

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: UNDERSTANDING AND USING WINDOWS 3.1

Code No.: ISA101

Program: INTERMEDIATE SOFTWARE APPLICATIONS

Semester: ONE (SUMMER)

Date: MAY 25. 1995

Author: SHELLEY BOUSHEAR

Previous Outline

Dated: MAY 1994

APPROVED: *Rose M. Cario*
Dean

NEW:

REVISION: X
95/05/25
Date

TOTAL CREDIT HOURS; 51 HOURS

PREREQUISITES ; NONE

I. PHILOSOPHY/GOALS

This course is designed to teach the student to utilize the powerful features contained within Windows 3.1.

The student is expected to develop a range of skills in the utilization of Windows 3.1. 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:

- 0 Launch and exit Windows.
- 0 Use the mouse and the keyboard.
- 0 Identify the components of the Windows desktop.
- 0 Use the Windows controls.
- 0 Launch and exit applications.
- 0 Organize the screen-based desktop.
- 0 Switch tasks in a multi-tasking environment.
- 0 Use Windows menus, dialogue boxes, and toolbars.
- 0 Use the Print dialogue box.
- 0 Launch and use the Paintbrush application.
- 0 Use the Windows Help facility.
- 0 Learn how to experiment with new Windows applications.
- 0 Open and close the File Manager.
- 0 Format a diskette.
- 0 Make a student diskette containing practice files.
- 0 Change the current drive.
- 0 Identify the components of the File Manager window.
- 0 Create directories.
- 0 Change the current directory.
- 0 Move files, rename files, delete files.
- 0 Copy files.

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- 0 Make a diskette backup.
- 0 Use wildcards to search for files.
- 0 Create, edit, save, and print a memo using the Microsoft Write word processor.
- 0 Use the Print Manager to control the print queue.
- 0 Find out the options for hard disk backup.
- 0 Learn how to protect data from hardware failures and viruses.
- 0 Put the Clock on the desktop.
- 0 Use the Notepad for a phone log.
- 0 Set an appointment alarm.
- 0 Use the Calendar application to maintain an appointment book.
- 0 Use the Calculator for currency conversions.
- 0 Use the Clipboard to cut and paste between applications.
- 0 Paste special characters in a document.
- 0 Open, close, and save files.
- 0 Create a multimedia document.
- 0 Use the Sound Recorder.
- 0 Embed a sound object icon into a Write document.
- 0 Modify object icons.
- 0 Link a graphic object into a Write document.
- 0 Learn how to manage links.
- 0 Paste a graphic into a Write document.
- 0 Apply basic concepts of object linking and embedding (OLE).
- 0 Identify client and server applications.
- 0 Set up a left-handed mouse, select the mouse tracking speed, and specify the double-click speed.
- 0 Select a different colour scheme for the desktop.
- 0 Select a desktop pattern.
- 0 Select a screen saver.
- 0 Make a customized screen saver message.
- 0 Wallpaper the desktop, and make desktop wallpaper.
- 0 Change the international date, time, and currency formats.
- 0 Change the computer system date and time.
- 0 Record, test, play back, and save macros.
- 0 Create and delete a program group.
- 0 Rename a program group.
- 0 Create and delete program items.
- 0 Change a program-item icon.
- 0 Use an electronic mail demonstration program.
- 0 Explore multi-tasking.
- 0 Learn more about operating systems.
- 0 Use the MS-DOS Prompt icon to shell out to DOS.
- 0 Use DOS command to change the current drive, list the files on the Student Diskette, and run an application.
- 0 Launch a DOS application from the File Manager.
- 0 Launch a DOS program from the Program Manager.

- 0 Create a program-item icon for a DOS application.
- 0 Use the PIF Editor to create a program information file for a DOS application.

III. TOPICS TO BE COVERED

- 1. Essential Windows Skills
- 2. Menus, Dialogue Boxes, Toolbars, and Help
- 3. Effective File Management
- 4. Using the File Manager, Microsoft Write, and the Print Manager
- 5. Windows Applications in Action
- 6. Object Linking and Embedding
- 7. Customizing Windows
- 8. Customizing Program Groups
- 9. Using Non-Windows Applications

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

1. Essential Windows Skills

Learning Activities:

Read Tutorial 1 and become familiar with using the Program Manager, the CIT Keyboard Tutorial, and the CIT Mouse Practice.

Practice by doing all the projects throughout the tutorial. Answer the questions on pages WIN31-WIN32.

Do the tutorial assignments on page WIN33-34.

Resources:

text Chapter 1, pages WIN4-WIN34.

2. Menus, Dialogue Boxes, Toolbars, and Help

Learning Activities;

Read Tutorial 2 and use the Program Manager, Paintbrush, and CTI WinApps.

Practice by doing all the projects throughout the tutorial. Answer the questions on pages WIN56-WIN57.

Do the tutorial assignments on page WIN58.

Resources;

text Tutorial 2, pages WIN35-WIN58.

3. Effective File Management

Learning Activities;

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Read Tutorial 3 and use the File Manager.
Practice by doing all the projects throughout the tutorial.
Answer the questions on pages WIN86-WIN87.
Do the tutorial assignments on page WIN88.

Resources:

text Tutorial 3, pages WIN59-WIN88

4. File Security

Learning Activities:

Read Tutorial 4 and be familiar with the File Manager,
Microsoft Write, and the Print Manager.
Practice by doing all the projects throughout the tutorial.
Answer the questions on pages WIN110-WIN111.
Do the tutorial assignments on page WIN112.

Resources:

text Tutorial 4, pages WIN89-WIN112.

5. Windows Applications in Action

Learning Activities:

Read Tutorial 5 and become familiar with using Clock,
Cardfile, Notepad, Calendar, Calculator, and Character Map.
Practice by doing all the projects throughout the tutorial.
Answer the questions on pages WIN142-WIN143.
Do the tutorial assignments on pages WIN144-WIN146.

Resources:

text Tutorial 5, pages WIN113-WIN146.

6. Object Linking and Embedding

Learning Activities:

Read Tutorial 6 and use Sound Recorder, Microsoft Write, and
Miscrosoft Paintbrush.
Practice by doing all the projects throughout the tutorial.
Answer the questions on pages WIN176-WIN178.
Do the tutorial assignments on pages WIN178-WIN180.

Resources:

text Tutorial 6, pages WIN147-WIN180.

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7. Customizing Windows

Learning Activities:

Read Tutorial 7 and use Control Panel and Recorder.
Practice by doing all the projects throughout the tutorial.
Answer the questions on pages WIN213-WIN214.
Do the tutorial assignments on pages WIN214-WIN217.

Resources:

text Tutorial 7, pages WIN181-WIN217.

8. Customizing Program Groups

Learning Activities:

Read Tutorial 8 and become familiar with Program Manager,
CTI Q-Mail, and CTI Patterns.
Practice by doing all the projects throughout the tutorial.
Answer the questions on page WIN240.
Do the tutorial assignments on pages WIN241-WIN243.

Resources:

text Tutorial 8, pages WIN218-WIN243.

9. Using Non-Windows Applications

Learning Activities:

Read Tutorial 9 and use the Program Manager and PIF Editor.
Practice by doing all the projects throughout the tutorial.
Answer the questions on page WIN263.
Do the tutorial assignments on page WIN264.

Resources:

text Tutorial 9, pages WIN244-WIN264.

V. REQUIRED STUDENT RESOURCES

Jamrich Parsons, June, Windows for Business Series: A Guide to
Miscrosoft Windows 3.1.Version 5.1. Course Technology,
Inc., 1993.

2-3 1/2" disks

VI. METHOD OF EVALUATION

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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 Windows 3.1 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.