SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: HARVARD GRAPHICS FOR WINDOWS

Code No.:   ISA106

Program: INTERMEDIATE SOFTWARE APPLICATIONS

Semester: ONE (SUMMERS

Date: MAY 31. 1995

Author: SHELLEY BOUSHEAR

Previous Outline
  Dated: MAY 199↑

                                    NEW: REVISION: _____

APPROVED: _____   _____   _fTAo/4_ _____
              Dean   Date

HARVARD GRAPHICS FOR WINDOWS   ISA106
        COURSE NAME   COURSE CODE

TOTAL CREDIT HOURS; 15 HOURS

PREREQUISITE(S):   NONE

I.   PHILOSOPHY/GOALS

        This course is designed to teach the student to utilize the
        powerful features contained within Harvard Graphics for
        Windows.

        The student is expected to develop a range of skills in the
        utilization of Harvard Graphics. The student is presented
        with detailed written explanations which focus on a specific
        portion of the Windows environment. These written
        explanations are followed by hands-on tutorials which
        reinforce the concepts. A summary of the key points covered
        in the chapter is also included. The teacher will provide
        explanations of technical content as well as assist with any
        questions which may arise.

        This course is intended to be covered at a pace that is
        suited to and controlled by the individual learner. The
        amount of time needed to complete the identified learning
        outcomes will vary.

II.   STUDENT PERFORMANCE OBJECTIVES (OUTCOMES)

        Upon completion of the course, participants will be able to:

        O   Organize the created graphics.
        O   Understand presentations.
        O   Start the program (and a new presentation).
        O   Explore parts of the Window.
        O   Use the mouse techniques.
        O   Get help.
        O   Exit the program.
        O   Use pull-down menus.
        O   Choose menu commands.
        O   Select dialogue box options.
        O   Use multiple windows.
        O   Use the control menu.
        O   Maximize and restore a Window.
        O   Size and move a Window.
        O   Tile and cascade Windows.
        O   Choose the printer and margins.
        O   Choose a presentation style.
        O   Change the colour palette.
        O   Save a presentation with a new name.
        O   Close a presentation

O   Open an existing presentation.
O   Add a slide.
O   Use the Gallery to create slides.
O   Preview a slide.
O   Delete a slide.
O   Add a title chart.
O   Make a bullet chart slide.
O   Add a table chart.
O   Add a free-form slide.
O   Enter data for one or more pies.
O   Fine-tune chart appearance.
O   Work with the chart.
O   Work with slices.
O   Add a bar chart to a slide.
O   Add a line chart slide.
O   Add an area chart slide.
O   Add a high/low/close chart slide.
O   Add a scatter chart slide.
O   Add an organization chart slide.
O   Change the chart contents.
O   Set chart options.
O   Print slides.
O   Print handouts.
O   Find a slide.
O   Redisplay the data form
O   Change the text.
O   Select the text.
O   Add chart text.
O   Spell check slide text.
O   Use multiple charts.
O   Select a chart.
O   Change the chart type.
O   Draw on a slide.
O   Import a symbol.
O   Choose the outliner.
O   Add a new slide.
O   Edit with the outliner.
O   Delete slides.
O   Change to the slide sorter view.
O   Copy a slide.
O   Move slides.
O   Delete slides.
O   Use the Zoom feature.
O   Customize Harvard Graphics.

III. TOPICS TO BE COVERED: Intro. to Harvard Graphics for Windows.

5.   Setting up the New Presentation.
6.   Saving, Closing, and Opening Presentations.
7.   Adding and Deleting Slides.
8.   Creating Title and Bullet Charts.
9.   Creating Table and Free-Form Charts.
10. Creating Pie Charts.
11. Creating Bar Charts.
12. Creating a Line Chart.
13. Creating an Area Chart.
14. Creating a High/Low/Close Chart.
15. Creating a Scatter Chart.
16. Creating an Organization Chart.
17. Printing Your Presentation.
18. Editing Chart Data.
19. Working with Text.
20. Adding Another Chart to a Slide.
21. Adding Graphics and Symbols to a Slide.
22. Using the Outliner.
23. Using the Slide Sorter View.
24. Setting Program Defaults.

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

1.   Introducing Harvard Graphics for Windows
     Learning Activities:
     Read Lesson 1 and become familiar with how Harvard Graphics
     for Windows organizes the graphics the student creates.
     Practice by doing all the projects throughout the lesson.
     Resources:

     text Lesson 1, pages 1-3.

2.   Starting and Exiting

     Learning Activities:

     Read Lesson 2 and learn how to get started with Harvard
     Graphics for Windows, how to get help, and how to leave the
     program when you need to.
     Practice by doing all the projects throughout the lesson.

     Resources:

     text Lesson 2, pages 4-10.

3.   Using Menus and Dialogue Boxes

      Learning Activities:
      Read Lesson 3 and learn about menus and dialogue boxes and
      how to use them.
      Practice by doing all the projects throughout the lesson.
      Resources:

      text Lesson 3, pages 11-16.

4.   Working with the Slide Editor Windows

      Learning Activities:

      Read Lesson 4 and be familiar with how to move, resize, and
      otherwise manipulate the on-screen window that displays your
      presentation.
      Practice by doing all the projects throughout the lesson.

      Resources:

      text Lesson 4, pages 17-22.

5.   Setting up the New Presentation

      Learning Activities:

      Read Lesson 5 and become familiar with how to specify some
      of the global aspects of a Harvard Graphics for Windows
      presentation: the printer, margins, colour palette, and
      style.
      Practice by doing all the projects throughout the lesson.
      Resources:

      text Lesson 5, pages 23-28.

6.   Saving, Closing, and Opening Presentations

      Learning Activities:

      Read Lesson 6 and learn to save and reopen a presentation to
      display or edit it.
      Practice by doing all the projects throughout the lesson.
      Resources:

      text Lesson 6, pages 29-33.

7.   <u>Adding and Deleting Slides</u>

     <u>Learning Activities:</u>

     Read Lesson 7 and get an overview of adding a slide to a
     presentation.
     Practice by doing all the projects throughout the lesson.

     <u>Resources:</u>

     text Lesson 7, pages 34-38.

8.   <u>Creating Title and Bullet Charts</u>

     <u>Learning Activities:</u>

     Read Lesson 8 and find out the details about creating two
     types of text chart slides: title charts and bullet charts.
     Practice by doing all the projects throughout the lesson.

     <u>Resources:</u>

     text Lesson 8, pages 39-45.

9.   <u>Creating Table and Free-Form Charts</u>

     <u>Learning Activities:</u>

     Read Lesson 9 and get more details about creating two more
     types of text charts for slides: tables and free-form
     charts.
     Practice by doing all the projects throughout the lesson.

     <u>Resources:</u>

     text Lesson 9, pages 46-53.

10. <u>Creating Pie Charts</u>

     <u>Learning Activities:</u>

     Read Lesson 10 and learn to create pie charts.
     Practice by doing all the projects throughout the lesson.

     <u>Resources:</u>

     text Lesson 10, pages 54-61.

11. Creating Bar Charts

     Learning Activities:

     Read Lesson 11 and become familiar with how data changes
     over time using both vertical and horizontal bar charts.
     Practice by doing all the projects throughout the lesson.
     Resources:

     text Lesson 11, pages 62-67.

12. Creating a Line Chart

     Learning Activities:

     Read Lesson 12 and create a line chart.
     Practice by doing all the projects throughout the lesson.

     Resources:

     text Lesson 12, pages 68-73.

13. Creating an Area Chart

     Learning Activities:

     Read Lesson 13 and create a line chart.
     Practice by doing all the projects throughout the lesson.

     Resources:

     text Lesson 13, pages 74-77.

14. Creating a High/Low/Close Chart

     Learning Activities:

     Read Lesson 14 and create a high/low/close chart.
     Practice by doing all the projects throughout the lesson.

     Resources:

     text Lesson 14, pages 78-82.

15. Creating a Scatter Chart

     Learning Activities:

     Read Lesson 15 and create a scatter chart showing individual
     points of data.
     Practice by doing all the projects throughout the lesson.

Resources;

text Lesson 15, pages 83-86.

16. Creating an Organization Chart

Learning Activities!.

Read Lesson 16 and create an organization chart to show structure.
Practice by doing all the projects throughout the lesson.

Resources:

text Lesson 16, pages 87-92.

17. Printing Your Presentation

Learning Activities:

Read Lesson 17 and learn how to print the presentation.
Practice by doing all the projects throughout the lesson.

Resources;

text Lesson 17, pages 93-96.

18. Editing Chart Data

Learning Activities:

Read Lesson 18 and learn how to update the data that has been entered in the chart data form.
Practice by doing all the projects throughout the lesson.

Resources:

text Lesson 18, pages 97-102.

19. Working with Text

Learning Activities:

Read Lesson 19 and enhance the appearance of the chart text.
Practice by doing all the projects throughout the lesson.

Resources:

text Lesson 19, pages 103-109.

20. Adding Another Chart to a Slide

    Learning Activities:

    Read Lesson 20 and add another chart to a slide.
    Practice by doing all the projects throughout the lesson.

    Resources:

    text Lesson 20, pages 110-114.

21. Adding Graphics and Symbols to a Slide

    Learning Activities:

    Read Lesson 21 and learn to draw shapes directly on a slide
    or import a symbol saved in another file.
    Practice by doing all the projects throughout the lesson.

    Resources:

    text Lesson 21, pages 115-119.

22. Using the Outliner View

    Learning Activities:

    Read Lesson 22 and use the Outliner to quickly organize text
    for the presentation.
    Practice by doing all the projects throughout the lesson.

    Resources:

    text Lesson 22, pages 120-124.

23. Using the Slide Sorter View

    Learning Activities:

    Read Lesson 23 and learn how to use the last of the three
    views available to adjust the presentations.
    Practice by doing all the projects throughout the lesson.

    Resources:

    text Lesson 23, pages 125-129.

24. Setting Program Defaults

     Learning Activities:

     Read Lesson 24 and customize Harvard Graphics for Windows.
     Practice by doing all the projects throughout the lesson.

     Resources:

     text Lesson 24, pages 130-132.

V.   REQUIRED STUDENT RESOURCES

     Bucki, Lisa A., 10 Minute Guide to Harvard Graphics for
     Windows, Alpha Books, 1992.

     2—3 1/2" disks

VI. METHOD OF EVALUATION

     Final Grade Reporting:

     A+   90% - 100   Consistently Outstanding
     A   80% - 89   Outstanding Achievement
     B   70% - 79   Consistently Above Average
     C   60% - 69   Satisfactory
     R   Below 60%   Repeat - objectives of this course have
          not been achieved and the course must be repeated.

     Evaluation:

     For the successful completion of the course, the following
     must be concluded:

     Assignments - Timely, accurate completion of all the Harvard
     Graphics projects   100%

     Warning: Academic dishonesty will result in a grade of zero
               (0) on the assignment for all parties.

VI. SPECIAL NOTES

     Students with special needs (e.g. physical limitations,
     visual impairments, hearing impairments, learning
     disabilities) are encouraged to discuss required
     accommodations confidentially with the teacher.

     Your teacher reserves the right to modify the course as she
     deems necessary to meet the needs of students.