Exercises

Computer Exercises (20 points total)
Due: ________________

Memorandum

Date: September 3, 2009
To: TSM/ACR 251 Students
From: Dr. Reese
RE: Computer Exercises

Part 1
General terms: Cut, Copy, Paste, Paste Special, <Print Screen>, Clipboard, Contrast, Repetition, Alignment and Proximity

In-class exercises:
These exercises will help you to learn the function of Cut, Copy, Paste, Paste Special and <Print Screen> in relation to the clipboard. You also will learn how to create contrast, repetition, alignment and proximity in MS Word. For the exercise you will use MS Word and Internet Explorer.

1. Launch MS Word, then launch Internet Explorer and browse to the Webopedia site at:

http://www.webopedia.com/

Use the webopedia site to look up a definition for any computer term. Hopefully you will find a definition that has multiple formatting. Highlight the definition and use Copy to copy the content to the Clipboard. Minimize Internet Explorer, and maximize MS Word.

What is meant by maximize and minimize? What is the clipboard? Is it a Word or operating system feature? How many clipboards are available? What is the difference between Cut, Copy and Paste? What are the keyboard shortcuts for these 3 functions?

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2. Use the Paste menu option or the Paste button to paste the Clipboard contents. Where did the formatting come from?
3. Next go to the Edit Menu and select the Paste Special Option and paste your Clipboard contents as "Unformatted". Is it any different from Paste? What application is controlling the formatting now?

4. Change your font size to Arial, 30 pt. and then go to the Edit Menu and select the Paste Special Option and paste your Clipboard contents as "Unformatted". What formatting is used when the contents are pasted? What determines the number of Paste Special options you will see?

5 When you use the Paste Special Option and you have a Paste Link option, what does this do?

Note: How could you quickly switch between applications (e.g., back to IE from Word) using a quick keyboard shortcut? (TIP: You may use a Windows keystroke short cut to switch between open applications - try holding the <Alt> key and then pressing the _____ key and you can select which minimized application you would like maximized.

6. Return to Internet Explorer. When you have Internet Explorer maximized, we're going to assume that you would like to include an exact image of what the Webopedia web site looks like in your Word document versus just copying some text. How would you do that? What does the <Print Screen> key do? It would appear that nothing happens.

7. Return to your open MS Word file, and use Paste to see what happens. Do you know how to crop this image to include only part of the screen capture? Are there other toolbars in Word?

8. Name some techniques we can use in MS Word to create contrast in a document?

9. How can we use headers and footers in Word to create repetition? How can we use styles to control repetition? Could we use styles to create a table of contents? What are sections and section breaks?
10. Let’s work with our clipboard and <Print Screen> again. Switch back to IE. Browse to another web page which contains a picture. Press <Print Screen> and insert the picture in your Word document on page 2. Crop the picture such that the size is exactly 2 “x 2” and set the upper left corner at exactly 2" from the left and top margin. (2003-Format Picture, Layout, Other)

11. (Note: major differences in Word 2003 and 2007) We’ll use Powerpoint to illustrate the grid and snap to grid. Use the Draw toolbar (2003) to set a grid on the document with 1" spacing. Turn Snap to Grid on. Insert a shape from the Draw toolbar. Move the image with a slow mouse movement. What happens when the objects approaches a grid line? What does Snap to Grid do? How does this relate to alignment?

12. Open a new Word Document. On three consecutive vertical lines using Courier font, insert 3 different numbers containing at least 2 decimal points. Where is the alignment? Put your cursor on the next blank line, set your font to a ______________ font and type the same 3 numbers on 3 consecutive lines. Do the decimal points align now? What are fixed space and proportional spaced fonts? Set up a decimal tab at 2 " from the left margin. Using the tab key, insert the same 3 numbers on 3 consecutive lines. Do the decimal points align? What are the default tab settings in Word and should you always use the default? What are some other tab options for alignment? How do you adjust tabs? What are the first and second line indents?

13. Tables are used extensive on web pages to control alignment. Can we use tables in Word to do the same thing? How do you select an entire table? How do you turn off table borders?

14. How can you select a group of objects in Word or Windows Explorer? What is the function of the <Shift> and <Ctrl> keys in combination with the left (dominant) mouse button in a selection?

15. What is the function of the right mouse click in Windows and applications?
16. What are some ways we create proximity in a Word document?

Homework exercise (10 Points):
1. Create a new document in MS Word and add memo headers (i.e., Date:, To:, From:, and Subject:) addressing the memo to your instructor. For correct memo formats, please review the Franklin readings assigned the first day of class.

2. Open the main MSU web site <www.msu.edu> in a web browser. Use the <Print Screen> technique to capture the web site image to the clipboard and paste the image into Word. Use the cropping tool to select only a portion of the image and write a brief one-two line caption for the image.

3. In the same Word file, illustrate by example two different ways to create "Contrast," "Repetition," "Alignment," and "Proximity" in an MS Word document clearly labeling and/or identifying what technique is used.


5. Save your Word and pdf file using your NetID as part of the filename onto your JumpDrive or AFS space. Upload your completed pdf file to the Angel dropbox, Computer Exercise 1.