


Introduction to Computers

CGS 1100

Fall 2003
Unit 1


Dr. Martin Hepp

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Introduction

2000-2003	PhD in Management and Information Systems, University of Wuerzburg, Germany
1994-1999	Diplom-Kaufmann (M.B.A.), Business Administration and Management, University of Wuerzburg Majors: Information Systems, Operations Research, Law




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Textbook


- Shelly Cashman Series: Microsoft Word 2000, Excel 2000, and PowerPoint 2000 (all by Course Technology)



+ Excel + PowerPoint

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Resources

- Course Web Page
– <http://ruby.fgcu.edu/courses/mhepp/>
(-> CRN80028)
- Office Hours
– Tuesdays, 1:00 to 5:00 p.m. or by appointment
– by email mhepp@computer.org

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Overall Learning Goal

- Learn to use standard application software effectively.
- Learn how to use new functionality.
- Enhance your personal productivity.

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Assignments and Grading


My personal point of view:

Justice is...

when the rules are clear.

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Assignments and Grading

- 3 Exams 50 %
- 3 Assignments 30 %
- Some Quizzes 20 %

- In order to pass this course, you must
 1. turn in ALL assignments in time,
 2. pass all three exams with 70 % or better, and
 3. pass all assignments with 70 % or better.

No late assignments will be accepted.


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Assignments and Grading

- Exam 1: October 7, 2003
- Exam 2: November 4, 2003
- Final Exam: December 2, 2003


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Assignments and Grading

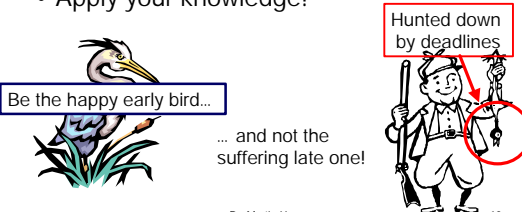
- **Assignment 1** (available on September 16 and due on September 23)
- **Assignment 2** (available on October 21 and due on October 28)
- **Assignment 3** (available on November 18 and due on November 25)

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Be prepared...

- Read the reading assignments!
- Apply your knowledge!




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Grading

- Cheating and Academic Dishonesty Policy
 - see “Student Code of Conduct” on p.11, and “Policies and Procedures” on p. 18-24 of the Student Guidebook
- DON'T:
 - Copy/paste from the internet, textbooks, or your friends,
 - use cell phones, PDAs, etc.

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Assignment for Next Class

- **Read projects 1 and 2**
- Suggested: Have Word 2000 available while reading.

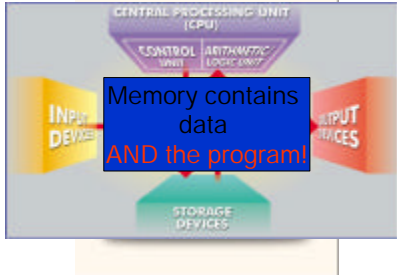
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Computer



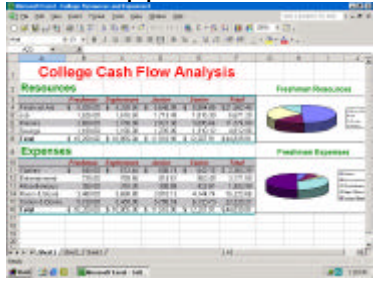
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Computer




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Standard Application Software




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Improve Your Productivity!



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Be Clever

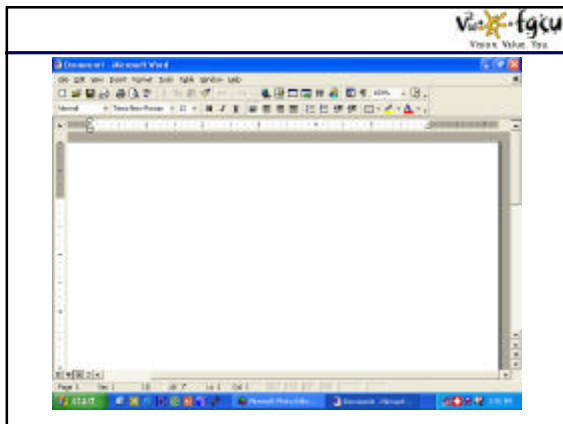


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Microsoft Word 2000

... not just a typewriter

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Basic Topics

- Insertion point
- End mark
- Mouse pointer
- Rulers
- Scroll bars
- Status bar
- Screen tip

see page
WD 1.9

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Menu Bars

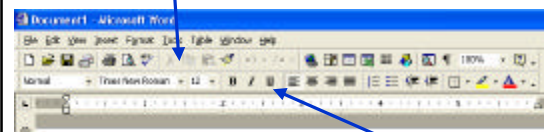
- Full menu
- Hidden command
- Unavailable command

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Toolbar

Standard Toolbar



Formatting Toolbar

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Standard Toolbar

- New blank document
- Open file
- Save
- E-Mail
- Print
- Cut, Copy, and Paste
- Zoom factor, etc.

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Formatting Toolbar

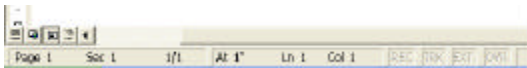
- Apply style
- Change font
- Change font size
- Bold, underline, or italicize text
- Change paragraph alignment
- Number paragraphs
- etc.

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Status Bar



Page 1 Sec 1 1/1 Alt 1" Lin 1 Col 1 [REV] [REV] [EXT] [EXT]

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Apply what you have learned!

1. Create a new Word document.
2. Start designing the menu card for a private event.
3. The first line should be the name of the event ("My Birthday Menu") in 20 pt. Times New Roman.
4. Include Starter, Entrée, and Desert; bold these words and separate the sections by a centered star.
5. Center paragraphs.

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Apply what you have learned! 2

Create a one page document describing you and your hobbies.

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Assignment for Next Class

- Read projects 1 and 2
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!

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Thank you!

The slides will be available on the internet at
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