CSCI 101: Problem Solving with Computers

Lab 2A and Lab 2B: Basic Word Processing and Presentations

Due Dates Sec A: 9/14/10 by 11:59 pm; Sec B, C: 9/15/10 by 11:59 pm

Email to: csci101fall10lab2@gmail.com

Important: please read through the entire lab because it contains useful information – it will save you time in the long run. AND remember you will be tested in concepts taken from both lecture and lab material. It is also highly recommended that you review Chapter 2 and the class presentation. This lab should take more than the lab period – you are always expected to continue lab exercises beyond the class hours.

Goals

1. continue to familiarize yourself with the lab environment

2. continue to save your work appropriately - learn where and how to submit your work

3. this lab requires that you use Word and PowerPoint from either the Mac or the Windows environment. You will be provided with tutorials for both versions. It is incumbent on you to choose either operating system and **"figure out" or "brain out" the task and problem** at hand by using resources that have been available to you and also by conducting your own research online.

Submission Guidelines

1. Once you have finished the lab(s), please email your document(s) to the email address listed at the top of this page – copy and paste the email address so that you are assured of reaching the correct email address. There will be a new email address for each lab.
2. Please do not email labs to my email account.
3. If you have successfully submitted your lab, you should received the following autoreply:

   From: CSCI101 Fall [mailto:csci101fall10lab2@gmail.com]
   Sent: Date of Receipt
   To: you
   Subject: Receipt of Lab

   Dear Student,

   Your lab has been received.

   Thank you,
   Dr. Hardy

Resources

Word tutorials for the Windows operating environment

MsWordCh2.pdf

MsWordCh3.pdf

MsWordCh4.pdf

PowerPoint Tutorials for the Windows operating environment

PowerPointCh12.pdf

PowerPointCh13.pdf

Word tutorials for the Mac operating environment
http://www.bgsu.edu/downloads/cio/file19292.pdf

http://www.ehow.com/way_5817873_ms-word-mac-tutorial.html

PowerPoint tutorials for the Mac operating environment
http://www.bgsu.edu/downloads/cio/file17754.pdf

http://www.ehow.com/way_5218291_powerpoint-tutorial-macs.html

There are other useful resources online – please also investigate those.

Part I: Lab 1A – Word Processing

The science class needs a review sheet to help study for a test.

1. Open a new MS Word document (in the Mac or Windows environment)

   For Windows remember to connect using muconnect.millersville.edu.

2. Save the document as LastName_FirstName_Lab2A (temporarily on your desktop) e.g. Hardy_Nazli_Lab2A
3. Follow this naming convention for all future labs
4. Use the page format found here: http://cs.millersville.edu/~csweb/lib/userfiles/LabFormat(2).pdf to set up your answer page for all labs – copy and paste it in your Word document
5. Your work will not be graded unless it follows this format
6. Under no circumstances should there be any sharing of answers
7. Type the following text, separating the columns either by using tabs or tables. If you use tables, make sure to hide the lines
8. Your text will be arranged as shown only after you have carried our step 3.

Measurement	Units	Symbol	Formula
Area	square meter	m2	m2
Heat	joule	J	Nxm
Power	watt	W	J/s
Force	newton	N	kg x m/s2
Pressure	pascal	Pa	N/m2
Velocity	meter per second	m/s	m/s

9. Superscript all four occurrences of the number"2."
10. Format the words with Arial font, size 10
11. At the end of the document, insert 1 blank paragraph
12. Find a picture of a Bunsen burner and microscope from the Web
13. Copy and paste the two pictures in one row by formatting each picture appropriately
14. If you use a table, make sure to hide the lines
15. Insert 1 blank paragraph
16. Type the following text, separating the columns with tabs or a table

Formula	Name
C2H2	acetylene
H2O	water
K2SO4	potassium sulfate
NH3	ammonia
CH4	methane
C6H6	benzene

17. Subscript all occurrences of numbers.
18. Format the data as Arial font, size 10.
19. At the top of the document, create a title with the text Science Review Sheet. Format the title as bold, center aligned, Arial font and of size 12. Then insert 1 paragraph space.
20. Bold all of the column titles in the entire document, Arial font of size 11
21. Check the document on screen and correct any errors and misspellings.
22. Save your document again and submit it to the email specified at the top of this lab

BEFORE YOU LOGOUT, ALWAYS SAVE YOUR FILES to your MyVille Briefcase. . In that way your work will be accessible to you from anywhere. In addition, remember that even if you save it on the desktop of a lab computer, your work will be lost upon you logging out.

Part II: Lab 1B – Presentation

1. Open a new blank PowerPoint file (in Mac or the Windows environment)

   For Windows, remember to connect using muconnect.millersville.edu.

2. Save it as LastName_FirstName_Lab1B (temporarily on your desktop)
3. On the title page in the title section write: "CSCI 101"
4. On the title page, in the subtitle section, write "Lab 1B", your section and your name
5. Format the type, font and color of part 3 and 4 as you please
6. Insert a new slide (2nd slide) – use the "two content" layout
7. Go online and find some news on the next "killer app" in technology
8. Whatever appropriate app interests you, list that name on the title section of slide 2
9. Insert a picture of this killer app (still on slide 2)
10. Write a few bulleted lines about why it is the next big thing (still on slide 2)
11. Include 1 hyperlink to the news from which you are taking this information as an additional bulleted point (again this is on slide 2)
12. Apply an appropriate theme to your presentation