

Lecture 1

INTRODUCTION

This course will enable students to use a word processing package (Word), a spreadsheet package (Excel), a data base package (Access) as well as some of the very basics of Windows 95/98. We will be using Word 2000, Excel 2000, and Access 2000. If you are using an earlier version do not worry; the differences are minor for what we will be doing.

The course will have an engineering/science slant to it as would be expected. We, in the real world, would be using a word processor to write reports and memos, and the spreadsheet to do our engineering/scientific calculations. The engineering/science problems that we will do will be straight forward and fully explained. The purpose is to use these types of problems to illustrate the features of the software.

Let's start with Windows 98 which is our gateway to the other programs we are going to be using. When you turn on your computer, Windows 98 will automatically come up on the screen after passing through some text commands that we will not concern ourselves with. On the UD machines, this will normally already be up or you may see some strange design (screen saver). To disable the screen saver, merely move the mouse.

Generally, to the right of the screen are small pictures called ICONS. These are short cuts to the programs that can be run (called applications). Some are built in by the Windows 98 software.

- show my computer
- double clicking opens a box with the computers components

If you right click (as opposed to normal left) on an item, you will get a menu—use C drive. (Double clicking is an OPEN command). Notice the various things you can do (DO NOT FORMAT-explain). Try clicking on properties and tools for illustration. Pressing the **X** box closes the box or can use cancel.

Double click on PRINTERS or CONTROL PANEL to open these up. Notice we get another box with small Icons—choose DISPLAY and BACKGROUND—show options


Back to the main ICONS. Another one you should check occasionally is the RECYCLE BIN. When you delete a file, it goes here and is stored until you empty the trash—sort of a backup in case you delete something you should not. Right clicking gives you the option of permanently deleting the file. You should empty the bin once in a while to keep old files from cluttering up the memory.

Along the bottom right or top right of the main screen you may see more icons for things such as Microsoft Office. These are packages of programs which easily talk to one another such as a scheduler and word processor. We will not worry about them for the moment. Again they are shortcuts for applications.

At the bottom left of the screen is a button marked START. Pressing this button enables us to access everything in the computer.

Notice -- programs -- list of programs -- last
 -- documents -- files storage area
 -- settings -- control panel, printer, toolbar
 -- find -- finding files
 -- help
 -- run -- run a program -- after the installation program
 from your software.

The programs  means submenu)

gives a list of the programs or applications available to use. Ones with  have another submenu. Press accessories and see a whole new list of programs. The two main programs we will be using are listed from the START PROGRAMS {Excel/Word}.

Data Storage

Data may be stored two ways – on the hard drive labeled C: or in addition D: etc. or on the floppy drive(s) A: and B: (sometimes). At home you would usually use the hard drive. For transport, we will use 3 ½" discs normally holding about 2 megs of data or zip drive normally holding 100 megs of data(vs. the hard which may be from 4 gigabytes to 20 gigabytes).

Review of terms –

Byte	--	about 1 letter or number
Kilobytes	-	1 x 10 ³ bytes
Megabytes	-	1 x 10 ⁶ bytes
Gigabytes	-	1 x 10 ⁹ bytes
Hertz	-	measure of processing speed—average now is 500-1000 megahertz
RAM	-	random access memory. Memory that can be used during calculations to store data. If insufficient, some data must be stored on hard drive which slows programs. 128 megs RAM – required by many programs -expandable by plug ins

Before we can use our discs (floppy not hard) we must format them. Formatting organizes storage on a disc so that it can be written on or read from.

MY COMPUTER
 Right click on 3 ½" floppy
 FORMAT
 FULL format (required with new disc)
 START

A table of results given showing disk space available, any bad sectors, etc.
 CLOSE/CLOSE.

Note: Always be careful not to format the hard drives C:, D:, etc.—only the A drive

Assignment – Purchase 3 ½" floppy and format it for use with our programs.
(Purchase or have access to any book on Word 2000)

