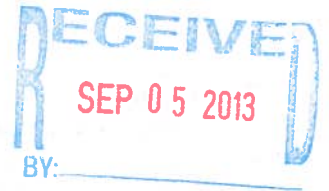COMP

411: Introduction to Computer Applications

Instructor: Lynne Ober

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This course is an introduction to information technology in general and more specifically, microcomputer technology. This course explores how computers and their peripheral devices work and the capabilities of software to meet the needs of the user. Emphasis is placed on the use of computers to manage information for personal and professional uses as well as the impact of computer information technology on today's society. Software applications in word processing, spreadsheets and graphics are used during the semester. Lab assignments using software applications are a major portion of the course requirement.

No prior computer experience or course work is necessary for this course. All it takes is patience and perseverance. ☺

Course Materials:
Text: **Computers are your Future**, Catherine LaBerta, Pearson, 11th Edition

Lab Materials: **Bundled Lab Materials. You will need both volumes. One is with Word and Excel and the other is for PowerPoint.**
                              Internet Access to Blackboard (http://blackboard.unh.edu)

Class Objectives:
This lab combines general computer knowledge from the basics of a PC to business computing with needed knowledge to perform at a high level in a professional job.

There are two components. The lab component teaches you how to master software concepts and use the most-widely used productivity software in a professional manner to complete professional assignments. Each lab assignment has its own set of objectives.

The second component expands a student's knowledge of computer concepts and makes that student able to successfully perform in a professional capacity.
- At the end of the semester, students will have gained an understanding of computer software, including the operating system and application software.
- At the end of the semester, students will have an understanding of computer hardware and the standards governing computer interoperability.
- At the end of the semester, students will have examined computer networks, including the Internet, personal area networks (PANs), peer to peer networks and client server networks.
- At the end of the semester, students will have the roles and responsibilities of both technical and non-technical staff in the work place.
- Using lab assignments, lab exercises, and demos, at the end of the semester, students will have learned how to learn to use software, including new versions as well as new software products.
- Every lab assignment has objectives associated with it. To see those additional objectives, view the individual lab assignment pages.
- At the end of the semester, students will have demonstrated an aptitude for Word, Excel and PowerPoint by completing assigned lab assignments.
- Students will have gained an understanding of how to learn new software.
- At the end of the semester, students will have demonstrated an ability to write analytically, review technical material and present their conclusions.
- At the end of the semester, students will have an understanding of how computer systems are used in a professional environment and be prepared to use that knowledge in the work place.

Class Format:
This class consists of **both** lectures and class lab time. When we go to the lab as a class, you will be expected to complete an assignment. Each of these assignments will count toward your class participation grade and each class lab assignment is designed to give you an opportunity to expand your skills in using the software to complete the types of exercises that you would be expected to complete in a work setting.

Lectures:
Lecture topics and assigned readings are detailed in the syllabus. **Lecture notes are posted on Blackboard.** If you prefer to take few notes, you may print them and bring them to class so that you only need to take notes on additional materials covered in class. Demonstrations of software applications are part of the class meeting. It is your responsibility to know the course material **and** complete the lab projects **on schedule, including being responsible for any changes to the labs announced in class.**

Attendance is a factor in your final grade. Excessive absence or arriving late to class will adversely affect your ability to successfully complete the course.

Exams:
Exams cover specific chapters in your textbook (and these are noted on the weekly assignments found in this syllabus). PowerPoint lecture notes are posted for the majority of the chapters. These lecture notes detail important information in each chapter and can be used as **study guides** for each chapter. Because lecture notes are posted early, you have access to this material long before each exam. Please use this material to not only prepare for each class, but to also prepare for your exams.

In addition, each chapter has keywords at the end of the chapter as well as questions that you can use to help you study for your exam.

Please make use of the posted lecture notes and the materials in your textbook when preparing for an exam.

You will **not** be expected to memorize keystrokes from the software. When you have software assignments or we work in lab as a class, you may use your lab manuals, help features, or ask questions of the instructor in order to successfully complete your assignments.

Lab Assignments:
Information about labs is found in this syllabus. Lab assignments are given each week and require an average of **four hours** per week to complete. All assignments are due at midnight on the assigned date. These assignments are done outside of the class meeting. Participating in a lab activity is a required component of this course. Labs may be uploaded or turned in via hard copy. Labs can only be uploaded until the due date. **Do not e-mail late work.** All Lab assignments turned in via **hard copy must be collated in the order of the assignment. Every page should have footer with the lab number, file name and student name. (See below for additional information)**

All lab assignments can be done on the computers at the University Center. **The assignments must be completed using the software applications under study in the course.** Different results due to the use of **software other than Office 2010** will not be acceptable and will result in a deduction from the lab grade.

Lab files are available on-line at **www.pearsoncustom.com/customphit/datafiles/es.html. Lab files are zipped and must be uncompressed before using them. You can use the software on the university computers to accomplish this task.**

Collaboration on lab projects is **not** permitted. Students suspected of excessive collaboration will receive a zero for that particular project. Collaboration includes "consulting others about the lab projects, copying another's homework and submitting as your own" (Student Handbook Section). Lab projects will be evaluated on completeness, accuracy, documentation, order of assembly and timeliness.

On occasion files may be posted on Blackboard. When that happens the files will **only** be available until the assignment is due. **Each student is responsible for downloading files prior to the announced due date.**

Lab Manuals and You:

Your lab manual is designed to teach you everything that you need in order to successfully complete the labs. For new material, the best methodology to follow is:

1. **Read** the chapter in the lab manual.
2. **Complete** the **Hands On Exercises**. These exercises provide step by step instructions on how to complete the assignments.
3. Use the **Practice Exercises** at the back of each chapter to build your knowledge.

- **NOTE:** Each lab assignment that you are asked to turn in will be easy to do if you complete the above steps. When the material is new to you, be sure to read and then practice. It takes time to learn and develop new skills – and working with software is no different. Allow plenty of time to learn what is needed to successfully complete each lab.

What do you gain by learning how to use the lab manual and work through the materials? Not only do you learn new skills, but you also learn how to learn new software. Throughout your careers software will change and you will be faced with new versions or completely new software products. You will have developed a methodology in this class that will assist you in the future.

If you choose to upload into Blackboard: You must use the correct bucket. If you fail to do that, you will need to turn in at least one assignment via hard copy as there is no way for me to fix your electronic mistake after the fact. I can clear buckets, but if work has been graded, **the grade is also cleared**. Please pay careful attention.

If you choose to turn in hard copy labs - Document Preparation:
All documents submitted either from a Lab assignment or Article Review must be prepared by:

- Creation of a cover sheet or use a header or footer with **Lab number and file name**.
- Collate in order of the assignment (failure a 5 point deduction)
- Make sure your name is on each document. Where appropriate use a footer to put your name on every page.
- Staple in upper left corner with pages in the proper orientation (5 point deduction)
- Leave materials on classroom desk at the beginning of the class meeting.
- Lab assignments and article reviews are to be kept separate when submitting.

The first lab is on the use of an operating system. You will complete and bring to class in a digital format the Operating System Lab. During lab, we will have an upload exercise and you will use this completed document for the exercise.

Late Work:

Two points are deducted each week for late work. You may turn in late work up to the point where that assignment is so late that the grade is zero **unless** that assignment is marked on the Blackboard bucket as one that will not be accepted late.

Course Grade:

The final grade in this course is based on the following:

Lab Assignments – 150 points
Exams: - 360 points
    Test 1, Test 2 and Final Exam
Lab Practicum – 42 points
4 Article Reviews: 76.8 points
In Class Practices / Participation: graded as assigned

Standard used for letter grade assignments:

A = 90 – 100 percent
B = 80 – 89 percent
C = 70 – 79 percent
D = 60 - 69 percent
F = 59 - >

Assistance:

Class Buddies: During the first class you will have an opportunity to get contact information from at least two other students. These are your class buddies. If you have to miss a class, contact your class buddy and ask for information about what was covered in the class, what announcements were made in class plus consult on any information that has been posted and may have been discussed. This gives you one additional resource to use.

Complete lecture notes are posted on Blackboard. These are available prior to the lecture and can be used at any time. You can print and bring to class if you wish to cut down on your own note taking and these make excellent and **detailed study guides** for exams.

I am available via e-mail, which is checked on a regular basis. E-mail is an important part of this class. **Plan to check your e-mail and Blackboard daily for class announcements**. If you need help with a lab and you e-mail me for help, include the page number you are working on, the problem you have encountered and the keystrokes that you have used to solve the problem. If you have encountered an error message, include the exact wording of the error message.

I will also be available after every class to talk with students.

There is no help from lab assistants for assignments in the lab. Lab assistants are there to assist with hardware or general software problems. If you have a specific question and your class handouts, they may be able to help you, but they are not trained to do so nor are they specifically hired to do so. E-mail me for help, but be sure to include the information detailed above.

Internet Usage:

This class makes use of Blackboard. It may be accessed from any lab computer if you do not have internet access at home. Current syllabus, schedule, article review information, lab assignments and lecture notes are posted on Blackboard for your use.

Attendance:

UNHM does not have a firm attendance policy. The instructor does. Attendance and participation is expected from all students in all class meetings. Unannounced quizzes are a part of this class. This is not an on-line or distance learning class. **You need to plan to be in class.**

Students must be present for tests. Make up tests are given ONLY if a student has made arrangements prior to the test date. Skipping a test will result in a grade of zero for that test.

Instructor's Policies:

Assigned work is due at midnight on the date indicated in the assignment. Late work, if accepted, will be penalized. Points will be lost for every week the assignment is late. It is best to keep current. Lab assignments and article reviews turned into the instructor's mailbox after or during the due class are late. **Students are urged to keep up with the work to avoid loss of points.**

So you have to miss a class… Contact the instructor **prior** to the class and make arrangements. In the event of an emergency, the instructor will take consideration if the student has made an effort to contact the instructor. Check with a fellow student to get notes, announcements, etc. if a class must be missed. Be sure that you and your class buddy communicate when you need to miss a class.

UNH has a policy that disallows the use of electronic devices in the classroom. Cell phones, beepers, laptops, tablets and other electronic devices should be powered off and placed in your backpack. The instructor supports the UNH policy.

Attendance is defined as the physical and mental presence of the student from the beginning of a class until the end of the class. Should the student decide that attendance is not necessary, for whatever reason, then the student should plan on turning in all lab assignments and article reviews on an early basis. A decision to not attend class will result in loss of points from pop quizzes and from the 9% class participation grade.

Article Review Format

Use the readings document posted on Blackboard to find the articles you will review. Each article review has three complete sections.

1. Briefly state the thesis of the author, i.e. what is the article about and what is the author's position on the topic.

2. Identify and briefly explain the supporting evidence given in the article. Do not skip main points. This evidence may be anecdotal, observation of phenomena, research data or explanations of particular technology. In other words, what kind of evidence does the author provide to support his / her position on the topic? **The review of the evidence is a summary of the points made by the author.**

3. Give your own personal evaluation, observation or commentary on what the author presents. You might critique the argument made by the author by citing strong, weak, or confusing points that were made. You could relate the material presented to some personal experience you have had and take a position to agree or disagree with the author. You might extend the position of the author and offer your own analysis of the topic under discussion. You could also share those aspects of the article that leads you to thinks differently about the impact of computer technology in our society, that is, what did you learn or come to understand differently as a result of reading this article.

Your review is **not** a paraphrased version of the article, rather an attempt to understand the material and present a summation and commentary on what you read. Plagiarism is a violation of the University's policy of academic honesty. Any material directly copied from the article should be properly cited, see example below. The review should be no longer than three pages. It must be entered into some word processing software, double-spaced and spell checked.

Your review is a review of the article not a book report or literature review. Words such as "like", "dislike", "recommend", and "interesting" are okay, but are not the basis of a review.

Formatting and Documentation:
Use MLA or APA format for in-text quotations.
"Every revolution is full of opportunity." (Magnet, 21)
1. Create a cover page with your name, date and article review number
2. A title centered on the first page
3. The source documentation on the last page using MLA or APA format.

Example:
Gehl, John and Brown, Sue. "From Here to There" <u>Computers Around Us,</u> K. Schellenberg, 4th Ed. Mad Hatters Publishing Group, Inc, 2006, 212-244.

The readings document is divided into four sections. **There is one section for each article review. Choose an article from the appropriate section.**

Select one article from the articles listed in your readings doc on Blackboard.

Article One: Choose one of the designated articles and write a review. Check the readings doc on Blackboard for your articles.

Article Two: Choose one of the designated articles and write a review.

Article Three: Choose one of the designated articles and write a review

Article Four: For article 4, you will choose one of the designated articles (posted in Blackboard) and you will complete a **PowerPoint** presentation of the author's points. Your presentation should be done as though you were going to make a professional presentation to an audience. Be complete. Use good presentation skills (see your first PowerPoint lab). You will not be responsible to present this in class.

A very very short example for an article review:
Lynne Ober

Article Review ### CIS 411

Date

<div align="center">

Computers are a Passing Fancy
Chips Fadeaway

</div>

The author told several stories to show computers are a passing fancy. Chips also believed that the world economy would be in for trouble when this fact was fully revealed. Mr. Fadeaway's position was quite clear on the matter.

The author cited the following evidence. The first story concerned ….. The second tale was about … The last story related the experiences of ….. Fadeaway related the anecdote about the computer hacker from ….. Fadeaway cited the following statistics …. (Fadeaway 21).

While Fadeaway made some excellent points, my own experience with x leads me to agree / disagree with …. Also I have read that ….. (Big Expert 126)

<div align="center">

-   **Works Cited –**

</div>

Fadeaway, Chips. "Computers a passing fancy." Computers in Society, Ed. K. Schellenberg. 10th ed. Ct: Dusking / McGraw Hills, year, pages.

Expert, Big. All I know about everything, No It All Press, 2006, pages.

Please note this is a deliberately short example. Your finished article will be two or more pages double-spaced, using normal margin settings.

Note: Exact dates and assignments may vary from week to week.
Specific updates are announced during each class.

Date	Classroom Topics	Reading	Assignment Due
8/26	Introduction to Course and Lab Introduction to Windows XP Defining the Computer – Overview **Lab – Upload**	Computers and You – Chapter 1 Files posted on blackboard	**Lab 1 due on Saturday, Aug. 31 at midnight**
9/2	**Labor Day – No Classes** ☺		
9/9	Operating System Software – Windows XP - File Management How to buy a computer **Lab – Invitation and Template Use**	System Software – Chapter 6 Application Software – chapter 8	Lab 2 due
9/16	Systems Analysis and Design **Article Review 1 due** **Lab – Text Boxes with Tasks**	Systems Analysis and Design – chapter 20	Lab 3 - Article 1 due
9/23	Inside the System Unit Buying and Upgrading your computer **Lab – More Text Boxes and Shapes**	Inside the System Unit – chapter 3	Lab 4 due
9/30	**Test 1**		
10/7	Internet **Article 2 Due** **Lab – Internet Lab**	The Internet and the World Wide Web – chapter 10	Lab 5 due Article 2 due
10/14	Networking Continues **Lab – Smart Art and Networking.** **Use 3 D effects with shapes**	Networks: Communicating and Sharing Resources – chapter 12	Lab 6 due
10/21	Networking Continues Wireless Communication **Lab – Combo Chart and Mail Merge with Excel**	Networks continued Careers and Certification – chapter 17	Lab 7 due
10/28	Networking Continues **Article 3 Due** **Lab – Transitions and Animations**	Wired and Wireless Communication – chapter 13	Lab 8 due Article 3 due
11/4	Databases and Information Systems **Lab – Working with Images Lab.docx**	Databases and Information Systems – chapter 19	Lab 9 due
11/11	**Veterans' Day – Thank a vet for the freedom enjoyed by those of us who live in America. No class.**		
11/18	**Test 2**		
11/25	**Lab Portion of Test 2** **Meet in the computer lab**	Programming Languages – chapter 18 and Program Development	Lab 10 due Article 4

12/2	Enterprise Systems Chapter 9 and review for final	Enterprise Computing – chapter 21 Privacy, Crime, and Security – chapter 15 Input, Output, Storage – chapter 4	Lab 11 Due
12/9	Final Exam		Lab 12

CIS 411 Intro to Computer Applications
Lab Assignment 1 – Operating Systems

Purpose

- Become familiar with Operating Systems
- Understand the purpose of the parts of an operating system
- Become familiar with operating system functionality
- Learn to use help. **Hint:** When sitting at a non-Apple brand PC, the F1 key will show help.

Answer the following questions.

To complete the lab, you will need to **sit at a PC** running a Windows operating system (lab PCs), **use posted lecture notes, read your text or use on-line sources**. Where appropriate, supply keystrokes to accomplish the task.

Operating System Lab

1. What is the role of an operating system kernel?
2. What is the role of the registry?
3. What is the control panel?
    a. What is the role of the control panel?
    b. How does this role relate to the registry?
4. What is a device driver?
    a. Where can you obtain a device driver?
    b. Name one type of device driver on your computer. Explain how you know it is a device driver.
5. What is the Device Manager?
    a. When would you check your Device Manager?
    b. Where is the Device Manager?
6. An operating system's purpose is to manage resources such as hardware and software. For a PC, this includes such things as the processor, memory, disk space and more.   What are two things that the operating system on your cell phone manages?
7. If you are left handed, how do you switch your mouse buttons?
8. What is the purpose of the Add or Remove icon in control panel?
    a. When will you use this icon?
9. What features are found under accessibility options?
10. If you have a printer problem, where would you look for help and how do you get to that area?
11. How do you create a specialized paper format for your printer?
12. Managing files is a key in using any computer. Where are folder options found?
    a. How can you view the folders on your computer?
    b. How do you create a file folder?
13. PCs need maintenance. Microsoft operating systems come with a variety of maintenance tools. Where would you find those tools?
    a. What is the role of a disk defragmenter?
    b. Why do you need a disk defragmenter?
    c. How can you back up your files?
    d. Which files should you back up and why?

CIS 411 Intro to Computer Applications
Lab Assignment 2 – Office Fundamentals and Word

Purpose
- Become familiar with Word basic functionality
- Begin to customize Word
- Learn about distribution and properties

Remember: Read your chapter and complete the Hands-On exercises. This will give you the information you need to successfully complete each lab.

Part A

Read and Perform the tutorial activities in Chapter One Using Word, Excel, Access and PowerPoint.

Do Mid Level Exercise Reference Letter.

Just a reminder. Work may be submitted via Blackboard, using Assignments or it may be turned in via hard copy during class. **If you choose to use hardcopy, you need to use a header or footer with the lab number and file name and follow document submission instructions found in your syllabus.** Your name needs to be on each page submitted.

Part B

Read and complete the tutorial activities in Chapter Two Introduction to Word. Exercises to complete:
- Practice Exercise Aztec Computers.
- Mid-level Heart Disease Prevention.
- Mid-level Exercise Career Considerations.

Note: *Read and complete* means: Read the White Pages as they describe the various features and functions of word processing. Complete the Hands-On exercises as they offer key by key instruction of how to do the various things covered. Feel free to do any of the Practice, Mid Level or Capstone exercise that interests you. Do not turn in work other than what is assigned; please.

CIS 411 Intro to Computer Applications
Lab Assignment 3 – Word

Purpose
- Become familiar with document presentation in Word
- Learn how to track changes in a document
- Master inserting a table of contents and an index
- Learn to create a cross reference
- Master document collaboration

Part A

Read and complete the tutorial activities in Chapter Three Document Presentation
Exercises to complete:
- Practice Exercise Engler, Guccione & Partners.
- Mid-level Exercise Technology Training Conference.
- Mid-level Exercise Association for Administrative Professionals.

Part B

Read and complete the tutorial activities in Chapter Four Collaboration and Research.
Exercises to complete:
- Practice Exercise Odom Law Firm.
- Mid-level Exercise WWW Web Services Agency.
- Mid-level Exercise Table of Authorities.

Just a reminder. Work may be submitted via Blackboard, using Assignments or it may be turned in via hard copy during class. If you choose to use hardcopy, you need to use a header or footer with the lab number and file name. Your name needs to be on each page submitted.

CIS 411 Intro to Computer Applications
Lab Assignment 4 – Word

Purpose
- Learn about tables and formatting
- Become familiar with mail merge
- Learn desktop publishing concepts and document design
- Become familiar using and manipulating objects.

Part A

Read and complete the tutorial activities in Chapter Five Document Productivity.
Exercises to complete:
- Practice Exercise Jacksonville City Theater.
- Mid-Level Exercise Building Materials

Part B

Read and complete the tutorial activities in Chapter Six Desktop Publishing and Graphic Design.
Please note there is a typo in the book.
Exercises to complete:
- Practice Exercise Personal Computer Consulting.
- Mid-level Exercise Marlborough Woods Homeowners Association.
- Mid-level Exercise Create A Family Tree.

CIS 411 Intro to Computer Applications
Lab Assignment 5 – Word

Purpose
- Using templates
- Merging documents
- Become familiar with forms.
- Become familiar with documents and security.

Part A
Read and complete the tutorial activities in Chapter Seven Time Saving Tools.
Exercises to complete:
- Practice Exercise Your Town Electric Company. Submit w06p1employee.
- Mid-level Exercise Sidewalk Cafe. Submit w06m2cafecombined.

Part B
Read and complete the tutorial activities in Chapter Eight Document Automation.
Exercises to complete:
- Hands-On Exercise Forms, Submit w07h1invoice.dot, w07h1invoice.docx, w07h1invoicetest.docx
- Mid-level Exercise Real Estate Appraisal Report. Submitw07h1invoice w07m1appraisal

CIS 411 Intro to Computer Applications
Lab Assignment 6 - Excel

Purpose
- Become familiar with Excel
- Become familiar with formatting worksheets
- Become familiar with enter and edit data in cells
- Become familiar with formulas and functions

Part A

Read and complete the tutorial activities in the Introduction to Excel Chapter.
Exercises to complete:
- Practice exercise Calendar Formatting.
- Mid-level exercise Guest House Rental Rates.

Part B

Read and complete the tutorial activities in the Formulas and Functions Chapter
Exercises to complete:
- Hands On 3 Logical, Lookup and Financial Functions (**note you must complete Hands on exercises 1 & 2 in order to have the data in your file that is needed for this exercise**). Submit e02h3loans
- Practice Exercise Blue Skies Airline. Submit e02p1flights
- Practice Exercise Central Nevada College Salaries. Submit e02p2salary.

Note: *Read and complete* means: Read the White Pages as they describe the various features and functions of word processing. Complete the Hands On exercises as they offer key by key instruction of how to do the various things covered. Feel free to do any of the Practice, Mid Level or Capstone exercise that interests you. Our homework comes from the Mid-level exercises at the end of each chapter; do not turn in work other than what is assigned; please.

CIS 411 Intro to Computer Applications
Lab Assignment 7 – Excel Two

Purpose
- Become familiar with charts
- Become familiar with charts functions and formatting charts

Part A

Read and Perform the tutorial activities in the Excel Charts chapter.
- Practice exercise U.S. Population Estimates.
- Mid-Level exercise Car Ratings.
- Mid-level exercise Grade Analysis.

Note: *Read and Perform* means: Read the White Pages as they describe the various features and functions of word processing. Perform the Manila Pages as they offer key by key instruction of how to do the various things covered. Feel free to do any of the Practice, Mid Level or Capstone exercise that interests you. Our homework comes from the exercises at the end of each chapter; do not turn in work other than what is assigned; please.

CIS 411 Intro to Computer Applications
Lab Assignment 8 – PowerPoint

Purpose
- Become familiar with PowerPoint concepts
- Become familiar with animations and transitions
- Become familiar with PowerPoint outlines and sections
- Become familiar with modifying themes

Part A

Read and Perform the tutorial activities in Chapter one Introduction to PowerPoint p. 67.
Note: Examine each slide in each exercise carefully in <u>each</u> PowerPoint lab. You will find "fields" where you need to input data (typically your name, date, etc.). These are not listed in the book instructions.

Exercises to complete.
- Practice exercise Copyright and the Law.
- Mid-level exercise University Housing Office Presentation. .

Part B

Read and Perform the tutorial activities in Chapter two Presentation Development. P. 117.
Exercises to complete
- Practice exercise A Guide to Successful Presentations.
- Mid-level exercise Go Digital. Submit p03m2digital and p02m2camera

Note: *Read and Perform* means: Read the White Pages as they describe the various features and functions of word processing. Complete the Hands-On exercises, if needed, as they offer key by key instruction of how to do the various things covered. Feel free to do any of the Practice, Mid Level or Capstone exercise that interests you. Our homework comes from the Mid-level exercises at the end of each chapter; do not turn in work other than what is assigned; please.

CIS 411 Intro to Computer Applications
Lab Assignment Nine – PowerPoint One

Purpose
- Become familiar with PowerPoint concepts
- Become familiar with using slide layouts
- Learn to transform a picture and use the Internet as a resource
- Become familiar with audio and video tools.

Part A

Read and perform the tutorial activities in the Chapter three Presentation Design p. 159.   Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:
- Mid-level exercise Project Management Life Cycle.
- Mid-level exercise SmartArt and Clip Art Ideas.

Part B

Read and perform the tutorial activities in the Chapter four PowerPoint Rich Media Tools p. 227. Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:
- Practice Exercise Impressionist Paintings.
  - Mid-level exercise Red Butte Garden.

CIS 411 Intro to Computer Applications

Lab Assignment Ten – PowerPoint Continues

Purpose
- Become familiar with tables and banners
- Become familiar with using charts in PowerPoint
- Become familiar with action buttons
- Learn to add animation to objects.

Part A

Read and perform the tutorial activities in Chapter 5 Infographics p. 289. Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:
- **Mid-level exercise Request for Venture Capital. .**
- **Mid**-level exercise PowerPoint Chart Reference.

Part B

Read and perform the tutorial activities in Chapter 6 Interactivity and Advanced Animation p. 345. Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:
- Practice Exercise Copyright and the law.
- Mid-level exercise Creative Presentation. .

Bonus: -- Missing a Lab Exercise and want to make up some extra credit points? Complete the following and submit in the **Extra Bucket** on Blackboard (do not submit with Lab 11). This may only be submitted during via **Blackboard and** will not be accepted past the deadline.
1. Capstone exercises that begins on page 341.
2. Capstone exercise that begins on page 385
3. Capstone exercise that begins on page 439.
   Note: Capstone exercises do not have complete instructions. It is expected that you will read the assignment, examine each slide and make decisions on how best to complete. In some cases, there are hints on the slides (such as the insertion of pictures), but in other cases, the capstone exercises expect you to use what you've learned to complete a professional exercise.

CIS 411 Intro to Computer Applications
Lab Assignment Eleven – PowerPoint Continues

Purpose
- Become familiar using customizing PowerPoint
- Become familiar with slide masters
- Become familiar with using custom slide shows

Read and perform the tutorial activities in chapters 7 Customization. Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:

- Mountain Biking Presentation.
- Practice exercise Red Cliff City Agenda.
- Practice exercise Luxury Estates Presentation.

CIS 411 Intro to Computer Applications
Lab Assignment Twelve – PowerPoint Continues

Purpose
- Learn to collaborate in PowerPoint
- Learn to package a presentation for use elsewhere.
- Learn to mix Word and PowerPoint.

Read and perform the tutorial activities in chapter 8 Collaboration and Distribution p. 443. Complete Hands-On exercises, as needed to understand materials.

Exercises to complete:

1. Practice exercise Castle Gardens. .
2. Capstone exercise p. 493. Submit all needed files.

Last Lab: when you are done, take a minute to look back at your journey and celebrate your accomplishments this semester.