

# Unit 1

## Internet & Email

## File Management

### Reading Assignments

- ☐ Read “Using the Internet” (included in packet)
- ☐ Read “Using E-Mail” (included in packet)
  
- ☐ Read “File Management” (included in packet)
- ☐ Read “Open-Save-Print” (included in packet)

(Optional)

- ☐ Read “Email Etiquette”  
(click Email Etiquette link on the course web site)

### Worksheet Assignment

- ☐ Complete the Internet & Email Worksheet (included in packet)
  
- ☐ Complete the File Management Worksheet (included in packet)

This worksheet includes exercises that require you to access the server (main computer) on the MSTC **Stevens Point** campus. The \_Submit Student Work folder (Windows Operating Systems subfolder) is located on the I: drive. If you are completing your work at home or at another campus, you can practice your skills there but you will have to come to our labs (or library) to complete this worksheet.

### Submittal List

- ☐ Email with attachment (no paperwork submittal required)
  
- ☐ Completed File Management Worksheet
- ☐ \_Submit Student Work Folder
  - ☐ Exercise 1 Folder
  - ☐ Exercise 2 Folder
  - ☐ Exercise 3 Folder
  - ☐ Exercise 4 Folder
  - ☐ House Pictures Folder

### Preparation for Next Week:

- ☐ Read Getting Started with Microsoft Office 2007 (pgs OFF 1 – 29)
- ☐ Read “Using E-Mail” (included in packet)