SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: __MICROCOMPUTER APPLICATION SOFTWARE__

CODE NO.:   __EDP104__   SEMESTER: __WINTER__

PROGRAM: __GAS__

AUTHOR: __STAN PRATT__

DATE: __JAN 95__   PREVIOUS OUTLINE DATED: __AUG 94__

      _____   ___X___
        NEW   REVISION

APPROVED: _Rose M. Cisco_ _____   _95-01-03_ _____
                  DEAN   DATE

MICROCOMPUTER APPLICATION SOFTWARE
COURSE NAME

TOTAL CREDITS   45

PREREQUISITE(S): EDP109 - Intro to Microcomputers and
Application Software.

I. PHILOSOPHY/GOALS:

This course provides the student with an opportunity to
develop a deeper understanding of the concepts introduced in
EDP109. Students will reinforce existing skills and develop
additional skills in utilizing operating system and
application software. Utilizing spreadsheet software to
solve practical problems will be emphasized.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will
be able to:

A1. Create, edit, save, and print multi-page documents including
the use of: Headers, Footers, Page numbering, Page breaks,
Text enhancements, Tabs, Indents, Fonts to change size and
appearance.

A2. Merge documents to send out multiple copies of one document
(including envelopes and labels) to many people.

A3. Create and use Macros to save time wasted by repetitive
keystrokes.

A4. Create professional business documents by using:
Mathematical features, Columns, Tables, Outlines, Equations,
and Graphics.

A5. Sort information in documents whether the information is
found in Lines, Paragraphs or as part of a secondary Merge
document.

B1. Create, edit, save and print spreadsheets that include:
formatting for currency, various column widths, simple and
complex formulas.

B2. Create easy-to-read graphs and pie charts to go along with
any spreadsheet.

B3. Sort and/or extract information in a spreadsheet based on
various given criteria.

B4. Print graphs and spreadsheets as part of a document created
in WordPerfect.

II. STUDENT PERFORMANCE OBJECTIVES (cont'd):

C1. Name files and directories.

C2. Use DOS commands for: date, format, dir, check disk, delete, copy, and rename.

C3. Create, use, and remove directories and subdirectories.

III. TOPICS TO BE COVERED: Approximate Time

A1.	WordPerfect	enhancements	6 hours
A2		merging, envelopes, labels	3 hours
A3		macros	3 hours
A4		columns, tables, graphics	6 hours
A5		sort methods	3 hours
B1	Spreadsheet	create, edit, format, formulae	3 hours
B2		graphs	6 hours
B3		sort and extract	6 hours
B4		print in document	3 hours
C1	DOS	files and directories	1 hour
C2		commands	3 hours
C3		directories, subdirectories	2 hours

IV. LEARNING ACTIVITIES:

The course will be comprised of a series of practical applications done via exercises on the computer. When new topics are introduced, there will be a brief lecture and a sample done as a group.

V. REQUIRED RESOURCES:

2 (minimum ... more suggested) 3½" diskettes, HD, IBM/DOS compatible

Text: Microcomputer Applications Kit, by Shelley and
          Cashman -- Includes the following modules:
          1)   Introduction to Computers
          2)   Introduction to DOS
          3)   Word Processing Using WordPerfect 5.1
          4)   Spreadsheets Using Lotus 1-2-3 Release 2.2

VI. EVALUATION METHODS:

All student exercises are to be handed in and checked by the

VI. EVALUATION METHODS (continued):

professor.   This should help the student know what is
expected on assignments.

There will be 3 assignments in WordPerfect and 3 in Lotus.
Each assignment will be given a mark out of 10 and will
combine for 40% of the final mark.

There will be 3 tests each worth 20% of the final mark. The
tests will be at the completion of each topic: WordPerfect,
Lotus and DOS.

The dates of progress tests will be announced at least one
week in advance. If a student is unable to write a test
because of illness or legitimate emergency, that student
must contact the professor BEFORE the test and provide an
acceptable (to the professor) explanation. If the student
fails to contact the professor in advance, a zero grade will
be given. There are no rewrites or supplemental tests
provided.

The grading both of individual tests and the overall grade
will be based on the following scale:

        A+   90 - 100%
        A   80 - 89%
        B   70 - 79%
        C   60 - 69%

        R   BELOW 60%, Repeat -- objectives of course not met

VII. SPECIAL NOTES:

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

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

EDP104 - GAS
TENTATIVE SCHEDULE -- WINTER, 1995

DATE	TOPIC	ASSIGN./TEST
Jan 9*	course outline & review exercise	
Jan 10	tabs, indents	
Jan 16*	review tabs, assign 9 pages WP 134-135	
Jan 17	widow, page #, headers, reveal codes	
Jan 23*	Fonts	
Jan 24	merge letters	
Jan 30*	envelopes, labels	
Jan 31	merge memo	
Feb 6*		merge-DUE Feb 7
Feb 7	macro	
Feb 13*	outline	
Feb 14	columns	
Feb 20*	graphics	
Feb 21	tables	
Feb 27*	sort	graphic/table
Feb 28	sort	
Mar 6*	WordPerfect TEST	sort -- TEST
Mar 7	basic spreadsheet review	
Mar 20*	basic formulas	
Mar 21	more spreadsheets	spreadsheet
Mar 27*	graphs	
Mar 28	graphs	
Apr 3*	enhance graphs	
Apr 4	print graphs / bring lotus into wp doc	graph
Apr 10*	sort	
Apr 11	extract	extract/sort
Apr 17*	LOTUS TEST	TEST
Apr 18	DOS commands	
Apr 24*	files/directories	
Apr 25	commands, files, directories, subdirectories	
May 1*	DOS TEST	TEST

WORDPERFECT TEST
EDP104

5) 1. Make a letterhead for yourself that includes a graphic, your name, address & phone #.

1) 2. Save that as letter.hd

3. Type the following letter on your letter head. (don't forget to spell check)

10) 4. Save the letter as send.it

{date}

{inside address}

Dear {first name}

I am currently enrolled in a computer course (EDP104) at Sault College. Some of the things I have learned are:

MERGE
GRAPHICS
TABLES
COLUMNS
SORT

FUNCTION	ALT/SHIFT/CTRL	FUNCTION KEY
MERGE	CTRL	F9
GRAPHIC	ALT	F9
TABLE	ALT	F7
COLUMNS	ALT	F7
SORT	CTRL	F9

Let me know what you are doing.

Bye for now

Your name

5) 5. Create a merge file that contains the information as
        provided for the 4 people.

1) 6. Save this as people.

2) 7. Sort the list in alphabetical order based on last name, then
        first name if there are any ties.

1) 8. Save this as people.srt

first	John	Mary	Ken	Jim
last	Smith	Brown	Smith	Brown
address	122 New St.	87 Any Dr.	99 No Way	12 Down St.
city	Wawa, ON	Hamilton, ON	Sudbury, ON	Timmins, ON
postal	P0S 1E0	L6J 9N9	P1C 5C5	P1D 5C5

1) 9. Merge the letter with the sorted list of people.

2) 10. At the very beginning of the document, add page numbers that
        say "PAGE # " at the bottom center of each page.

1) 11. Have a Footer on even pages that says "WORDPERFECT TEST".

1) 12. Print the letters. Leave them attached, but remove the
        guide edges.

1) 13. Save as complete.

**HAND IN THIS TEST PAPER, THE FOUR
LETTERS AND THE DISK YOU USED TO DO
THIS TEST.**

EDP104 -- WINTER, 1995
LOTUS TEST

Do all the steps listed below and when finished hand in the test paper, printouts, and disk.

1. Retrieve the file test104 from I:\DATA\STANP\

2. Save the file to your disk as test104
   1 mark

3. Insert a row at the top and add your name in cell A1.
   1 mark

4. Widen the wordperfect column to allow the word to show.
   1 mark

5. Centre the subject headings.
   1 mark

6. Fill in averages for the students using @avg.
   1 mark

7. Find the class average in each subject and the overall average.
   1 mark

8. Format the student averages to fixed with 1 decimal place.
   1 mark

9. Format the subject averages to fixed with 2 decimal places.
   1 mark

10. Save this as test1
    1 mark

11. Sort the information based on students' last name and use the first name to break any ties.
    5 marks

12. Save this as test2
    1 mark

13. Create a bar graph to show the marks for the first 5 students. (the first names of the students will be the X) Show the WordPerfect, Lotus, and DOS marks.
    5 marks

14. Put all 4 titles on the graph. Add a legend. Save the graph as TEST. Name the graph as TEST. Save the worksheet again.
    7 marks

15. Print the spreadsheet using condensed print and right margin of 150.
    3 marks

DOS TEST
SECTIONS 1 & 2

NAME: _____

DATE: _____

GRADE: _____

MULTIPLE CHOICE   (16 QUESTIONS @1 MARK)
     CIRCLE the answer that best fills in the blank.

1   The drive name for the hard disk is usually _____.

      a.   A
      b.   B
      c.   C
      d.   F

2   A hard disk on the network server is usually the _____
      drive.

      a.   A
      b.   B
      c.   C
      d.   F

3   To begin a warm boot, hold down the Ctrl and Alt keys, and
      press the _____ key, and then release all three keys.

      a.   Esc
      b.   Delete
      c.   F3
      d.   Insert

4   Type _____ and press the Enter key to change the default
      drive to drive C.

      a.   C
      b.   C>
      c.   C:
      d.   C\

5   Using the _____ command destroys all files previously stored
      on a disk.

      a.   CLS
      b.   COPY
      c.   ERASE
      d.   FORMAT

6   To make backup copies of the files on a disk, use the _____ command.

     a.   COPY
     b.   DIR
     c.   FORMAT
     d.   MORE

7   To display the directory of a disk, use the _____ command.

     a.   CLS
     b.   DEL
     c.   DIR
     d.   MORE

8   Do not type the _____ for the file's new name when you change the name of a file.

     a.   drive specifier
     b.   extension
     c.   filename
     d.   path specification

9   The special directory created when a disk is formatted is called the _____.

     a.   current
     b.   default
     c.   path
     d.   root

10   To create a subdirectory, use the _____ command.

     a.   CD
     b.   ID
     c.   MD
     d.   RD

11   To move from one directory to another, use the _____ command.

     a.   CD
     b.   ID
     c.   MD
     d.   RD

12   DOS searches only the current directory of the default drive unless you specify a _____.

     a.   path
     b.   prompt
     c.   root
     d.   wildcard

    a.   asterisk
    b.   dollar sign
    c.   question mark
    d.   backslash

14   Use the DIR _____ command to display one screenful of files
     at a time.

     a.   /S
     b.   /P
     c.   \W
     d.   \P

15   To delete a subdirectory, use the _____ command.

     a.   CD
     b.   ID
     c.   MD
     d.   RD

16   To verify the condition of a disk, use the _____ command.

     a.   CHDIR
     b.   CHKDSK
     c.   MKDIR
     d.   RMDIR

PRACTICAL APPLICATION   - 24 marks

You will need to use one of your disks, and files found on the network in the directory **I:\DATA\STANP**.

Do the following in the order listed.

2   1.   Format the disk and use your first name as the volume label.

2   2.   Make a directory on that disk and use the first 8 letters of your last name for the directory name.

2   3.   Inside your directory make a directory called **COMPUTER**.

2   4.   Inside your directory make a directory called **EDP104**.

4   5.   Copy from the I drive (listed above) all the files that have **ROSEMARY** as the file name regardless of the extension and put them into the **COMPUTER** subdirectory.

4   6.   Copy from the I drive (listed above) all the files that have **ROSEMARY** as the file name and have an extension **001** to **009** and put them into the **EDP104** subdirectory.

     7.   Display a directory of **EDP104**. Use the Print Screen feature to print. (Do not collect the paper, I will get them all at the end.)

3   8.   Remove the **EDP104** directory from your disk. (you may need to delete files first.)

2   9.   Display on your monitor the contents of the file in the I drive called **DONTCOPY**. Write the last word of the file in the space below.

_____

**PLEASE TURN IN BOTH THIS SHEET AND YOUR DISK
THANKS FOR A GREAT TERM ! ! !**