

Windows and Office Software (Basic Technology) Mr. Shubert, instructor

For high school students who can type at least 30 wpm, this course assumes no further computing knowledge or experience. Students should have completed or currently be taking Advanced Singapore Math (or have the instructor's permission). Focusing on the version of the operating system and applications software on the PCs in our computer lab, this course covers concepts and skills that are useful on other computers and software as well. We teach specific skills in organizing information, web search engines, writing web pages, word processing, spreadsheets and charts, and slide presentations.

Texts:

Microsoft Office XP for Windows: Visual Quickstart Guide, by Steve Sagman. Peachpit Press, 2002. 0-201-74147-4.

Handouts on Linux and Open Office.

Materials:

1-subject notebook for computing journal

USB flash memory stick for storing files, or email account for transferring files

Expectations:

Each student will keep a computing journal, keeping study questions, definitions, procedures, and class and project notes, which will be checked periodically.

Assignments: Some assignments will be completed in class, and some will be taken home and completed by the due date.

Participation: Each student will be a valuable member in classroom discussions and presentations. Adequate participation consists in reading the material and having worthwhile things to say. Excellent participation goes beyond this to include asking appropriate questions and encouraging other students to share their ideas.

Project: A larger assignment, about 10 pages, on a subject suggested by the teacher and on a particular question or issue of each student's choice, using a combination of tools and techniques, presented to the class at the end of the course.

Tests: About five exams, one after each major section (Windows/Linux/HTML, Word/Writer and Paint/KolourPaint, Excel/Calc, Powerpoint/Impress).

Academic Honesty:

Our reputation depends on maintaining the highest standards of intellectual honesty. All of us will conduct ourselves so that together we establish a community of trust where no one plagiarizes, cheats, or obtains unauthorized academic materials.

Grading:

Computing journal/Participation	15%
Assignments	25%
Project	20%
Tests	40%

Course Outline:

Week 1.

Introduction: Operating Systems: the differences between Microsoft Windows and Linux. Starting and stopping Linux. Windows, commands, and dialog boxes. Keyboard shortcuts. Storing and retrieving data: files and folders. Essay: "My computing experiences and goals".

Week 2.

Organizing information. Library classification systems. Printing. Accessory programs: editors, calculators, graphics, others. Homework and discussion: "Ways to organize my personal information".

Week 3.

HTML handouts and Quanta Plus program. File systems: local and networked drives. Similarities and differences between word processing and HTML (web pages). Basic concepts in HTML. Review and Exam on Windows/Linux.

Week 4.

Read Sagman, ch. 1-4.

Introduction: starting and using OpenOffice. Menus, tool bars. Help. File operations. Writer: introduction. Entering and editing text. Comparisons with editors, Word, and HTML.

Homework: Writing a "how to" page for an aspect of Writer.

Week 5.

Read Sagman, ch. 5-7 (omit ch. 8-9).

Writer. Formatting text. Fonts. Paragraphs. Tabs. Footnotes. Tables. Using graphics tools such as KolourPaint. Inserting images into documents. Spell check and its limitations. Review and Exam on Writer.

Week 6.

Read Sagman, ch. 10-11.

Calc: introduction. Entering data and formulas. Cells and addresses. Filling ranges of cells. Copying cells. Comparisons with Excel.

Week 7.

Read Sagman, ch. 11-12.

Calc: Setting up calculations. Functions: sum, average, and rand. Applications in statistics and probabilities and adjusting for inflation. Structuring and formatting worksheets.

Week 8.

Read Sagman, ch. 13.

Calc. Conditional formatting. Functions: max, min, and if. Relative and absolute addresses and copying cells. Applications in finance: savings and loans. Homework: Writing a "how to" page for an aspect of Calc.

Week 9.

Read Sagman, ch. 14-15.

Calc. Charts. Different types of charts: choosing the right type of chart. Formatting charts. Databases. Sorting and totaling data. Homework: Create a report using chart and database functions.

Week 10.

Read Sagman, ch. 16 (omit ch. 17).

Calc. Using multiple sheets. Naming cells and ranges. Seeking goals.

Review and Exam on Calc.

Weeks 11-12.

Handouts and Internet Research. Finding information in libraries and online: indexes and search engines. Evaluating sources of information. Homework: Finding a subject for a report; getting initial information.

Week 13.

Read Sagman, ch. 18-22.

Impress. Introduction. Designing and outlining presentations. Creating and editing slides. Text and chart slides. Is Impress "evil"? Homework: Writing a "how to" page for an aspect of Impress.

Week 14.

Read Sagman, ch. 22-27 (omit ch. 28).

Impress. Formatting charts. Creating tables and organization charts. Customizing presentations. Discussion: What makes presentations effective and memorable? Review and Exam on Impress.

Weeks 15-16 (fall) [-18 (spring)]

Projects. Research, note-taking. Organizing information. Writing and revising the report. Reports using Impress in class. Final Project Reports in class.