


CIS250 - Lab 1 (Preparing Your PC)

Name:	Smith	Noah
CIS250 -	06	Hours: 1.4
Date:	Monday, January 15, 2018	

IMPORTANT

This assignment makes the assumption that students are using a desktop PC or laptop PC with one of the more recent versions of the Microsoft® Windows® operating systems (10, 8, or 7) installed. If you are using any other version of Windows® or a Mac that does not have OS X, you will need to use one of the virtual clients located in the CoB computer lab or a PC in REACH/CRC (Ekstrom Library). Not having a desktop PC or laptop does **NOT** excuse you from your responsibility to complete any CIS250 assignments. CoB computer labs and PCs in REACH/CRC are available as scheduled and acceptable for completing all Blackboard and MyITLab assignments in CIS250. You can also use a PC that belongs to a friend or even a member of your family. *If you are using a Mac®, be sure to follow the respective instructions but remember that you will need to complete the MS Office steps on a Windows® PC. Any time you use the CoB virtual environment, there should be no need to install or update any software.*

1

If you have not already done so, update the required identification information (last name, first name, and section number) in the shaded area above and in the page header. For date formats, press the  key to get **Microsoft® Word Help**, then search for the term “date” in order to find out how to insert the current date in the long date format (**dd, MMMM dd, yyyy**). You can also click the Insert tab, then the Date option. Be sure to include your first and last name in the page header.

Note that nearly all steps in *Lab 1* will require you to copy and paste the contents of the active window (typically the window highlighted in dark blue) on your PC. Perform this copying action using the Alt + Print Screen key sequence (or via Fn + Print Screen on some laptops) that you learned in *Lab 1* to first copy the image, then paste it into this Word document using the Ctrl + letter v shortcut or Snipping Tool (in Windows® 10, 8 or 7) or Cmd + Ctrl + Shift + 3 (Mac OS X).

If you do not have Microsoft® Office 2016 installed on your PC, you should access the CoB virtual environment, use Office 365 software available through the Microsoft Student Advantage program, or use one of the PCs in REACH/CRC to complete CIS250 assignments.

The purpose of this Lab Assignment is to:

- Configure students’ PC software for various homework, lab, and project assignments as well as other activities required for successful course completion
- Familiarize students with some of the more useful settings in the Microsoft® Office 2016 suite
- Ensure that a current version of required software products is properly installed on PCs that students use for this course
- Validate that the latest critical security patches have been fully applied to the students’ personal computer operating system and sub-system components such as Web browsers
- Educate students about the need for anti-virus software on your PC
- Verify that students understand the importance of using strong passwords to secure their PCs

Note : Lab 1 is worth 25 points. The score you earn is tabulated under the Quizzes area of the Grading Template. A couple questions related to Lab 1 will likely be included on Test 1. It should take about 2-4 hours to finish this assignment, depending on your familiarity with PCs and software.

IMPORTANT

Students should use Microsoft® Office 2016 or the cloud-based Office 365 software available through the new Student Advantage Plan to complete *Lab 1*. Your completed solution file must be submitted in a PDF format into Blackboard for grading (reference final page below for details). Note that no solution PDF is provided. Some Macintosh PC users have reported issues with a couple steps in this Lab Assignment, since their configuration differs somewhat from traditional “Wintel” platforms (Windows executing on Intel-based PCs) that you will typically find installed in corporate computing environments. To minimize potential issues, you must follow the instructions that accompany each of the following steps to ensure the successful completion of *Lab 1*. This assignment must be completed on an individual basis by each CIS250 student. Many UofL PCs already have software components for *Lab 1* installed, so all you need to do is copy the appropriate screen image - even if it is not the most current version available from the software provider. If you are using the virtual environment in the CoB computer lab to complete this assignment and cannot perform a specific step because you lack administrator privileges, then simply make a note of that fact in **red text** replacing the < *Paste your image here* > text string. If you have any questions/comments/issues with *Lab 1*, please send me an e-mail well before the due date. ***You can do this Lab Assignment all at once or complete it a step at a time over a few days. Be sure to save this Microsoft® Word document periodically to avoid losing any work that you may have already completed. When clicking any link below, be sure to press and hold the Ctrl key before clicking on the respective link for access.***

2

Open up Excel® and check to be sure that you have the latest set of critical updates for the Microsoft® (MS) Office software product suite installed. Such updates are vital to maintaining the security and integrity of software products installed on your PC, since they include a bundling of all critical software updates as well as important new features that are periodically released by Microsoft® (usually made available in the second week of each month on “Patch Tuesday”). Later on in this document you will confirm that Windows® Update capability has been activated to ensure that this important update process is performed automatically for Microsoft® Office software product suite and Windows® operating system components.

Microsoft® Office 2016

To validate this, click on the **FILE** tab in the upper left corner of the spreadsheet, then click the “Account” option followed by clicking the *About Excel* button. Check the update channel in the resulting “pop-up” window to be sure the version number is 1706 (for Office 2016) or 1707 (for Office 365). If your version is not at least at this level, then you must run Windows Update from the Settings area in Windows 10 in order to download and install the latest release of Microsoft Office. Office 365 users will not need to update this.

Note: *You may need the original MS Office 2016 installation CD and accompanying product key code in order to successfully complete this step.*

Paste the required “About” Excel® image (which shows the version number of the software product) into the blank space directly below and then proceed on to the next step. Be sure to leave the Excel® software open for the next couple of steps of this Lab Assignment.



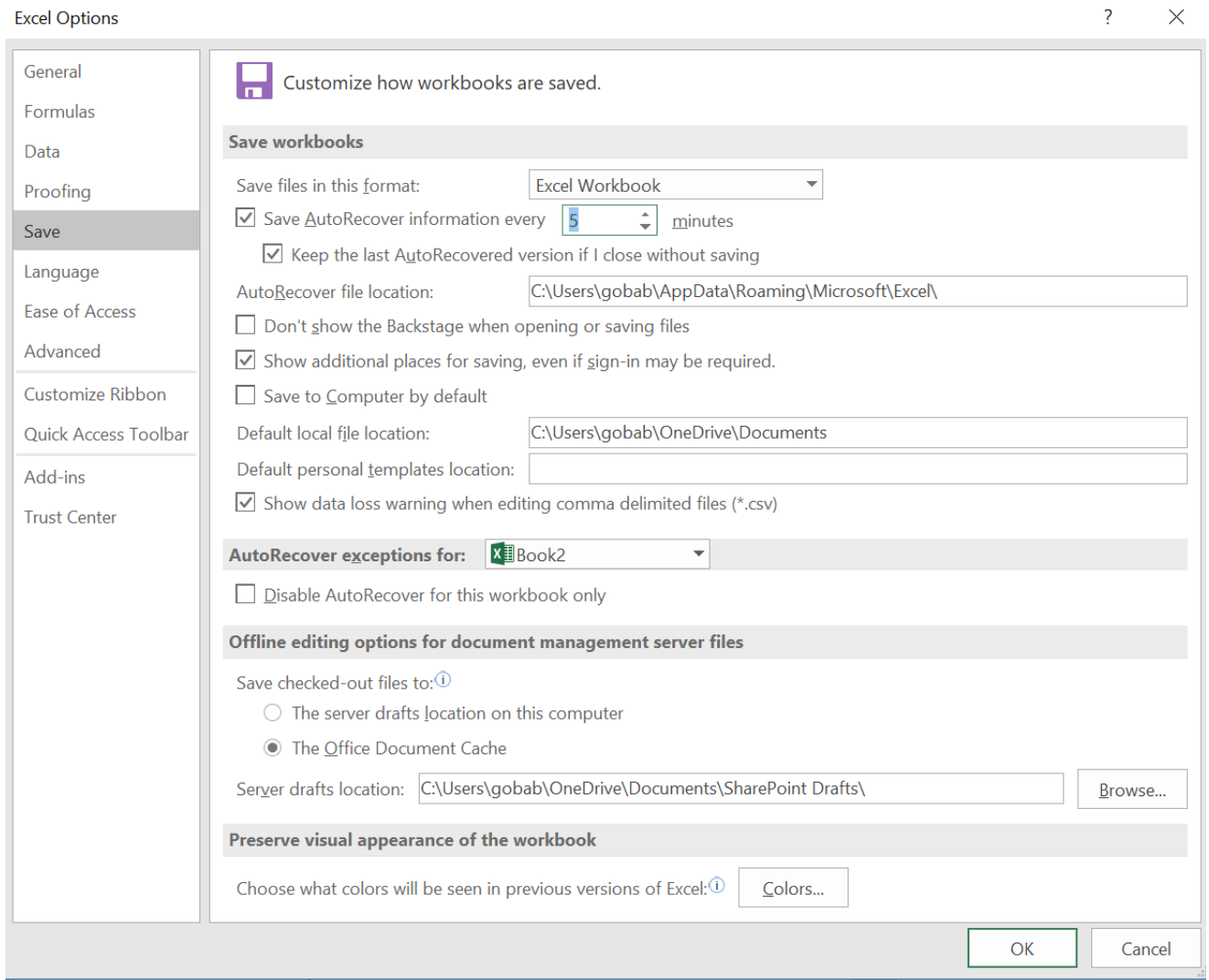
Using the Print Layout view, click in the Header directly above to modify the page header for this document, adding in your respective section number after the course identifier along with your first and last name as well as the current semester and year. Alternatively, you can modify the page header for this document by selecting the **INSERT** tab, clicking on the **Header** item within the **Header & Footer** group, and selecting **Edit Header** from the bottom of the drop down menu. Once you have updated this information, click the red **Close Header and Footer** button under the **Header and Footer Tools > Design** tab. Then, save the work you have completed thus far in this document on your PC hard drive (or USB thumb drive) using the proper file naming convention noted on the final page of this document. Note that your Assignment solution files should not be stored permanently on any UofL hardware, except for the mapped storage in the **Virtual Lab** pool in the CoB virtual environment.

3

Microsoft® Excel® 2016

Within Excel® 2016, click on the **FILE** tab in the upper left corner of the spreadsheet, click **Options**, click **Advanced** in the left pane, scroll down until you see “Display” and change the number in the “Show this number of Recent Workbooks” textbox to at least 10. About an inch below that is the “Show formula bar” setting - be sure the box to the left of it has been checked. Next, click the **General** tab in the left pane and find “When creating new workbooks.” Change the number to 1 in the “Include this many sheets:” option. Then, click on “Save” in the left pane, make sure the check box to the left of “Save AutoRecover information” has been checked and set the amount of minutes to 5. After you have finished making all of these changes, copy and paste the open dialog box into the blank space below using the technique described earlier. When done, click on the **OK** button on the bottom to save all of these changes to Excel® Options.

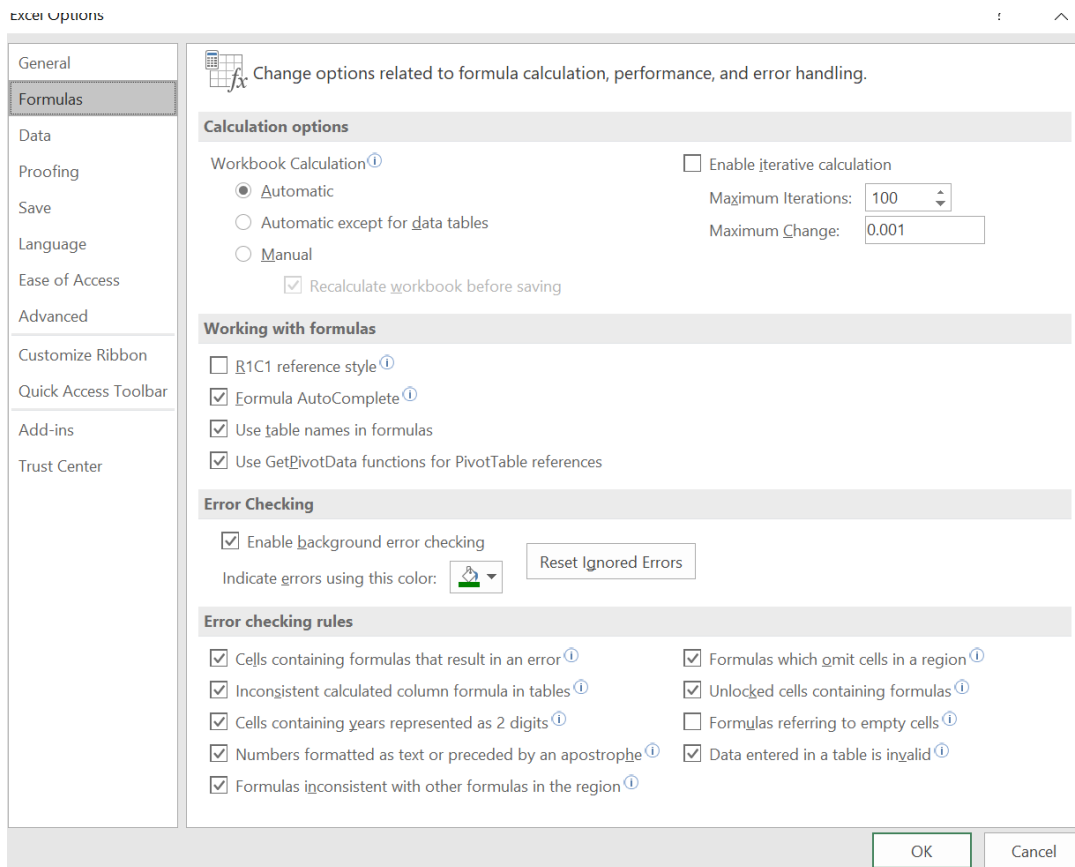
***Note:** Steps 3 and 4 of this Lab Assignment require that students copy only the final image for each of these steps. You are welcome to repeat these settings in PowerPoint and Word as students find them quite useful.*



4

Microsoft® Excel® 2016

Within Excel® 2016, click the **FILE** tab in the upper left corner of the workbook, click **Options**, and then click on **General** in the left pane. Enter your first and last name in the “User name” box under the “Personalize your copy of Microsoft Office” section. Next, select **Advanced** in the left pane. Scroll 80% down the page and make sure the box adjacent to the “Use 1904 date system” setting is **not** checked. Then click on **Formulas** in the left-hand pane. Modify the Excel® setting to select “Automatic” under the heading Calculation options > Workbook Calculation near the top of the dialog box. This directs Excel® to automatically calculate the result of a formula after you enter it into a cell or copy and paste, so you don’t have to Save the file in order to see the results of a given calculation. After you have made all of these changes, copy the open dialog box using the technique that was noted in Step 1 above and then paste the image into the space below. Click on the **OK** button in the lower right corner of the dialog box to save all of these changes to Excel® Options.



Now, exit from the Excel® program and then save this Microsoft® Word document file before proceeding on to the next step of Lab 1.

5

If you don't have a current copy of Google Chrome or Mozilla Firefox installed on your PC, click either of the links in the **Getting Started** folder as you will need one of them to complete many assignments and assessments in CIS250. For Google Chrome, click the three vertical dots in the upper right corner of the browser window and then click the **About** option on the left side of the resulting screen. For the latest versions of Mozilla Firefox, there is a button for this in the upper right corner with three horizontal lines (often called a hamburger menu). Once expanded, there is a button at the bottom and a question mark, which can be clicked to display the **About** option. The technical support staff in the UofL Delphi Center note that either Chrome or Firefox are compatible with Blackboard, but Chrome is the better choice for MyITLab (Pearson) or MyITLab (Cengage). It is critical you always use either Chrome or Firefox with all of these digital learning platforms. Previous students have reported issues with Apple Safari for Mac®, Microsoft Edge® (new for Windows® 10) and Internet Explorer®, and even Google Chrome. Some of the features on CIS250 assessments and assignments will not work in the expected manner. When done, be sure to copy, then paste the **About** image in the space provided below.

Mac® Users:

Read and follow the instructions directly above. Note that previous students who use Mac® computers periodically reported issues when attempting to respond to "hot spot", essay, fill-in-the-blank, or short answer formats on quizzes and tests published in Blackboard - therefore, CIS250 students should use a "Wintel" platform or the CoB virtual environment whenever they take any Blackboard assessment.

About Chrome



Google Chrome



Nearly up to date! Relaunch Google Chrome to finish updating.
Version 63.0.3239.84 (Official Build) (64-bit)

RELAUNCH

Get help with Chrome



Report an issue

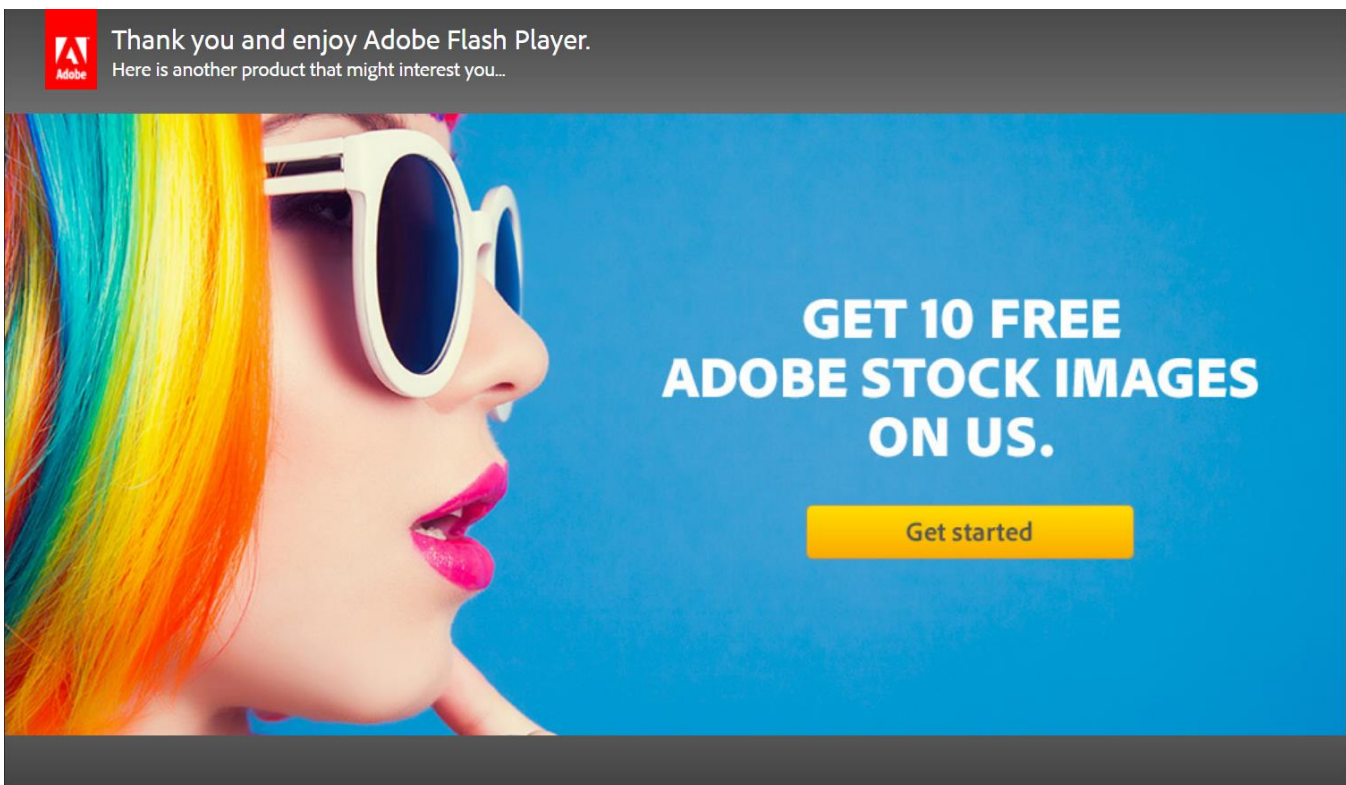


6

[Click here](#) to visit the Adobe Systems Web site and read about their Flash Player technology, which is a cross-platform browser plug-in designed to deliver a high-impact and rich content viewing experience for animations and movies. Currently, better than 99% of all Internet-enabled desktop PCs in mature markets (defined as United States, Canada, United Kingdom, France, Germany, and Japan) are running Adobe Flash Player to enhance Web browsing experiences. Next, click the *Download and Install* link at the bottom of the resulting Web page to download the latest version and install it on your PC. *Note that you do not need to pay for this free software product or download anything else such as Google Chrome, Google Toolbar for IE, or McAfee Security Scan Plus software - just unclick the box.* Once it has been installed, a short video clip will automatically play within your Firefox or IE browser window to let you know the installation was successful. Copy and paste the video end image of this Adobe “Flash on” Web page into the blank space below and then re-size the image to fit on this page of the document.

Mac® Users:

You will first need to know what operating system (OS) is installed on your Mac® and then download the correct version of Adobe Flash Player by [clicking here](#). Copy and paste the dialog box into the space below.



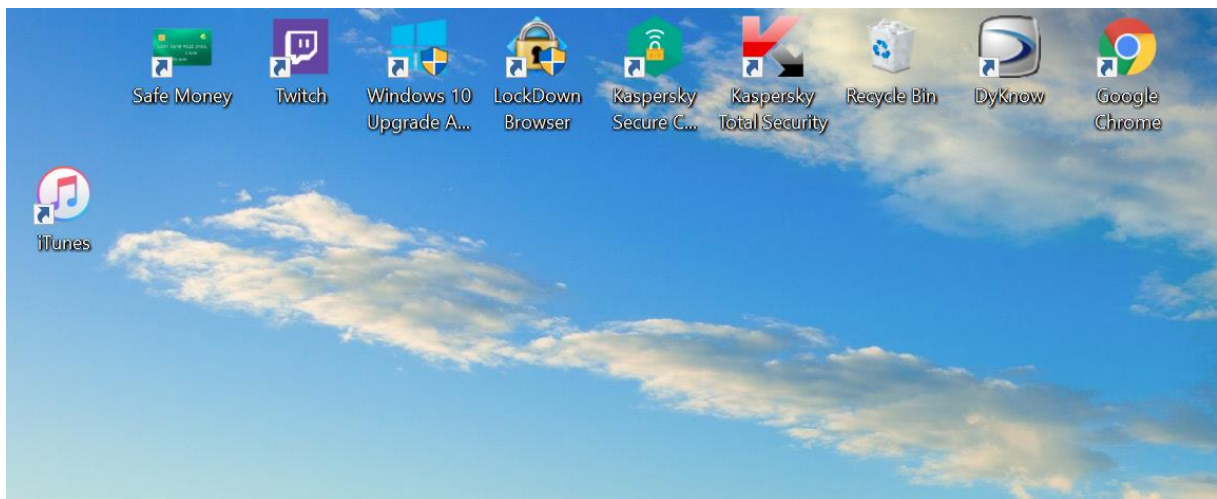
If you have not saved this Microsoft® Word document file in some time, do so now before moving on to the next step of this Lab Assignment.

7



Within Blackboard, click the **Getting Started** folder located at the top of the red content area on the left side of the course section home page and then read through the Respondus LockDown Browser item near the bottom of the list. Follow the instructions provided to install the Respondus software on the desktop PC or laptop that you are most likely to be using for “take home” assessments throughout the CIS250 course. If you are logged into the CoB virtual environment or using a PC in REACH/CRC, then be sure to complete this specific step on your PC. When done, copy and paste the desktop image showing the resulting install icon for the Respondus LockDown Browser into the space below.

Mac® Users:

Read and follow the instructions directly above. Note that you should use Safari for MAC to download the installation program for Respondus.

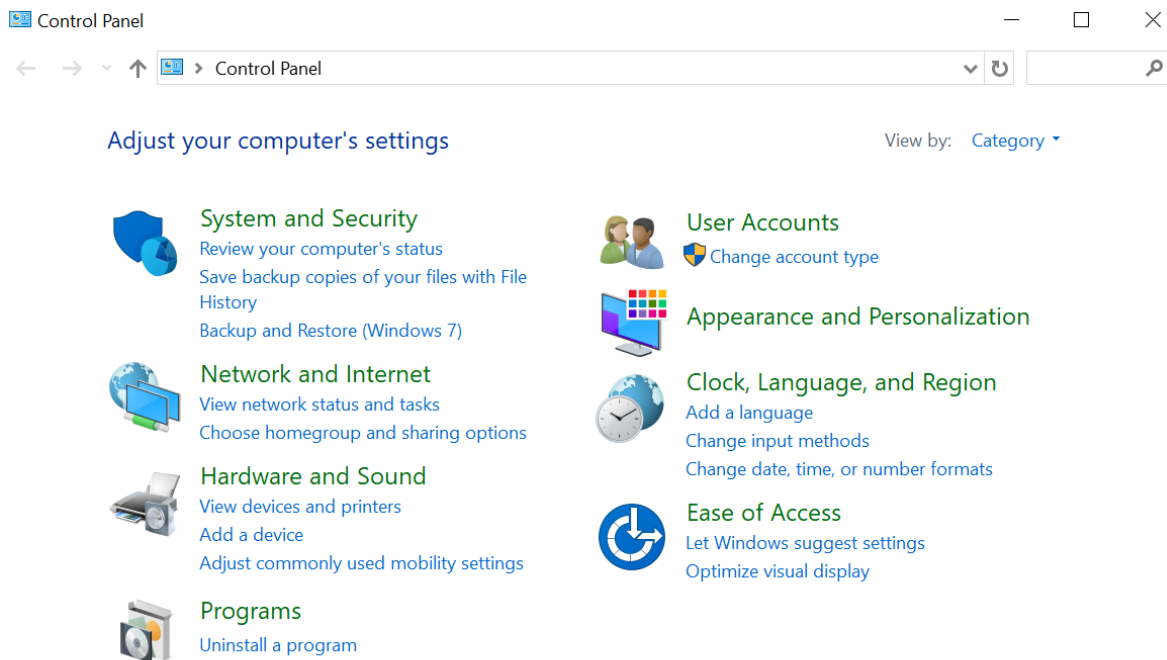


8

If you are using the Windows® 10 operating system, open the Control Panel by clicking **Start > All Apps > Windows System > Control Panel**. Take a screen shot of the resulting dialog box that opens and paste the image into the space below. If you are using the Windows® 8 operating system, press the + (letter "I", not "L") to open the Settings Charms menu, then click the **PC Info** option to open the System screen in the Control Panel. Take a screen shot of the resulting dialog box that opens and paste the image into the space below. If you are using Windows® 7, click the **Start** button and then right-click on **Computer**. Select **Properties** from the pop-up menu and then take a screen shot of the resulting dialog box that opens and paste the image into the space.

Mac® Users:

Students who are using the new Mac® Yosemite OS must now use **System Preferences > App Store**. On the App Store option, you will be able to see last update along with **auto-updates** selected or not. Users of older Mac OS versions should click on the **Apple Menu** in the menu bar and then click on **About This Mac**. For either of these, copy and paste the resulting dialog box into the space directly below.



9

Let us now look at some of the security features on your laptop or desktop PC to ensure that you have **Automatic Updates** enabled. If you have Windows® 10 installed, you can access the **Firewall** options by clicking **Start > All Apps > Windows Administrative Tools > Windows Firewall with Advanced Security**. There doesn't appear to be a key sequence in the Start Menu or Control Panel for **Windows Update**, so this must be searched for by clicking the Start Button and typing "Windows Update" (no quotes) in the search box. Select **Advanced options** and set the drop down menu to **Automatic (recommended)**. For Windows® 7 and 8, the Security Center has been renamed to Action Center and now encompasses both security and maintenance of the computer. Click on the link labelled *Automatic Updates* at the bottom to ensure that Windows® Update is keeping your operating system, utilities and sub-system software up-to-date, and therefore, much more secure. Copy and paste the resulting image. If you are still using Windows® XP or Vista®, be aware that Microsoft has discontinued support for that operating system. You should seriously consider upgrading it to a more recent version.

If you connect to the Internet via some form of broadband access (cable, DSL, etc. - but not dial-up), you need to make sure that firewall software is installed and functioning properly. This setting allows your desktop or laptop to check automatically with a Microsoft® Web site periodically for any critical patches you need to apply. If you have Windows® installed, the **Security Center** should show your **Firewall** as **ON**. Alternatively, you may opt to run another software firewall product such as ZoneAlarm® - just be sure it is active at all times. Now, copy and paste the Windows® Security Center dialog box which shows that Automatic Updates have been enabled (and therefore a firewall software product is active) below.

Mac® Users:

Click on **System Preferences** (located either on your dock or within the Applications folder) > **Software Update > Scheduled Check** tab. Make sure you have "Check for Updates" enabled and set for Weekly. If you have not checked for software updates recently, then click the "Check Now" button. Copy and paste the Software Update screen showing a last check within the past week. For the firewall portion, click on **System Preferences > Security > Firewall** tab and click either the "Turn On Firewall" button in the upper right corner or select the option to "Allow only essential services" - copy and paste the image below.

Settings

— □ ×

⚙ Home

Find a setting

Update & security

↻ Windows Update

🛡 Windows Defender

↑ Backup

🔧 Troubleshoot

🕒 Recovery

✓ Activation

👤 Find My Device

🔧 For developers

👤 Windows Insider Program

Windows Update

Update status



A restart is required to finish installing the following updates:

- 2018-01 Cumulative Update for Windows 10 Version 1703 for x64-based Systems (KB4056891)
- Feature update to Windows 10, version 1709

Update history



We're all set to do the restart you scheduled at 12:07 PM on today, or select **Restart now** to run more smoothly and securely right away.

Restart now

Update settings

We'll automatically download and install updates, except on metered connections (where charges may apply). In that case, we'll automatically download only those updates required to keep Windows running smoothly.

10

If you do not currently have any anti-virus (A/V) software installed on your desktop PC or laptop, you are **strongly urged** to immediately install one to address this serious security issue. Also, if you are still using Symantec Norton AntiVirus™ that was previously provided at no charge by UofL, the software license had expired a couple of years ago and you may be in violation of copyright. You need to remove this product immediately! Visit the [UofL iTech Xpress Store - AntiVirus](#) to download the Symantec EndPoint Removal Tool or be sure to uninstall any and all other anti-virus software tools before installing a new version of any A/V software. You should have only one anti-virus software product installed on your PC or Mac.

If you are using Windows® 10, click the Start Button and search for **Defender**. If you are using Windows® 8, note that the Microsoft Security Essentials product has been combined with Windows® Defender, and is now included by default. To find it, go to **Start Screen > Right-Click > All Apps > Windows Defender**. Copy and paste the **Help > About** image into the space below for either Windows® 8 or 10. And, if you are **using the CoB virtual environment to complete this assignment**, simply copy the text in **red** that is noted earlier in this sentence into the area below where you would typically paste the required image. Note that the anti-virus software used for the virtual machines had been purposely hidden for security.

Now use the same link to get a free copy of the highly-regarded Microsoft Security Essentials (available to all UofL students, faculty and staff at no cost), and then install it. Once installed, configure your anti-virus software for automatic updates to keep their anti-virus signature files up to date. Alternatively, you might want to install [Avast Free AntiVirus](#), a product that ranks high in virus threat detection and removal by independent information security labs. Students may also use any other popular anti-virus software product, however, you should not feel obliged to actually purchase any specific A/V product. Copy and paste the **Help > About** screen image from your PC anti-virus software product into the space below.

Mac® Users:

Perform the same process as in step 7 above except with the anti-virus software that is currently installed on your Mac®. If you don't have any anti-virus software currently installed, then you should immediately visit the [iTech Xpress](#) to download a free copy of Norton Symantec Endpoint Protection for Mac® PCs. Contrary to popular belief, Mac® PCs are susceptible to computer viruses - especially if you are not using a highly-regarded A/V software product for protection! Provide the image showing that anti-virus software has been installed on your Mac® in the space below.

Windows Defender Security Center



Your device is being protected.

Last health scan: 1/14/2018



Virus & threat protection

You're using other antivirus providers.

[View antivirus providers](#)



Device performance & health

No action needed.



Firewall & network protection

No action needed.



11

If Adobe® Reader® does not currently exist on your PC, [click here](#) to download the most current version and then proceed to install it on your PC. Adobe® Reader® allows you to open, view, search, and print Portable Document Format (PDF) files. If you already have Adobe Reader installed, then open the software and click **Help > About** to determine the version. If it is not the most current version, then upgrade it accordingly in order to address the inherent security issues with prior versions. *Note that you do not need to download Google Chrome, Google Toolbar for IE, or McAfee Security Scan Plus software - just unclick the boxes before clicking on the **Install Now** button.* Next, copy the **Help > About** dialog box image into the blank space below and then close Adobe® Reader®.

For Students using Adobe® Acrobat® Pro (any version)

You should not install Adobe® Reader if you already have Adobe® Acrobat® Pro installed on the same PC as conflicts may arise. If this is the case, open Adobe® Acrobat® Pro and simply run "Check for Updates" from the **Help** tab and apply any updates that are available. Then, copy the resulting dialog box that indicates there are no updates available and paste it into the space below. Close Adobe® Acrobat® Pro.

Mac® Users:

Macs do not come with Adobe Reader, but rather have a *Preview* program included with Mac OS X to open up PDF files. Open **Preview** in the Applications folder. Choose "About Preview" to display a dialog box with the version that is installed and copy the image into the blank space below. *Once you have completed this Lab Assignment, you will need to click **File** in the main menu bar, then scroll down the selections and click the **Print** option. Next, hit the "PDF" button in the bottom left corner of the dialog box that appears, then scroll down and click the "Save as PDF" option to create the PDF file that is required to be posted for Lab 1.*



Adobe Acrobat Reader DC



Continuous Release | Version 2018.009.20044

Copyright © 1984-2017 Adobe Systems Incorporated and its licensors. All Rights Reserved.

Adobe, the Adobe logo, the Adobe PDF logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

Certain trademarks are owned by The Proximity Division of Franklin Electronic Publishers, Inc., and are used by permission. Merriam-Webster is a trademark of Merriam-Webster, Inc.

Portions are the result of a cooperative development process by Adobe Systems Incorporated and Microsoft Corporation.

Portions copyright Right Hemisphere, Inc.

OCR technology by Image Recognition Integrated Systems S.A. Copyright 1987 - 2014, I.R.I.S. S.A. All rights reserved.

Portions utilize Microsoft Windows Media Technologies. Copyright (c) 2006 Microsoft Corporation. All Rights Reserved.

Copyright 2003-2017 Solid Documents Limited.

12

If you are running Microsoft Windows® 7, 8, or latest 10 versions, please be aware that there is a built-in file compression utility (aka "Zip" software) within the operating system (OS). If you are using an older version of Windows®, you may not have a Zip software package installed on your PC and therefore need to install one in order to compress large files, extract multiple or encrypted Zip files, or even email Microsoft Access databases. If you are not familiar with the Zip file format, [click here](#) to learn more about it. There are many free (or trial-based) Zip products available if you don't already have one installed. 7-Zip is an excellent free and open source utility that is installed on all of the lab computers in Davidson Hall (Room 304) and the College of Business (basement). If you are already comfortable with the file compression software that is currently installed on your PC, then simply paste that **About** image below, otherwise, [click here](#) to download and install the 7-Zip software utility on your PC, since many technology specialists feel it is superior to the default version provided by Microsoft.

Following successful installation, download the *UofL Sports* Zip file from *Lab 1* item in the *Assignments* folder in Blackboard and open all of the secured PDF files using the strong password "**UofLR0cks!**" (no quotation marks), then select your favorite sports photograph from the choices provided, and finally use the *Edit > Copy File to Clipboard* feature of Adobe® Reader® to capture the desired image from within the PDF file you selected before pasting it in the space below. Be sure to re-size the image to fit on this page.

Note: *If you are already using a different Zip file compression utility (including ALZip, BetterZip, PKZip, WinZip, or WinRAR archiving software), then simply perform the actions noted in the paragraph above.*

Mac® Users:

The latest version of Mac® OS X handles Zip files with built-in functionality. If this newer operating system is installed on your Mac®, simply follow the instructions in the second paragraph above. If you are using an earlier Mac operating system, then download and install [StuffIt for Mac](#) or [Zipeg for Mac](#) from the popular C|Net [Download.com](#) site before performing the actions noted above.



13

Blackboard requires that you use the latest version of the Java Runtime Environment (JRE), which is now supported by Oracle Corporation (formerly Sun Microsystems). More than three billion devices around the globe now run Java, a programming language and computing platform first released by Sun in 1995. These include desktop PCs, laptops, tablets, handheld devices, ATMs, POS (point of sale) devices, home security systems, parking meters, television and set top box devices, etc. To make sure you are running the latest version of Java on your Windows® PC, simply [click here](#). If you encounter a message stating that you already have the latest version, [click here](#) to run the Java verification utility. Be sure to include the image showing that JRE is properly installed below.

Note: *If you are using an older release of Mozilla Firefox, you will need to upgrade your Web browser software to a more current release level so that you can install Java 8 to ensure a higher compatibility.*

Mac® Users:

Apple supplies a custom version of the Java software. Use the [Software Update](#) feature (available on the Apple menu) to be certain that you have the most up-to-date version of Java installed on your Mac® OS X operating system, then include an image of it below.




14




Last, but not least, you need to be sure that your PC is now fully compatible with Blackboard. [Click here](#) to run several key software checks concurrently to validate that key applications running on your PC are fully compatible with Blackboard. Be sure to use either Google Chrome or Mozilla Firefox as these are the most compatible browsers for accessing content within Blackboard. You should see a few green check marks on the results page. If you do not, follow the instructions provided to remedy the situation. When done, be sure to include a copy of the results using a the resulting page image pasted in the space below showing that all of the required software checks are properly functioning. If not, then click the respective button to find instructions to remedy the issue. That being said, a yellow or even red mark may show for the first item in the event Delphi has not tested the latest release of Chrome or Firefox.

Note: Any version of the Java Runtime Environment (JRE) which shows **1.7.0_x** (where “x” is the currently installed release level) should be fully compatible with Blackboard, even though it may not be validated as such by the Blackboard software compatibility checker. In rare instances, you may not get all green checkmarks because the software releases have not been fully validated by our Blackboard technical support staff in the Delphi Center - just copy and paste the image below.

Mac® Users:

Again, follow the instructions directly above.

Your browser is:  **SUPPORTED**

Operating System	Windows 10 64-bit
Browser Language	en-US
Browser Version	 Chrome 63.0.3239.84 Chrome versions 42+ do not support NPAPI plugins. Some Blackboard Learn features may not render correctly.
Browser Security - Cookies	 Enabled
Browser Security - Pop-up blocker	 Pop-up blocker is enabled. Blackboard Learn requires you to disable the pop-up blocker to view all content and messages.

I have pop ups unblocked for blackboard and MyITLab.

15

Corporate security specialists know that userid and password administration are the *first line of defense* when it comes to protecting information technology assets. [Click here](#) to assess the strength of passwords that you typically use for logging into an application. The instantaneous visual feedback provides users a means to improve the strength of their passwords, with a focus on breaking the typical bad habits of faulty password formulation. Note that some users have reported issues with using special characters either at the beginning or end of a password with the Microsoft® Active Directory (AD) product which UofL uses for login authentication and resource access. If your chosen password is not sufficiently “strong” enough, you are definitely advised to update it now so that it becomes Strong or Very Strong. Note that *points will be deducted* if you are using anything less than a “medium” password since this represents a significant computer security risk. After entering your selected password, copy and paste the resulting screen image into the space directly below.

How secure is your password?

Tip: Avoid the use of dictionary words or common names, and avoid using any personal information

Show password: ☐

●●●●●●●●●●●●●●

Strong

12 characters containing: ✓ Lower case ✓ Upper case ✓ Numbers ✗ Symbols

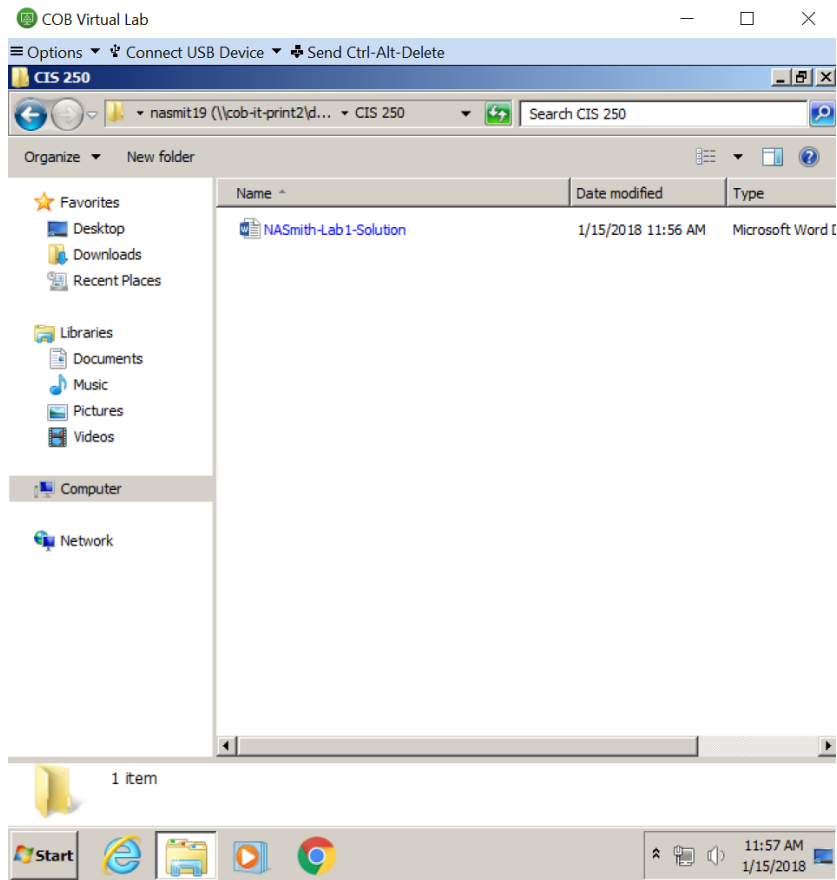
Time to crack your password: 1 years	Review: Good, using that password is like locking your front door and keeping the key in a safety deposit box.
--	---

Your passwords are never stored. Even if they were, we have no idea who you are!

16

Last, but not least, head for the **Getting Started** folder in Blackboard. Double-check to be certain you have read through all of the items in this folder and then click on the *Access CoB Virtual Environment* hyperlink item. Be sure your screen resolution is set to *no more than* 1920x1080 pixels (in your display settings) when using the virtual environment. If you have not already done so, download the required VMware client software (not the mobile app or the one for Windows 10, but select the download for a current Mac or other Windows OS - it should be VMWare v4) component and then install it to create a Desktop icon on your PC to enable access to the CoB virtual environment. It is critical that all CIS250 students do this so that they will have access to the MS Office 2016 software suite whenever they are connected to the Internet. Once installed, you will login using your ULink userid and password. If you are loading the VMWare client on a PC that you own, you should use the virtual server gateway name virtualcob.louisville.edu. Always select the **Virtual Lab** server item from the drop-down list.

Once you're logged in, open File Explorer, select *Computer in the Navigation Pane* or *This PC* and click the Map network drive button at the top. Assign it as J: and input `\\COB-IT-PRINT2\data\yourULinkuserID` as the Folder path in order to access your 500MB of persistent storage. Use your ULink userid for the root directory name and then create a folder named CIS250 that you can use to store important files such as assignments related to this course. You can create additional folders for your other UofL courses. Save a backup copy of this Lab 1 file on the J: drive of the **Virtual Lab** using the file naming convention on the next page. Then copy the image of the new CIS250 folder which should include your Lab 1 file. You will need to make sure that the virtual lab window is not full screen and click into the Desktop area first. If you experience any other technical issue(s) with the CoB virtual environment, you should get assistance from one of our lab techs down in CoB Room 045 or contact the CoB Help Desk at (502) 852-0154 on weekdays while classes are in session. You can also request help via email to cobhelp@louisville.edu.



Congratulations - you are almost done with *Lab 1*! Perform one final review of this Microsoft® Word document and its accompanying instructions to ensure you have successfully completed all steps. During the review process, be sure to note the actual number of hours (elapsed clock time) that you spent on *Lab 1* in the upper left corner of the first page in the designated box. Then save this Microsoft® Word document to your PC, USB flash drive, *Virtual Lab*, or OneDrive, creating a backup for future reference.



Be sure to rename your Microsoft® Word document template file beginning with your first and middle initials concatenated with your last name, followed by a dash, then the text "Lab1-Solution" before the ".docx" file extension. For example, if you have a first name of "Bubba" and a middle name of "Joe" plus a last name of "Gump" then you would name the file "*BJGump-Lab1-Solution*" - once you have done this, you will need to convert your solution file to a PDF using the Microsoft® Office 2016 *File* option *Export*, then click on the *Export* button.

If you are using a Mac, please see the italicized instructions in *Step 11* above for details about how to create a PDF. Finally, upload your completed *Lab 1* file for grading into Blackboard under the respective **Submit Work Here** folder item.



*Due dates and times for all lab assignments are documented in the schedule and under **My Grades** in **Blackboard**. No Assignment file(s) will be accepted for grading after the due date unless you have notified your instructor in advance of an extenuating circumstance as noted in the Course Syllabus. Please feel free to email your instructor should you have questions, concerns, or issues regarding this Lab Assignment. If you have any comments about this Assignment for your instructor (or grading assistant, you should make note of them in the Comments area directly below not in the **Submit Work Here** folder item when posting into Blackboard.*

Type any comments about this initial Lab Assignment for your instructor (or their designated grading assistant) here. If you used a virtual device in the CoB computer lab, please make note of it here.

Note: *The solution file for Lab Assignment 1 must be submitted in Adobe PDF document format for grading using the proper file name as noted in the 2nd paragraph of this page.*

Students will be awarded up to 25 points for Lab 1 if it appears to be fully complete and only 15 points if it is materially incomplete. Zero points will be awarded for a missing Lab 1 file or if it is substantially incomplete.