Contact Details

Mairead Meagher

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Office 316, top floor, Science building

3 hours labs per week, Friday 2:15 – 5:15, ITG17

Attendance is taken every week

Aim of Module

► The aim of this module is to prepare you for the ICT part of your course.

► This specifically includes the Microsoft Office programs:

  ► Word

  ► Excel

  ► Powerpoint

► We will also look at general ICT issues

Module Content

▶ Introduction to ICT

    Moodle, OneDrive, Teams

    Basic IT Skills

    MS Windows Operating System

    Backup, Passwords, Virus Scanning Software

    Email Etiquette, Online identity

    Organising your college data

    Organising your Web Brower (Bookmarks)

▶ Microsoft Word

    ▶ Word Processing Skills

    ▶ Writing, formatting reports

▶ Microsoft Excel

    ▶ Spreadsheets (analytical skills)

    ▶ Formulas and graphs

▶ Microsoft PowerPoint

    ▶ Presentation Skills

    ▶ Group presentation

Weekly schedule

Week 2: General Introduction / basic Excel

Week 3 : Word Basics

Week 4 : Word Advanced

Week 5 : Word Assignment

Week 6 : Excel Basics

Week 7 : Excel Advanced

Reading Week

Week 8 : Excel Graphs

Week 9: Excel Revision

Week 10: Excel Test

Week 11:PowerPoint

Week 12: PowerPoint Group Presentations

Schedule subject to change

Assessment

100% Continuous Assessment

- ➢ Weekly engagement(10%)

- ➢ Word Assignment (in class) (20%)

- ➢ Excel Test (in-class) (50%)

- ➢ Group PowerPoint presentations(20%)

Introduction to ICT in SETU, Waterford Campus

- University Computers Logging In, self service password reset
- Moodle, Logging In, Uploading Assignments, School Information Area on Moodle
- Student email, OneDrive, Student Microsoft Office
- Basic IT Skills, Folders, Files, Windows Explorer, Suggested filing system
- Backups, Passwords, Virus Scanning Software
- Email Etiquette, Attaching Files and Downloading Attachments
- Bookmarks on browser

- Moodle is a virtual learning environment (VLE) that you can access from any location. It is used to distribute notes, accept assignments, and contact students.

- You can access Moodle by opening a web browser and typing in the following address: moodle.setu.ie

- Log in using the same details that you used for your university login.

- Once you have logged in successfully you should see all the modules you are timetabled for.

- Click on Introduction to ICT for Scientists to see the material required for this module.

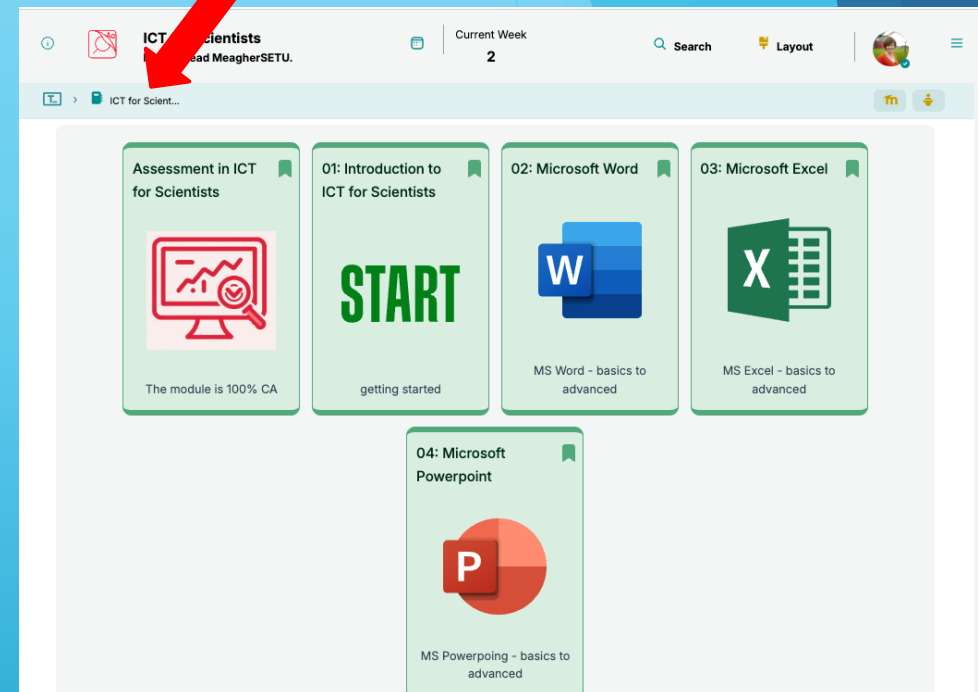- We will use Moodle to connect to tutors and to act as a weekly list of work.

Tutors Open Source Project
Open Web Learning Components

https://tutors.dev/course/ict-sci-25

- ▶ We will use a static website (called tutors) to curate the resources :
  - ▶ Lectures
  - ▶ Exercises
  - ▶ Videos
- ▶ The topics will be released as the weeks go by
- ▶ The url for the website is:

  https://tutors.dev/course/ict-sci-25

Tutors Open Source Project
Open Web Learning Components

The calendar icon will give you a overview of the weekly todo list.

Week No.	Type	Date Starts
2	Topic 01 – Welcome and Introduction to the Module	Sep 15
3	Topic 02 – Microsoft Word – Basics	Sep 22
4	Topic 02 – Microsoft Word – Advanced	Sep 27
5	Topic 02 – Microsoft Word – In class Assignment (20%)	Oct 6
6	Topic 03 – Excel – Basics	Oct 13
7	Topic 03 – Excel – Advanced	Oct 20
Reading Week	Reading	Oct 27
8	Topic 03 – Excel – Graphs and Charts	Nov 3
9	Topic 03 – Excel – Revision	Nov 10
10	Topic 03 – Excel – In-class Assignment (50%)	Nov 17
11	Topic 04 – Powerpoint	Nov 23
12	Topic 04 – Powerpoint Group Presentations	Dec 1

Semester 1

Current Week
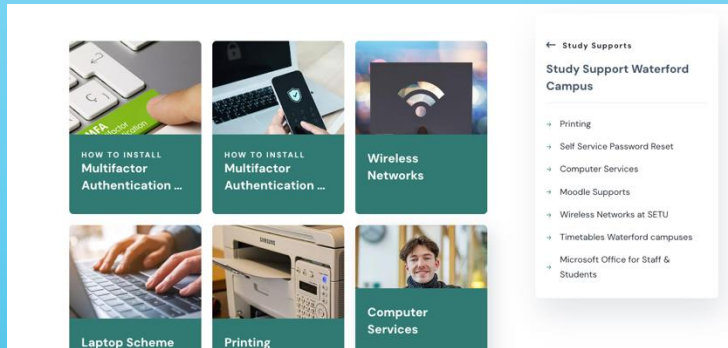2

Student Credentials

➢ Use **StudentNumber@setu.ie** to access the following:

- ▶ University Computers
- ▶ Moodle
- ▶ Student email
- ▶ Student Registration & Fees
- ▶ Library Systems
- ▶ Eduroam Wifi
- ▶ MS Outlook
- ▶ MS Teams
- ▶ OneDrive

▶ The SETU website has lots of help for access here:

https://www.setu.ie/current-students/study-supports/study-support-waterford

University Computers

- **Log in**
  - Log in to university computers
    - Your username is your StudentNumber@setu.ie
    - Your password is provided to with your registration information.
- **Help**
  - If you have trouble logging in you can
    - Call into Computer Services. Computer Services is located in the corner of the ground floor of the IT Building.
    - You can email them computerservices@setu.ie

Changing Passwords

You can change your password from home if you register for this service using this link: **https://www.setu.ie/current-students/study-supports/study-support-waterford/self-service-password-reset**

▶ When used, this program will change your password for all the following systems at the one time:

- ▶ Computer Login
- ▶ Moodle
- ▶ Online Student Services
- ▶ Timetables
- ▶ Library Systems

- ▶ Eduroam WIFI
- ▶ OneDrive
- ▶ Office 365
- ▶ Software Download site
- ▶ Microsoft Teams

Student Email

▶ Undergraduate SETU students are issued with a @setu.ie email address.

▶ Your student email address is your **studentnumber@setu.ie** (e.g. *20001234@setu.ie*).

▶ You can access this account through Outlook, included in the Microsoft Office suite. As a registered student, you are entitled to download and use Office 365 on your devices.

▶ Please use your new @setu.ie email address as your primary account for all university communications.

▶ https://www.setu.ie/current-students/study-supports/study-support-waterford/new-email-for-waterford-students

Accessing Cloud from home

One Drive

▶ You will be able to access your OneDrive from outside SETU through a web link which will be on the SETU site or directly by

https://wit-my.sharepoint.com/

▶ You will need to use your full student login, for example 12345678@setu.ie and password to gain access.

Google Drive

▶ You can access the Google Drive associated with your email address.

▶ This can be accessed once you sign on to Google Chrome (you can also access your bookmarks once you've signed in)

OneDrive Things to know!

When you leave SETU and your SETU account is deleted then ALL the Files on your OneDrive are DELETED. If you want to keep your files after you leave SETU then before you leave please copy/move your files to another personal storage area.

If you use the webpage to access any files, and it's not a Microsoft office application like Word, Excel, etc. it will ask you to download the file to the local PC. If you make changes to the downloaded files then you must make sure that you have uploaded/copied the updated version back to your OneDrive.

As it's network storage it should be expected to be a bit slower than on-site/local storage.

Microsoft have certain restrictions in place to stop very large amounts of files being uploaded at once, thus OneDrive cannot be used to back up a full PC. It's designed to be used for day to day access of files.

After a file is copied/deleted on this drive you may need to refresh (F5 key) the list before the changes are evident.

Free MSOffice for Students

Students have access to download and run Microsoft Office products.

This is a free service provided by Microsoft for the duration of study at SETU.

This allows for the installation of Office on up to 5 devices including PC, Mac, and Mobile Devices.

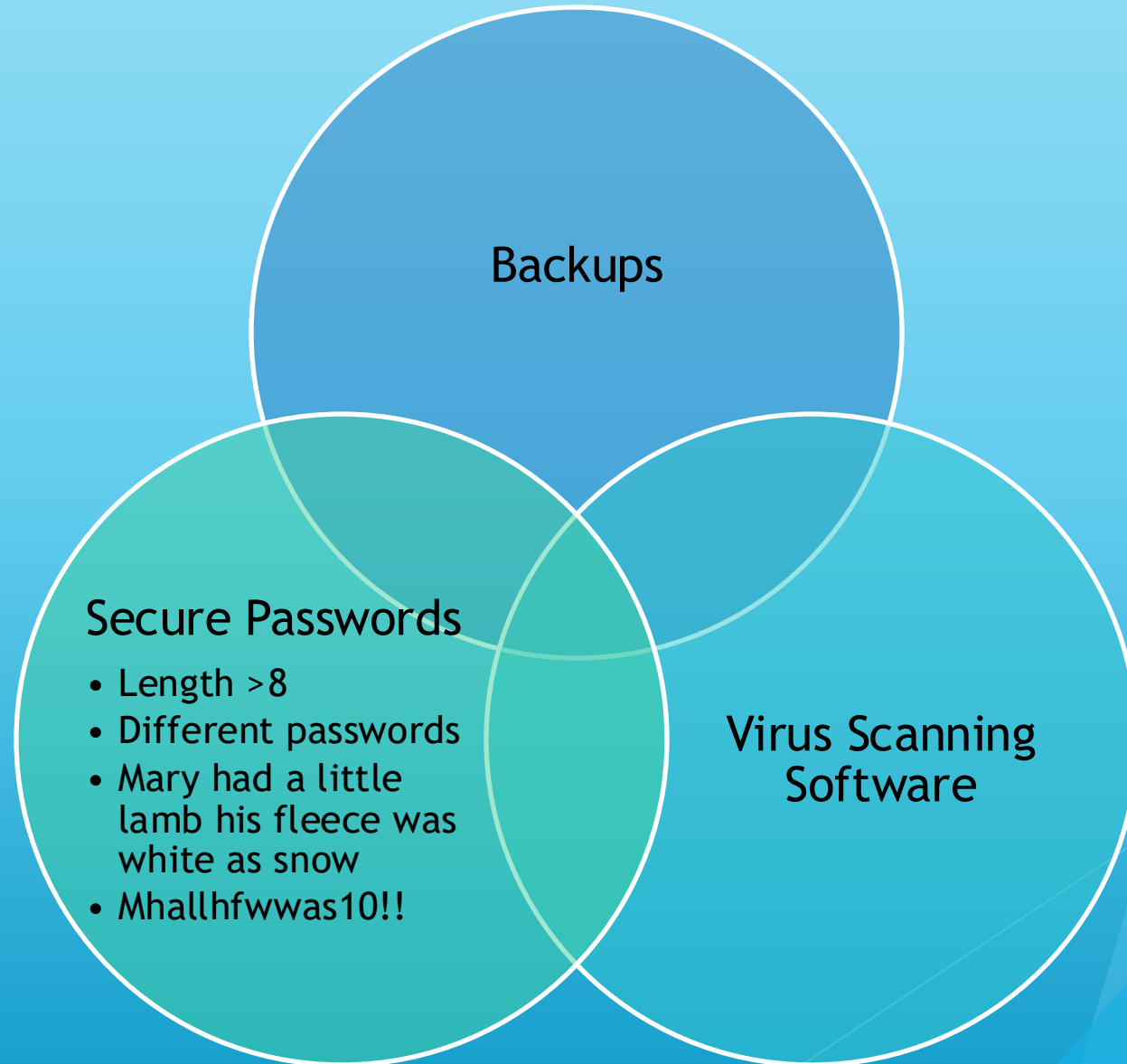Full versions of:

To download Click Here

Microsoft Windows

▶ MS Windows is an Operating System

  ▶ Windows Explorer

  ▶ Files, Folders

  ▶ Read, Create, Move, Edit and Delete

  ▶ Copy/Paste, Rename

▶ **Working with Files and Folders**

  ▶ https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/

Protection

Backups

Secure Passwords
- Different passwords
- Mary had a little lamb his fleece was white as snow
- Mhallhfwwas10!!

Virus Scanning Software
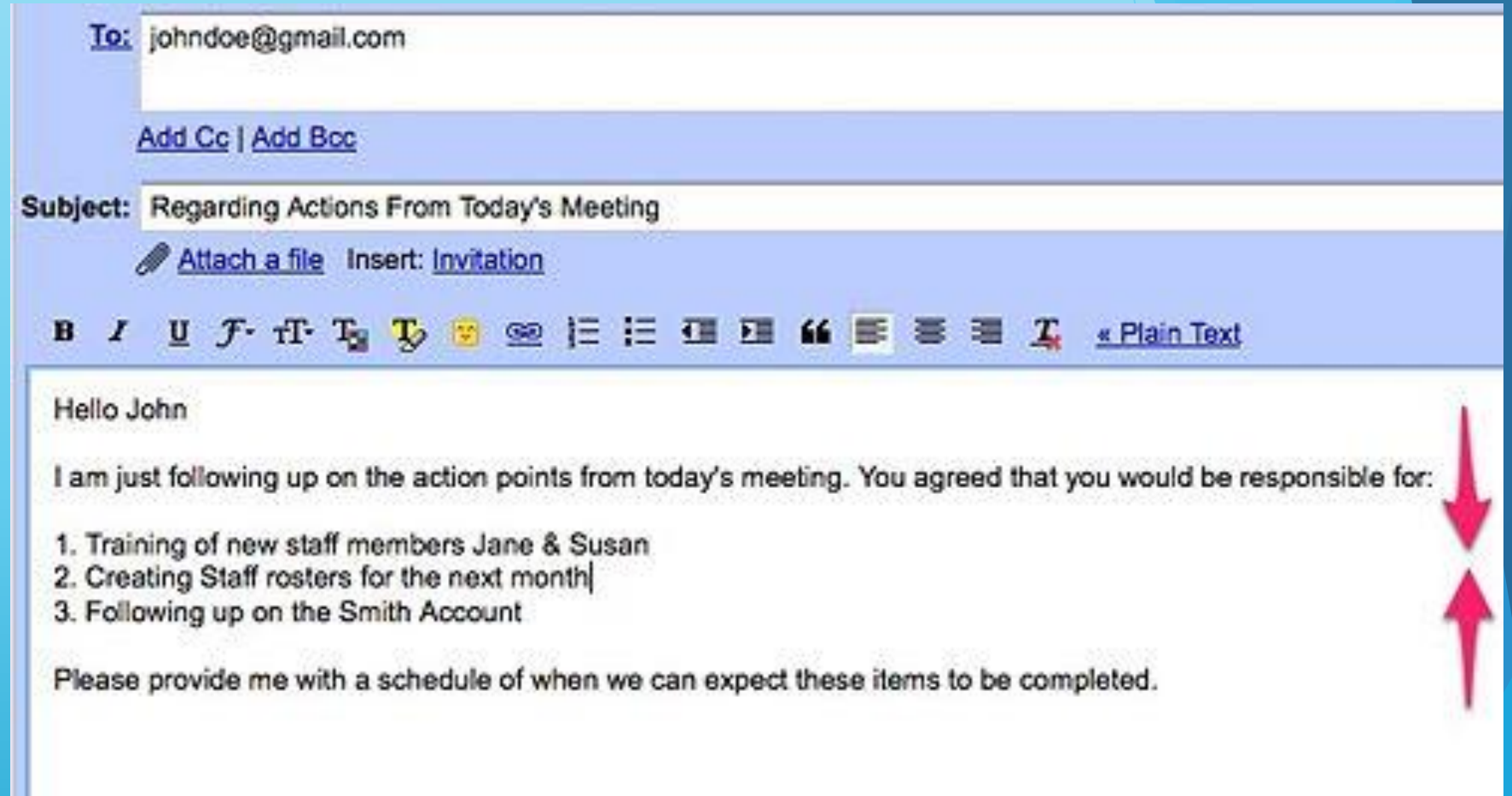
Email

Poor email etiquette

Professional email etiquette

Filing system

➢ It is really important to organise where you store all your college files/ software.

➢ If you don't do this early, chaos will ensue! The best way is to organise your files from the start.

➢ You can use this file structure on Cloud (One-Drive/Google Drive) and mirror it on your labtop so you can 'backup' easily by dragging the full folder from one to the other.

➢ If you are using a labtop, then you can use your local drive but be sure to back it up regularly.

Suggested Filing system

A suggested filing system is given.

Note you could have subfolders named Topic 01 etc. whichever is most appropriate.


Setup your filing system

Video (5 minutes)
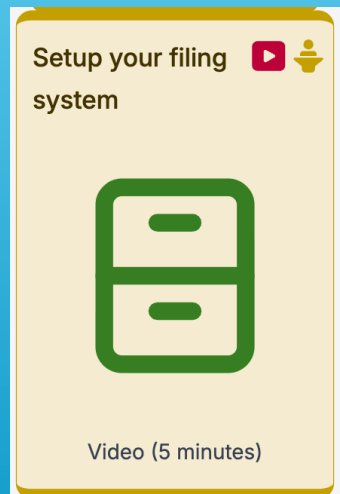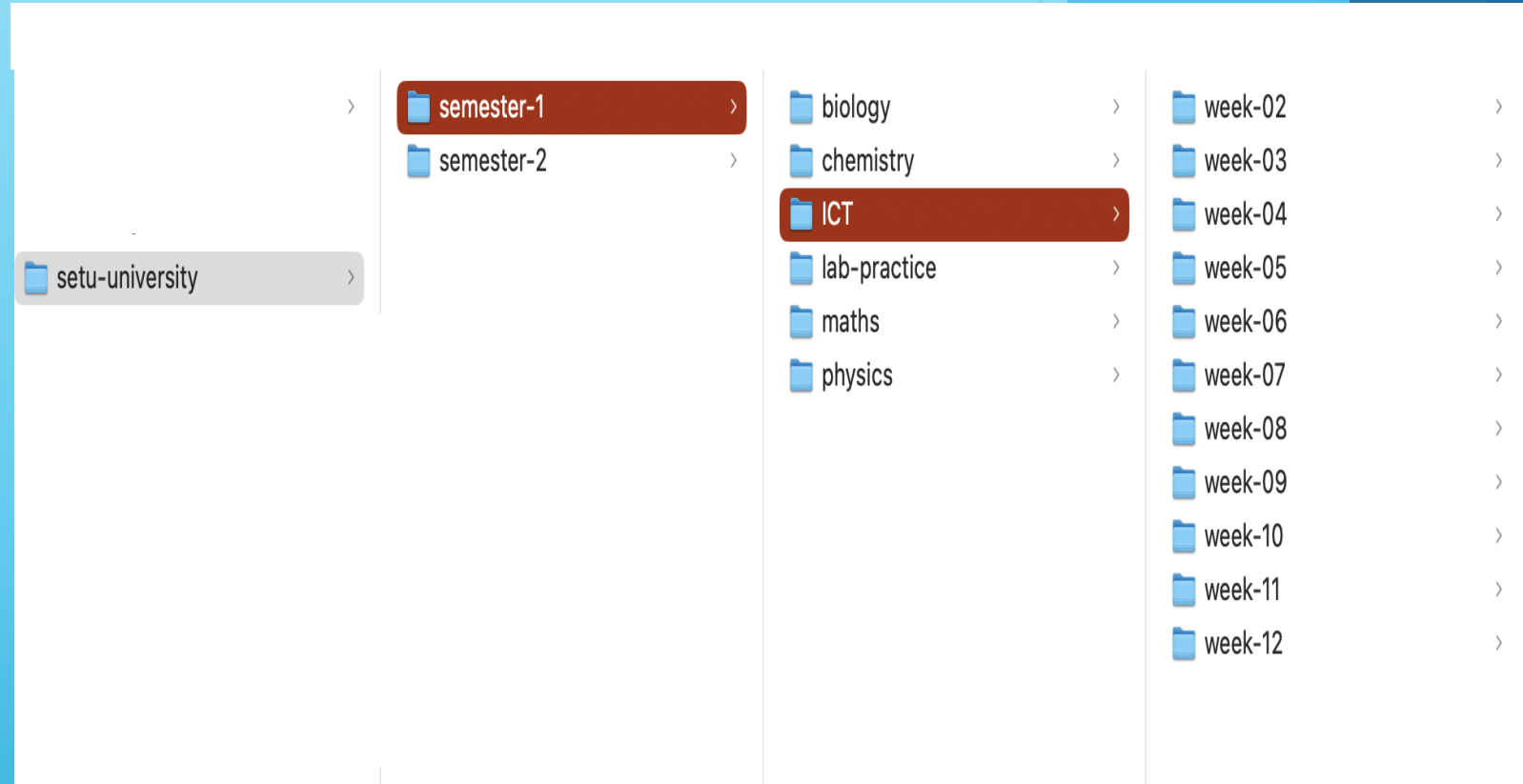
Video is available here on tutors

Do's and Don'ts of Filing Systems

DO's	DON'T's
Set up the folder structure and continue to use it.	Set up and use it 'an odd time'.
Set up 'favourites' folder in Explorer/Finder for your 'college' subfolder	Use Downloads or Desktop as the root folder for 'college' subfolder.
Store data (weekly homework, etc.) using this structure.	Mix up data and programs in college folder.

Managing Bookmarks on your browser

➤ You will be using a lot of online resources during your time in university.

➤ It is a good idea to set up a bookmarks or bookmark folders in your browser.

➤ This will save you a lot of time in the long run.

Bookmarks and folders

Video (7 minutes)
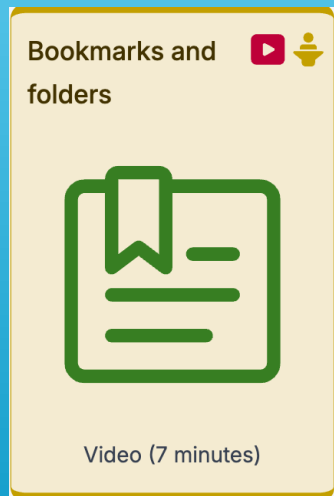
Video is available here on tutors

Questions? (always ask!)