

Lab Assignments for CS110 Fall 2009

GETTING THE STUDENT FILES:

Some of these lab assignments require you to use files that have already been created by the textbook authors.

You can obtain the files in either of two ways:

1) DOWNLOAD THEM.

- Using Internet Explorer, go to the web page at www.cs.nmsu.edu/~esteiner/cs110
- Click on the Link "Student Files for Lab Assignments".
- Follow the on-screen instructions for downloading the file(s) that you need. Warning: you have to download each file one at a time, so this method is very slow.

OR

2) GET THEM DURING ORIENTATION

- Take your USB drive (flash drive, jump drive) up to the front desk in Jacobs Hall 204 after your orientation session. The grader will copy all of the CS 110 files for the semester onto your USB drive. This is much faster!

BE SURE TO TAKE YOUR USB DRIVE WITH YOU WHEN YOU LEAVE THE LAB!!!

If you lose your USB drive or somehow lose the files during the semester, you can take another USB drive to JA 204 and ask for the files again.

All page numbers refer to the textbook: Computer Literacy, Fourth Edition, by Daley, Gaskin, et. al., (Prentice Hall 2008). (Cover background is blue.)

Do not print anything for any of these assignments. Do not email any of the files to your instructor.

THE GRADING PROCESS:

The grader will verify that you have completed the required steps and ask you to demonstrate the software skills for each lab assignment. You must be able to demonstrate the skills as requested by the grader.

If, at any time, you are unable to perform the requested tasks, the grader may stop the grading process. You must then return to the textbook, rework the assignment, and learn the software skills. Once you have learned the skills, you may ask to be graded again.

The grader will also verify that you did your own work and that the USB drive you are using belongs to you. If the grader finds evidence that the assignment was done by someone else or that the USB drive belongs to someone else, grading will be stopped. You will receive a grade of zero for the assignment. (See the policy on cheating in the syllabus.)

LAB ASSIGNMENT #1

MICROSOFT WORD

- **Practice First:** Read and work through the chapter entitled "Word 2007: chapter six" from pages 85 to 142. The skills that you will need to complete Lab Assignment #1 and have it graded are taught in the chapter projects. You will need the files w06A_Seminar and w06B_Law_Overview.
- **Do the Lab Assignment:** Do Project 6E – New Services on pages 151 - 152. You will need the file w06E_New_Services. Save the document as instructed in step 1 (using your first name and last name) as **6E_New_Services_Firstname_Lastname**.
- **Extra Step:** On the "FROM:" line, remove the name "Rachel Glazer" and put in your name, a dash, and your CS 110 ID Number.
- **Do not print anything!**

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the completed document **6E_New_Services_Firstname_Lastname** on the screen. Your name and CS 110 ID Number should appear on the "FROM:" line.
- 2) Edit, cut, copy, and paste text.
- 3) Change paragraph alignment.
- 4) Change paragraph spacing or indentation.
- 5) Add or change a footnote or endnote.
- 6) Apply bullets or numbering to paragraphs.
- 7) Change the margins of the document.
- 8) Add or change the header or footer of the document.
- 9) Insert a manual page break.
- 10) Save your work to a file (using save or save-as).

Corrections to the textbook and hints for completing these assignments can be found online at:

<http://www.cs.nmsu.edu/~esteiner/cs110/hints.pdf>

LAB ASSIGNMENT #2

MICROSOFT WORD

- **Practice First:** Read and work through the chapter entitled "Word 2007: chapter seven" from pages 175 to 221. The skills that you will need to complete Lab Assignment # 2 and have it graded are taught in the chapter projects. You will need the files w07A_Photography_Flyer, w07A_Machine, w07A_Ore_Cart, and w07B_Price_List.
- **Do the Lab Assignment:** Do Project 7H – Photo Restoration on pages 242 - 243. You will need the files w07H_Photo_Restoration, w07H_Original, and w07H_Quick_Restore.
- Save the document as **7H_Photo_Restoration_Firstname_Lastname** as directed.
- **Extra Step:** In the footer, add your name and your CS 110 ID Number.
- **Do not print anything!**

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the completed document **7H_Photo_Restoration_Firstname_Lastname** on the screen. Your name and ID number should display in the footer.
- 2) Change the orientation of the document from landscape to portrait or vice versa.
- 3) Set, adjust, or delete tab stops.
- 4) Change paragraph alignment.
- 5) Change font, font size, or font color.
- 6) Insert, format or delete a WordArt object.
- 7) Insert, format, or delete a clip art or picture from a file.
- 8) Add or format a table.
- 9) Add or change the header or footer of the document.
- 10) Save your work to a file (using save or save-as).

LAB ASSIGNMENT #3

MICROSOFT EXCEL

- **Practice First:** Read and work through the chapter entitled “Excel 2007: chapter nine” from pages 333 to 409. The skills you will need to complete Lab Assignment # 3 and have it graded are taught in the project. Both Project 9A and 9B begin with a new blank workbook so you will not need any existing files for this part.
- **Do the Lab Assignment:** Do Project 9I – Team Comparison on pages 430 - 432. You will start with a new blank workbook. Page 430 shows the way your workbook should look when it’s finished. Save the workbook as **9I_Team_Comparison_Firstname_Lastname**.
- **Extra Step:** Add your name and CS 110 ID Number to the worksheet in cell A10.
- **Skip the printing in step 12! Do not print anything!**



Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the completed workbook **9I_Team_Comparison_Firstname_Lastname** on the screen. The displayed worksheet should have your name and CS 110 ID number in cell A10.
- 2) Enter data or change data in a given cell.
- 3) Change cell formatting or alignment.
- 4) Apply currency style or comma style to a cell or range of cells.
- 5) Adjust the number of decimal places displayed on a numeric value.
- 6) Use AutoSum to total a range of cells.
- 7) Insert a column chart or pie chart into the workbook.
- 8) Add or change the header or footer.
- 9) Save your work to a file (using Save or Save-As).

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LAB ASSIGNMENT #4

MICROSOFT EXCEL

- **Practice First:** Read and work through the chapter entitled “Excel 2007: chapter eleven” from pages 529 to 580. The skills you will need to complete Lab Assignment # 4 and have it graded are taught in the chapter projects. You will need the file e11A_Milan_Inventory.
- **Do the Lab Assignment:** Do Project 11N – Truck Purchase on page 609. Save the workbook as **11N_Truck_Purchase_Firstname_Lastname**. This project is **very** similar to what was done in Project 11B. The payment periods should go across row 6 from cell C6 to cell I6.
- **Extra Step:** Add your name and CS 110 ID Number to the right section of the worksheet footer.
- **Do not print anything!**



Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the completed workbook **11N_Truck_Purchase_Firstname_Lastname** on the screen. The displayed file should have your name and CS 110 ID number in the footer.
- 2) Insert, delete, or adjust rows and columns.
- 3) Insert a table, apply table styles and filters.
- 4) Modify table style options. Sort a table.
- 5) Apply comma, percent, or currency style to a range of cells.
- 6) Apply conditional formatting to a cell or range of cells.
- 7) Enter formulas with relative or absolute cell references, SUM, AVERAGE, MIN, MAX, or PMT functions.
- 8) Use AutoFill to fill a pattern across a row or down a column.
- 9) Save your work to a file (using Save or Save-As).

LAB ASSIGNMENT #5

MICROSOFT ACCESS

- **Do the Lab Assignment:** Read and work through the chapter entitled “Access 2007: chapter twelve” from pages 616 to 675. Save the databases 12A_Contact_Information_Firstname_Lastname and 12B_Health_Seminars_Firstname_Lastname. The grader may ask you to open one or both of these databases.
- Do Project 12C – Department starting on page 676. Save the database directly to your USB drive. Be sure to name the database **12C_Departments_Firstname_Lastname** as shown in step 1 before you start making changes.



- **Extra:** In the Supervisor Table, add a record with your CS 110 ID number as the Supervisor ID. Use your name and make up a title for yourself. Use (555) 555-1313 for the phone number, 1313 NMSU Way for address, Las Cruces as the city, NM as the state, and 88003 for the zip code.
- **Do not print anything!**

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Open the databases 12A_Contact_Information_Firstname_Lastname and 12B_Health_Seminars_Firstname_Lastname (one at a time) and show that you have completed the steps in chapter twelve.
- 2) Open the database **12C_Departments_Firstname_Lastname** and display the contents of the tables on the screen. Your ID number and name should be displayed in the Supervisor Table.
- 3) Add, delete or update records in a table.
- 4) Sort records by a given field.
- 5) Modify the design of a table. This includes adding or deleting fields, changing field properties such as Data Type or Field Size, and creating a primary key.
- 6) Explain the field data types: number, text, currency, and autonumber.
- 7) Create a new table.
- 8) Create a query or modify an existing query. This includes sorting data in a query, specifying text criteria, and specifying numeric criteria.
- 9) Run a query and verify that it displays the correct fields and records.
- 10) Save changes to table designs, layouts, and queries.

LAB ASSIGNMENT # 6

WEBPAGE BUILDING

The instructions for this lab are not in the textbook. Use the separate handout entitled “Lab 6 – Web Page Building” given in class (also available online from your instructor’s web site). The handout provides detailed instructions for creating a simple web page.

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display your web page on the screen.
- 2) Show how to insert an image into your page.
- 3) Show how to insert a hyperlink into your page.
- 4) Format text including font, font size, and font color.
- 5) Center lines or paragraphs.
- 6) Change the title of the web page.
- 7) Open your web page in Internet Explorer.
- 8) Save your web page using Save or Save As.

LAB ASSIGNMENT # 7

POWERPOINT

- **Practice First:** Read and work through the chapter entitled “PowerPoint 2007: chapter fifteen” from pages 916 to 963. The skills you will need to complete Lab Assignment # 7 and have it graded are taught in the chapter projects. You will need the files p15A_Expansion, p15B_Skyline, p15B_Cake, and p15B_Template.
- **Do the Lab Assignment:** Do Project 15E – Recruitment on pages 971 – 972. You will need the file p15E_Recruitment. Save the presentation as **15E_Recruitment_Firstname_Lastname** as directed.
- ➡ • **Add to the Presentation:** On the title slide, add your name and CS 110 ID Number under the line that says “Online Recruiting Plan”. Adjust the size of the placeholder if needed.
- **Do not print anything!**

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the presentation **15E_Recruitment_Firstname_Lastname** on the screen. The displayed presentation should have your name and ID number in the subtitle area on the first slide.
- 2) Start the Slide Show.
- 3) Add a new slide.
- 4) Add, modify, or delete text on a slide.
- 5) Create or modify a header or footer.
- 6) Change the slide layout of a slide.
- 7) Apply a Theme to a selected slide.
- 8) Check the spelling of a presentation.
- 9) Use Slide Sorter View to rearrange slides in the presentation.
- 10) Save your work using Save or Save As.

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LAB ASSIGNMENT # 8

POWERPOINT

- **Practice First:** Read and work through the chapter entitled “PowerPoint 2007: chapter sixteen” from pages 994 to 1042. The skills you will need to complete Lab Assignment # 8 and have it graded are taught in the chapter projects. You will need the files p16A_Snow, p16A_Snowboard, p16A_Welcome, p16A_Winter, p16B_Itinerary, p16B_Reservations_Director, p16B_Ski_Lodge_Director, p16B_Spa_Director, and p16B_Tour_Director.
- **Do the Lab Assignment:** Do Project 16E – Condos on pages 1050 - 1052. You will need the files p16E_Condominiums and p16E_Timeshare. Save the presentation as **16E_Condos_Firstname_Lastname** as directed.
- ➡ • **Add to the Presentation:** Add a footer on all slides except the title slide that contains your name, today's date, and your CS 110 ID number.

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the presentation **16E_Condos_Firstname_Lastname** on the screen. The displayed file should have your name, a date, and your CS 110 ID number in the footer.
- 2) View the Slide Show.
- 3) Move or resize placeholders on a slide.
- 4) Add or modify bullets or numbering on slide text.
- 5) Modify the slide background.
- 6) Insert a Shape or Clip Art on a slide.
- 7) Apply a Word Art Style to selected text.
- 8) Apply a Slide Transition to a slide.

- Detailed instructions for labs 9 and 10 are available at the JA 204 lab.

LAB ASSIGNMENT # 9

VISUAL BASIC

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the project on the screen.
- 2) Change the title of the form.
- 3) Add a button or label to the form.
- 4) Modify button properties.
- 5) Modify label properties.
- 6) Open the code window for a button and make a change to the code.
- 7) Run your program and demonstrate that it performs correctly.
- 8) Save your project.
- 9) Exit from Visual Basic.

LAB ASSIGNMENT #10

VISUAL BASIC

Grading Standards (The grader may ask you to demonstrate that you can do the following tasks.)

- 1) Display the project on the screen.
- 2) Add a button, label, or picture box control.
- 3) Change button or label properties.
- 4) Rename a control.
- 5) Resize or move a control.
- 6) Open the code window and make a change to the code.
- 7) Change properties of the form.
- 8) Run your program and demonstrate that all controls perform correctly.
- 9) Exit from Visual Basic.