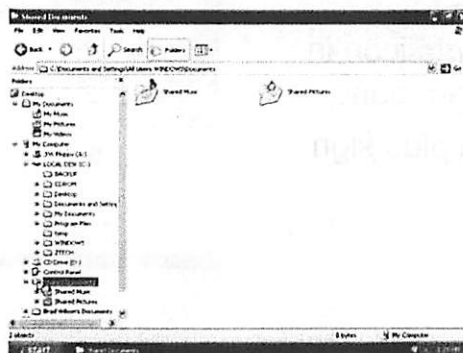


Microsoft Windows XP and Office 2003

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Displaying the Contents of a Folder

- Click the Shared Documents icon in the Folders pane

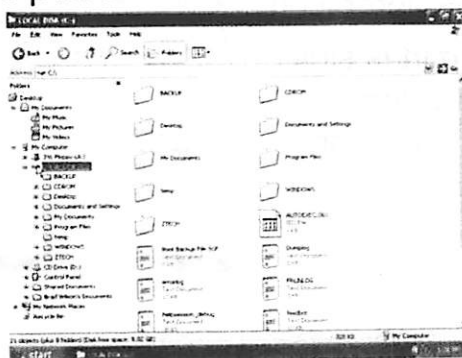


Microsoft Windows XP and Office 2003

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Displaying the Contents of an Expanded Drive

- Click the LOCAL DISK (C:) icon in the Folders pane



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Launching an Application Program from Explorer

- Click the plus sign to the left of the Program Files icon in the Folders pane
- Click the Internet Explorer icon in the Folders pane
- Point to the IEXPLORE (Internet Explorer) icon in the right pane of the Internet Explorer window
- Double-click the IEXPLORE icon
- Once Internet Explorer is open, click the Close button on the title bar

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Closing Expanded Folders

- Click the minus sign to the left of the Internet Explorer icon
- Click the minus sign to the left of the Program Files icon



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Copying a File in Windows Explorer by Right-Dragging

- Click the WINDOWS icon in the Folders pane
- Scroll the right pane to display the Prairie Wind icon. If the Prairie Wind file is not available, display another icon
- Scroll the Folders pane to display the expanded My Documents folder

Microsoft Windows XP and Office 2003

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Copying a File in Windows Explorer by Right-Dragging

- Right-drag the Prairie Wind icon onto the top of the My Pictures icon
- Point to Copy Here on the shortcut menu
- Click Copy Here

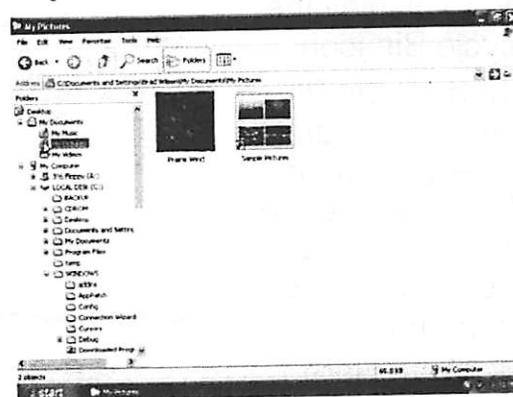


Microsoft Windows XP and Office 2003

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Displaying the Contents of a Folder

- Click the My Pictures icon in the Folders pane



Microsoft Windows XP and Office 2003

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Renaming a File

- Right-click the Prairie Wind icon in the right pane and then point to Rename on the shortcut menu
- Click Rename
- Type Blue Prairie Wind and then press the ENTER key



Microsoft Windows XP and Office 2003

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Deleting a File by Right-Dragging to the Recycle Bin

- Scroll the Folders pane to display the Recycle Bin icon
- Right-drag the Blue Prairie Wind icon to the Recycle Bin icon in the Folders pane and then point to Move Here on the shortcut menu
- Click Move Here



Microsoft Windows XP and Office 2003

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Removing the Status Bar and Quitting Windows Explorer

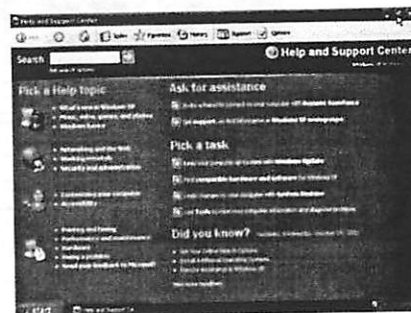
- Click View on the menu bar
- Click Status Bar on the View menu
- Click the Close button on the My Pictures window title bar

Microsoft Windows XP and Office 2003

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Launching Help and Support

- Click the Start button on the taskbar and then point to Help and Support on the Start menu
- Click Help and Support and then click the Maximize button on the Help and Support Center title bar



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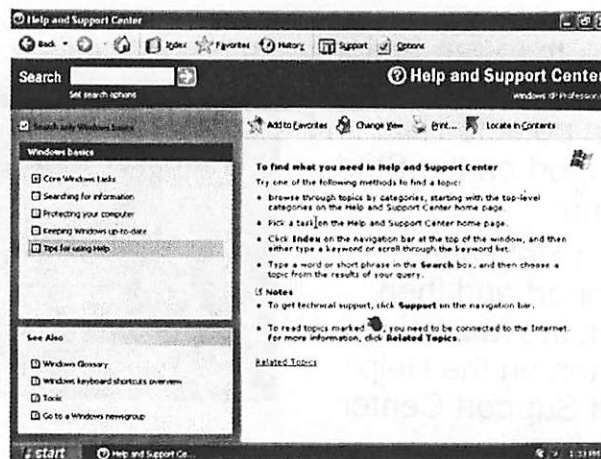
Browsing for Help Topics in the Table of Contents

- Point to Windows basics in the Pick a Help topic area
- Click Windows basics and then point to Tips for using Help
- Click Tips for using Help and then point to Find what you need in Help and Support Center in the topic pane
- Click Find what you need in Help and Support Center and then read the information in the To find what you need in Help and Support Center topic in the topic pane

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Browsing for Help Topics in the Table of Contents



Microsoft Windows XP and Office 2003

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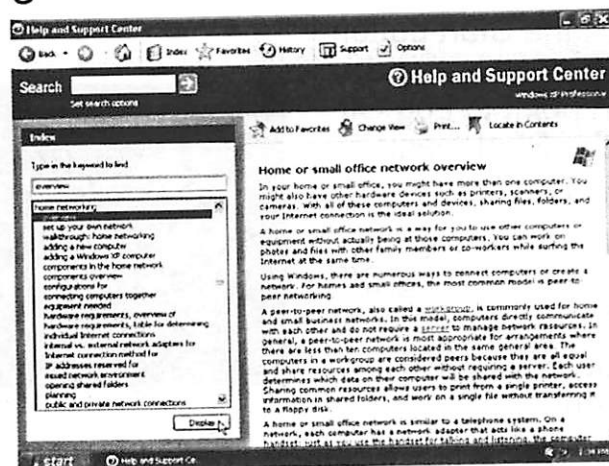
Searching for Help Topics Using the Index

- Click the Index button on the navigation toolbar, type home networking in the Type in the keyword to find text box, and then point to overview in the list box
- Click overview in the list box and then point to the Display button
- Click the Display button

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Searching for Help Topics Using the Index



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Closing the Help and Support Center

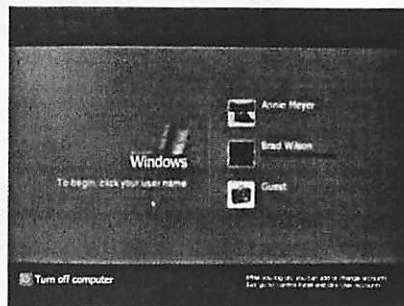
- Click the Close button on the title bar of the Help and Support Center window

Microsoft Windows XP and Office 2003

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Logging Off from the Computer

- Click the Start button on the taskbar and then point to Log Off on the Start menu
- Click Log Off
- Point to the Log Off button in the Log Off Windows dialog box
- Click the Log Off button



Microsoft Windows XP and Office 2003

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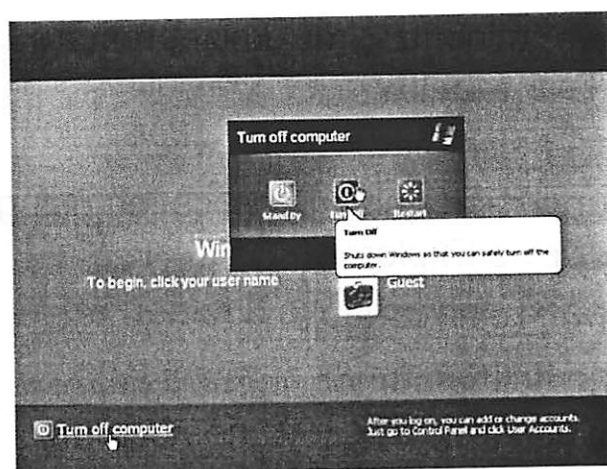
Turning Off the Computer

- Point to the Turn off computer link on the Welcome screen
- Click Turn off computer
- Point to the Turn Off button in the Turn off computer dialog box
- Click the Turn Off button

Microsoft Windows XP and Office 2003

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Turning Off the Computer



Microsoft Windows XP and Office 2003

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Summary

- Launch Microsoft Windows XP, log on to the computer, and identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and launch an application program
- Add and remove a desktop icon

Microsoft Windows XP and Office 2003

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Summary

- Open, minimize, maximize, restore, and close a window
- Move, size, and scroll a window
- Launch and quit an application using Windows Explorer
- Expand and collapse a folder

Microsoft Windows XP and Office 2003

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Summary

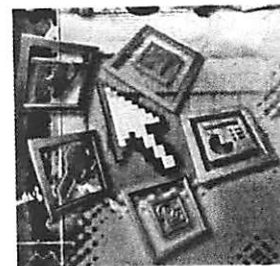
- Display the contents of a drive and folder
- Copy, move, rename, and delete files
- Use Help and Support
- Log off from the computer and turn it off

Microsoft Windows XP and Office 2003

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Microsoft
Office 2003
Introductory Concepts
and Techniques

Windows XP Project Complete



5 Practice Quizzes

On-line practice quizzes can be taken for students to test their learning of a module. Quizzes will be available on the WebCT module content page. Following is the example of a practice quiz for the module of "Introduction to Windows XP".

Practice Test Windows XP and Office 2003 Project 1: An Introduction to Microsoft Windows XP and Office 2003

Name: Pankaj Pankaj (Preview)

Start time: November 12, 2004 10:23am

Number of questions: 20

[Finish](#) [Help](#)

Question 1 (1 point)

A user interface is the combination of hardware and devices that is used to communicate with and control the computer.

- a. True
- b. False

[Save answer](#)

Question 2 (1 point)

Clicking the icon at the right on the title bar will display the System menu.

- a. True
- b. False

[Save answer](#)

Question 3 (1 point)

The File and Folders Tasks area, Other Places area, and Details area display in the right pane of the My Documents window.

- a. True
- b. False

[Save answer](#)

Question 4 (1 point)

A command has a submenu, when _____.

- a. there is a right arrow immediately following it on the menu
- b. it is highlighted
- c. it has a colored border around it
- d. all of the above

Save answer

Question 5 (1 point)

Using the mouse, only three operations can be performed: point, click, and drag.

- a. True
- b. False

Save answer

Question 6 (1 point)

Windows XP is used to run application programs, which are programs that perform an application-related function.

- a. True
- b. False

Save answer

Question 7 (1 point)

A word processing program is an application program that is used to create written documents.

- a. True
- b. False

Save answer

Question 8 (1 point)

Microsoft Office Professional Edition 2003 includes _____, which is a Web page authoring and site management program that is used to create and manage professional looking Web sites on the Internet or an intranet.

Answer: _____

Save answer

Question 9 (1 point)

The most popular and widely used operating system is _____.

Answer: _____

Save answer

Question 10 (1 point)

The Other Places area in the My Documents window contains links to five folders.

- a. True
- b. False

Save answer

Question 11 (1 point)

Scrolling can be accomplished by _____.

- a. clicking the scroll arrows
- b. clicking the scroll bar
- c. dragging the scroll box
- d. all of the above

Save answer

Question 12 (1 point)

The Systems Tasks area contains a title and three tasks associated with the My Computer window.

- a. True
- b. False

Save answer

Question 13 (1 point)

The taskbar button area contains buttons to indicate _____.

- a. what tasks should be done
- b. what tasks are possible to do
- c. which windows are currently open on the desktop

- d. which tasks have been completed

Save answer

Question 14 (1 point)

A(n) _____ is an application program that is used to search for and display Web pages.

Answer: _____

Save answer

Question 15 (1 point)

When a new program is launched, its name is added to the most frequently used programs list unless that list is full, in which case _____.

- a. its name is added, but it just can't be seen
- b. its name is not added, because there is no room for it
- c. its name is added, replacing the name of a less-frequently used program
- d. all of the above

Save answer

Question 16 (1 point)

Windows XP uses 32 bits for addressing and other purposes and performs tasks faster than older operating systems.

- a. True
- b. False

Save answer

Question 17 (1 point)

_____ means to move the mouse across a flat surface until the mouse pointer rests on the item of choice.

Answer: _____

Save answer

Question 18 (1 point)

The title bar at the top of the window contains a small icon, that is similar to the icon on the desktop, and the window title that identifies the window.

- a. True
- b. False

Save answer

Question 19 (1 point)

_____ is a collection of the more popular Microsoft application software products and is available in Standard, Small Business, Professional, Student and Teacher, and Developer editions.

Answer: _____

Save answer

Question 20 (1 point)

A keyboard shortcut consists of _____.

- a. pressing a single key
- b. pressing and holding down two keys simultaneously.
- c. both a and b.
- d. none of the above

Save answer

Finish Help

6 Assignments

Assignments will be given to reinforce and extend the learning from the module. For instance the following assignment would be given to extend the learning from the "Introduction to Windows XP" module:

You have learned about the "Windows XP Home" edition of Windows that you run on your personal computer. It is also possible that you are working on a computer that is running "Windows XP Professional" operating system. These two versions or editions of the Windows Operating System have different capabilities. Your task for this assignment is to provide description of how the "Home" and "Professional" versions/editions of Windows XP operating system are different. Give me at least three differences. You can find this information on <http://www.microsoft.com>. Alternatively search for the information on Google (<http://www.google.com>) or any other search engine.

7 On-Line Quizzes / Tests

Quizzes and tests will be conducted on line in WebCT and involve a combination of multiple choice, short answer, and simulated testing using SAM. The multiple choice and short answer will be of the same format as the practice quiz as shown above in the "Practice Quiz" section. A sample screen of the on-line testing using SAM is shown below:

