Lab No. 1  - Computer LIteracy

# IntroductIon

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| Please read lab assignments carefully  and do all the parts in the order they are written.  If you experience technical problems ask the lab assistants or tutors.  Some problems, such as network failures, difficulties related to login's, etc.,  may need to be resolved by BCC staff. |

## Part (a)

Your first task is to setup a default folder structure on your BCC computer account. Organising your work makes life so much easier. Follow these [instructions to set up your h: drive](http://www.cs.bilkent.edu.tr/~david/cs101/practicalwork/defaultFolderSetup.htm) and have an assistant check it when you have finished. After the assistant has checked it, move on to Part (b).

## Part (b)

The second task is to **evaluate your "computer literacy"**, that is, your current computer-related knowledge and skill levels. Do not panic if you find you have a lot to learn! Pointers are available to help get you started in each of the core areas. Based on your self-evaluation, you can undertake those exercises you feel will best help meet your own personal needs. This part of the lab is open-ended. You are not expected to know or learn everything immediately, only to **determine what you do and do not know**. You are, however, expected to continue improving and learning additional skills throughout the semester.

Begin by (logging in to CS101 Moodle and) filling in the Computer Literacy Questionnaire. This will enable you to evaluate your existing situation and provides a means for you to track your own progress towards mastery throughout the semester. Please be honest with yourself! **Rank yourself** as Clueless, Novice, Apprentice or Expert, in each of the areas (using the "[Guide to self-ranking](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/#GuideToSelfRanking)" below.). While completing the questionnaire, if you discover you are weak in any particular area, make a note of it and plan to learn about it (now or later in the semester.) As you gain experience, you can check off your new skills. In time, you should be able to upgrade your personal ranking.

Once you have a list of topics you know you will need to study, you can begin to learn about each of them. Below are links to [introductory tutorials](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/#IntroductoryTutorials) from which to begin your journey. You do not need to do all of them, only those you believe you are weak in.

**Important:** To get your grade for Lab01---before the end of the lab session you must demonstrate to the assistant,

* that you have completed the Computer Literacy questionnaire (on Moodle),
* have created a list of topics you will need to study,
* and have looked at and have some familiarity with the following:
  + manipulating files & folders   
    --- demonstrate by setting up your h: drive properly as in Lab01 part (a).
  + webpage design (especially basic html & css)   
    --- demonstrate by doing the WebSiteCreation Lab & showing your webpages in the ug domain.
  + wordprocessing (especially the use of styles & end notes)   
    --- demonstrate by changing the look of headers throughout a Word document.

## Introductory Tutorials on various topics:

* Basic computer usage  
  [Computer Basics](http://www.gcflearnfree.org/computerbasics)(especially [Computer Safety & Maintenance](http://www.gcflearnfree.org/computerbasics/14))  
  (see also [jegworks](http://www.jegsworks.com/lessons/))
* Internet usage - Finding information & communication via email   
  [Internet](http://www.gcflearnfree.org/internet)  
  (especially [Search Better](http://www.gcflearnfree.org/searchbetter) & [Internet Safety](http://www.gcflearnfree.org/internetsafety) )  
  [Plagiarism, etc.](http://www.gcflearnfree.org/useinformationcorrectly)  
  [E-mail etiquette & Safety](http://www.gcflearnfree.org/email101/3)  
  (see the course FAQ for further points concerning electronic communications.)  
    
  [WebSiteCreation Lab](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/labcreatewebpage.htm)  <--- required for this lab  
  (The [Web Style Guide](http://webstyleguide.com/), an online book, offers a very comprehensive look at creating web content! )
* Office usage - Word processing, spreadsheets & presentations  
    
  Note: While Microsoft Office products are widely used, there are now free, open-source alternatives, including [OpenOffice](http://www.openoffice.org/) & [LibraOffice](http://www.libreoffice.org/) which can view and edit MS Office documents.  
   [Microsoft Office](http://www.gcflearnfree.org/office):  
      [Office2010-Word](http://www.gcflearnfree.org/word2010)  
      (especially [Styles & Themes](http://www.gcflearnfree.org/word2010/18)) <--- only Styles (pages 1-3) required for this lab  
      [Office2010-Excel](http://www.gcflearnfree.org/excel2010)  
      [Office2010-PowerPoint](http://www.gcflearnfree.org/powerpoint2010)
* Advanced topics - CommandPrompt, Unix & FTP.   
  [[CommandPrompt Lab](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/labmsdos.htm)],   
  [[Unix Lab](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/labunix.htm)] - see also this more indepth [tutorial](http://www.ee.surrey.ac.uk/Teaching/Unix/index.html),  
  [[FTP Lab](http://www.cs.bilkent.edu.tr/~david/cs101/assignments/lab01/labftp.doc)]  
  [[Prezi](https://www.gcflearnfree.org/prezi/)] - an alternative to PowerPoint  
  [[Google\_Slides](https://www.gcflearnfree.org/googleslides)] - another alternative to PowerPoint   
                                (check out other Google office alternatives, including Docs & Sheets!)

## Guide to self-ranking:

* **Clueless**: Absolutely no idea about the topic! Don't worry, no one is born knowing this stuff, everyone has to begin from here. Simply follow the corresponding lab to move up to novice rank.
* **Novice**: Very basic understanding/abilities in this area, but don't feel at all comfortable with even the core skills. To begin with you will need to ask for help or refer back to the lab assignment or textbook, quite frequently. However, as you continue to gain experience you should find the need for such consultations diminish. You are then becoming an apprentice!
* **Apprentice**: Comfortable with all the core skills which are now done almost without thinking. Has a reasonable mental model of the area and can thus work through many unexpected difficulties, but, so far, lacks other characteristics that would move them up to expert ranking.
* **Expert**: Competent in practically all aspects of the area. Aware of existence of more esoteric features and feels confident that they can quickly learn how to use and apply them from documentation alone. Able to utilise their skills/knowledge in the most appropriate/time-saving manner. Able to help others learn it!

Last update: 2017 - David Davenport