Computer Applications Literacy
CPLA 120

Lecture Notes And Assignments

(Revised 9/22/2004)

Windows XP and Office 2003
Computer Literacy Fulfillment
Student Information

- To fulfill Eastern Washington University’s Computer Literacy Basic Skills and Computer Literacy Competency, a student must pass the 2 Computer Literacy exams at 80% or better.
- The Computer Science Department offers several options to facilitate a student’s success in fulfilling Computer Literacy.
  o Take and pass the exams at 80% or better.
  o Take CPLA 100/101 and pass both exams at 80% or better.
  o Take CPLA 120 and pass both exams at 80% or better.
  o Take CPLA 198 and challenge the exams at a convenient time, passing the exams at 80% or better.
- A student may take the exams any number of times to succeed in fulfilling the Literacy requirement, can only take each exam a maximum of 2 times in any one quarter. (If a student somehow takes an exam more than twice in a quarter, the subsequent exam score(s) will not be used.)

Course Grading

1. A student will pass the course if they pass the corresponding exam(s) (the minimum grade for CPLA 100 will be a ‘P’ or the minimum grade for CPLA 101 and CPLA 120 will be a ‘.7’).
2. No student will achieve a ‘P’ in CPLA 100, or 2.0 in CPLA 101 or CPLA 120 courses without passing the associated Literacy exams.
3. A student who does not pass one or both of the Literacy exams may retest for literacy fulfillment and/or to improve the class grade. A student has only one chance to improve the class grade.
4. The student must retake that exam within one quarter in order to change the class grade. In order to receive an incomplete, the student must have completed a minimum of 50% of the class requirement.
5. A student who has a situation needing more time (beyond the following quarter) to complete the course should negotiate an incomplete with the instructor. This would require exceptional circumstances.
6. The student must inform the instructor (or the Literacy Coordinator if the instructor is gone) in writing (email is acceptable) when the retest is complete if they wish to have their grade recalculated.
7. Exam scores are calculated as follows for the course grade: A successful retake regardless of the actual score, earns 80 points and is averaged with the first exam. The exams are worth approximately 75%, the homework is worth approximately 25%.

Retaking the Exam

1. A student is allowed to retake both the Literacy 1 exam and the Literacy 2 exam during any given quarter (for a total of 2 times per exam in the quarter.)
2. A student who fails a Literacy 1 exam or Literacy 2 exam during class testing times can retake the exam during challenge testing times. (There is an additional $8.00 charge for each challenge exam).
3. A student may not take the same exam twice in the same day.

Cost

If the test is taken in class, the class fee covers the cost of the test. If the test is taken outside of a class, there is an $8.00 fee for each test. If a student wants to take an exam outside of a scheduled exam time, it may be possible to arrange a special testing time. The fee is $30.00 for a special test. To schedule a special test you will need to contact the Computer Science Department at 359-6260.

Academic Integrity

Students are expected to do their own work on homework and exams. If students are caught cheating, both the student helping and the student being helped may receive a 0.0 for the class. If students are caught cheating on the test all involved students may receive a ‘0’ for the test.
You will need to type short answers for each of the following.

1. Approximately how much are the Lit 1 and Lit 2 exams worth for a CPLA 120 class overall?

2. How many times can a student, take Lit 1 and Lit 2 exams?

3. How many chances does a CPLA 120 student have to replace the original Lit 1 exam or Lit 2 exam for a class?

4. Who must a CPLA 120 student inform once the retake of Lit 1 exam or Lit 2 exam has been taken? How? (3 points)

5. How long does a CPLA 120 student have to retake Lit 1 exam or Lit 2 exam to change the class grade?

6. If a student needs to retake either the Lit 1 or the Lit 2 exams is there a charge for retaking either exam? How much? (3 points)

7. What can happen to a CPLA student if caught cheating on homework or an exam?

8. If a student fails the Lit 1 exam or Lit 2 exam during class testing times, when can the student retake the exam?

NOTE: You can download these questions from the following Computer Literacy Website:

http://computer literacy.ewu.edu/

- click on CPLA 120 Button
- click on Class Files Button
## Lecture 2 Notes:

### Computer components
- **Input devices**
  - Mouse
  - Keyboard
- **Output devices**
  - Monitor
  - Printer

### Formatting a PC disk

### What’s a User Interface
- Hardware and software work together
- Software user interface
- Windows
  - Buttons / Icons / Menus

### System unit
- Central processing unit (CPU)
  - Memory
  - RAM
  - ROM

### Storage devices
- Floppy disk drive
- Zip® drive
- Hard disk drive
- CD-ROM drive & CD-RW drive
- DVD-ROM drive & DVD+RW drive

### System menu and buttons
- Minimize / Maximize / Close
- Click and dragging corners
- Scroll bars

### Communications devices
- Modems (internal/external)

### Computer software (computer program)
- System software
- Application software

### My Computer Window
- Windows
- Resizing windows

### System Requirements

Programs require that your system meet its minimum **system requirements**, the minimum level of equipment that a program needs in order to run. For example, a given program may be designed to run on a PC with a Pentium microprocessor, a CD-ROM drive, at least 66MB of RAM, and 125MB of free hard disk space.
LAB ASSIGNMENT B – Computer Basics & Windows XP:

For this lab start on page WIN 4 with An Introduction to Microsoft Windows XP and Office 2003 and work through to Page Win 65 To Log Off the Computer.

Complete T/F Questions for Lab Assignment B and turn into instructor.

Lab Assignment B - QUESTIONS

Name: __________________     Class and Section Number ___________
Instructor’s Name: ______________

Answer the following True/False questions and turn them into your instructor.

T  F  1. A user interface is a combination of computer hardware and computer software.

T  F  2. Right-dragging involves holding down the right mouse button, moving an item to the desired location, and then releasing the right mouse button.

T  F  3. You can resize a window by positioning the mouse pointer over the lower-right corner of the window border until the mouse pointer changes to a two-headed arrow and then dragging the lower-right corner of the window to the desired size.

T  F  4. To launch a program using the Start Menu, the first thing you need to do is select My Computer.

T  F  5. To find an entry in the Windows Help Index, type the first few characters of the entry in the text box in the Index sheet.

T  F  6. Windows Explorer (Explore) is an application you can use to organize and work with the files and folders on the computer.

T  F  7. Collapsing a folder removes the subfolders from the hierarchy of folders in the Folders pane.

T  F  8. You select a group of files in the Contents pane by pointing to each icon or file name and clicking the mouse button.

T  F  9. Programs require that your system meet its minimum system requirements in order to run.

T  F  10. To start Windows Explorer (Explore), right-click the My Computer icon on the desktop and then click on Explorer (Explore).
CPLA 120 Course Outline
Macintosh Basics
LECTURE 3 & LAB ASSIGNMENT C

Lecture 3 Notes:

**Blackboard**
Handout

**Macintosh desktop**
Apple menu
The Dock
Trash
Hard drive
Floppy

**Creating a document**
Editing text
Saving a document
Formatting
Printing

Switching between programs with the dock.

**Working with Files or Folders**
Inserting and using disks

**Working with windows**
Ejecting a disk
Dragging or Special menu

**Help**
(Look for)

**Find/Find File/Sherlock**
Changing the name of a disk

LAB ASSIGNMENT C – Macintosh Basics:

For this lab logon to Blackboard (instructions from your instructor) and read through the Macintosh online notes.

Complete T/F Questions for Lab Assignment C and turn in to your instructor.
Lab Assignment C- Questions

See Instructor.
Lecture 4 Notes:

Internet

World Wide Web

- Downloading files: http://download.cnet.com/

Web Browsers

- World Wide Web
- Home page
- Connecting to the web and starting a browser
- Uniform Resource Locator (URL)

Navigating on the Web

- Links
- Buttons (Back, Forward, Stop, Refresh)

Internet Explorer/Netscape

- Search windows
- Search button

Internet Definitions:

The following definitions will be useful when learning how to use the WWW.

- **Download**: The process of receiving information from a server on the Internet.
- **E-mail**: A means or system for transmitting messages electronically (as between terminals linked by telephone lines or microwave relays).
- **Home Page**: The information displayed at each web site is commonly referred to as the Home Page of that site. When you navigate to a web site, what you will find when you get there is the Home Page.
- **Internet**: The Internet is a massive web of computers connected by cables, infrared beams, and satellites throughout the world. Just as phone lines allow us to contact people all over the world with telephones, the Internet allows us to contact people all over the world with computers.
- **Search Engines**: Software program that finds Web sites, Web pages and Internet files.
- **Web browser**: A web browser (browser) is a software application used to access and view Web pages. Two commonly used browsers are Netscape and Microsoft's Internet Explorer. You can use any browser to access your lab assignments for this class.
- **Web page**: Electronic document on the Web that can contain text, graphical images, sound and video, as well as connections (links) to other Web pages.
- **Web site**: Locations on the web are referred to as sites. Each site on the web has a unique address (more specifically called the Universal Resource Location (URL))- just like every house in a town has its own address. To get to a specific site, you must know the site address.
- **World Wide Web (WWW)**: The WWW (more commonly referred to as "the Web") is one of many services available on the Internet. The Web is a worldwide collection of electronic documents (Web pages) that have built in links to other Web pages and is part of the Internet that supports multimedia. Among other things the web is used to communicate, play games, access information, and find your lab assignments for this Computer Literacy course.
Opening Netscape or Internet Explorer:

- On a PC, double click the Netscape or Internet Explorer icon located on the desktop.
- Once Netscape or Internet Explorer is open you need to direct the web browser to the site you want to visit on the web.

Opening a Web Site by typing the specific address:

- If you are using Netscape or Internet Explorer, you click on the File menu, then select Open or Open Page, and type in the site address.

(NOTE: Be very careful when you type in a web site address. If you type it in incorrectly, your browser will not be able to find the web site.)

Opening a Web Site by clicking on the Link:

- Identify the Link. The most common links are text that is colored and underlined, but pictures and icons can also be links.
- Click on the Link with your mouse. You will immediately be taken to the home page of that site.

(NOTE: To identify a link just point to the link with your mouse cursor and your cursor will usually turn into a little hand.)

Searching on the Internet:

- See a list of search engines on the previous page.
- To search the Internet you will need a search engine. Explore the search engines, and find one you are comfortable using.
- Once you have connected to a search engine, type in the subject of your search in the space provided.
- Try typing in EWU and Click on the Search button.
- A New page will appear with a list of links pointing to various sites on the Internet.

Now try searching for some subjects that interest you. To start, when typing in a subject, it is a good idea to use as few words as possible. The more words you use the more difficulty the search engine has finding a match for your subject. (Reminder: To return to a previous site click the Back button towards the upper left hand corner of the screen.)
LAB ASSIGNMENT D – World Wide Web:

Your assignment is to search the web for information on two specific topics. Choose two of the topics listed below:

- Virus Software
- Current Musical Bands
- Free Software
- Free Icons
- Top Ten Books

- Now find one link to each of these two subjects and go to those sites.

Print page one of each site:

- Print out the pages for those sites making sure that you print no more than one page per site.
- To do this, select the File menu, and then Print. A dialogue box will then appear.
- In the section titled Print range, click on the little circle to the left of the word “Pages” then insert 1 to 1.
- Then click the OK button. This will print the first page of the web site that is currently being displayed.

Turn in your printouts with the following information in the upper right hand corner, hand written:

Your Name:
Course number and section:
Lab #:
Date:
Instructor’s Name:

LAB ASSIGNMENT E – World Wide Web:

Your assignment is to search for a web page that pertains to any other class that you are taking.

Turn in your printouts with the following information in the upper right hand corner, hand written:

Your Name:
Course number and section:
Lab #:
Date:
Instructor’s Name:

If you are not taking any other classes, see your instructor for other options.
Lecture 4 Notes – Email:

Electronic mail (email)  Using email
Electronic mail software Hotmail
Netscape mail messenger Message format
Instant messenger To:
Others Cc:
Others Bcc:
Others Subject:
Others Body
Others Attachments

LAB ASSIGNMENT F – Email

Your assignment is to:

a) Sign-up for free hotmail (if you do not already have an email account).
   b) Send one email message to your lab instructor.

Include your name, course number & section number, Lab # and date in the message you send to your instructor.

Hotmail Sign Up:

- Type the address (URL) into Location (Netscape), or Address (Internet Explorer) box.
- http://www.hotmail.com
- Click on: Sign up now! Link.
- Read through the Terms of Service.
- Click on: I Accept button.
- Fill in the boxes, and follow the directions.
- Once you have completed all the information, you will be given the final screen that says you have an E-Mail account with Hotmail.
- Now, manipulate through the screens until you come to the screen with Hotmail options for e-mailing.

Finish the assignment by e-mailing your instructor and include an attachment of some document (e.g., Word document, SimpleText document, Picture, etc).

LAB ASSIGNMENT G – Email

Your assignment is to email an instructor that you had planned to email for another class and carbon copy (cc) your CPLA instructor.

Be sure to include in the email:

your name,
your course number and section,
lab #,
and date in the message.

If you are not taking any other classes, you may email another student from this CPLA class.
CPLA 120 Course Outline
Microsoft Word on the PC
LECTURE 5 & LAB ASSIGNMENTS H, I, J & K

Lecture 5 Notes:

Starting Word on the PC

Inserting clip art
Center and resize clip art
Repositioning clip art

Adding Headers and Footers
Page numbers and date

Saving a document
Save and Save as

Printing a document
Printing from the menu
Printing from the tool bar
Print preview

Word Help System
Ask a Question Box

Menu bars
Standard toolbar
Formatting toolbar
Hiding/showing toolbars
Sizing toolbars

Zooming page width

Entering text
Changing text format
Size / Font / Bold / Italics / Underlining
Text alignment
Bullets and numbering
Undo
Displaying Format Marks
Word-wrap
Check Spelling / Thesaurus
Page setup (e.g., margins)

Indenting Paragraphs

Footnotes

Inserting Symbols

Page Breaks

Line Spacing

Find & Replace

Moving Text

Browse Object Button

LAB ASSIGNMENT H – Word Processing Exercise:

Complete Project 1 in your textbook starting on page WD 4 Project One – Grand Prix Announcement and working through page WD62 Word Help System section.

Turn in your printout from WD53, including your name, CPLA course number & section number, Lab #, date and your instructor’s name in the Header / Footer.
Lab Assignments (I, J & K) – Word Processing:

LAB ASSIGNMENT I – Word Processing Exercise:
Choose one of the In Lab exercises from pages WD 67 to WD 70 out of your textbook and complete it.

Turn in a printout of the completed project, including your name, CPLA course number & section number, Lab #, date and your instructor’s name in the Header / Footer.

LAB ASSIGNMENT J – Word Processing Exercise:
Complete Project 2 in your textbook starting on page WD 74 Creating a Research Paper and working through page WD 121 and stopping after you complete the To Save a Document again and Print it section.

Turn in a printout from page WD 121, including your name, CPLA course number & section number, Lab #, date and your instructor’s name in the Header / Footer.

LAB ASSIGNMENT K – Word Processing Exercise:
Create a Word document for any other class you are taking. This document needs to include your name, your instructor, course and section number (e.g., ENGL 100-02). The document also needs to include your CPLA instructor’s name and your course and section number (e.g., CPLA120-01), Lab # and date in the Header/Footer.

You will need to include:
- Page numbers (you must have at least two pages)
- Bullets
- Footnote
- 1” right and left margins
- Title that is highlighted in some way (e.g., larger font, bolded, italics, outline, etc)

If you are not taking any other classes, see your instructor for other options.
CPLA 120 Course Outline
Microsoft PowerPoint
LECTURE 6 & LAB ASSIGNMENTS L, M, N & O

Lecture 6 Notes:

What is Microsoft PowerPoint?

Creating a PowerPoint presentation
START Menu→Programs
Task Pane
Toolbar Options list

The PowerPoint window
PowerPoint Views
Normal
Outline
Slide
Slide sorter
Slide show

PowerPoint Toolbars etc.
Menu bar
Standard toolbar
Formatting toolbar
Status bar

Design templates
Applying a design
Title Area
Title and Subtitle

Formatting text
Font Style
Font Size

Saving on a Floppy Disk
Save button
Save in box
File name

Adding a New Slide
New slide button
Bulleted lists
Increase Indent
Decrease Indent

Viewing your presentation (Slide Show)
Moving manually through a slide show
Navigating to a specific slide

Check spelling

Printing a presentation
Multiple slides per page (4 slides per page)
Notes page

PowerPoint Help

Name in footer

LAB ASSIGNMENT L – Microsoft PowerPoint:

Work through project 1 starting on page PPT 4 Strategies for College Success and finishing with PPT To Print a Presentation.

Turn in a printed version of your presentation from page PPT 60 with 4 slides per page and include your name, CPLA class number and section, Lab # and instructor’s name in the footer.

Lecture 6 Notes (continued):

Outline Tab
Outline Toolbar
Adding slides
Promote button

Drawing tools
Adding and Manipulating Figures
Text boxes
Word art
AutoShapes

Adding ClipArt
**Lab Assignments (M, N & O) – PowerPoint:**

**LAB ASSIGNMENT M – Microsoft PowerPoint:**

Work through Project 2 starting on page PPT 82 Healthy Eating, Healthy Living and finishing with PPT 125 *Printing Presentation Slides*.

Turn in a printed version of your presentation from pages PPT 124 Outline View and PPT 125 with 5 slides per page and include your name, CPLA class number and section, Lab # and instructor’s name in the footer of the page not the slides.

**LAB ASSIGNMENT N – Microsoft PowerPoint:**

Choose one of the *In Lab* exercises from pages PPT133 to PPT 137 out of your textbook and complete it.

Turn in a printed version of your presentation with 4, 5, or 6 slides per page where appropriate and include your name, CPLA class number and section, Lab # and instructor’s name in the footer of the page not the slides.

**LAB ASSIGNMENT O – Microsoft PowerPoint:**

Create a PowerPoint presentation for any other class you are taking. This document needs to include your name, your instructor’s name, and course and section # (e.g., ENGL 100-02). You will need to include your CPLA instructor’s name, and your CPLA course number and section (e.g., CPLA 120-01), and Lab # in the footer of the page not on the slides.

**You will need to include:**
- At least 4 slides
- Title slide
- 1 freehand drawing
- 2 clip arts with appropriate Slide Layouts
- Design Template
- Promoting a bulleted list

Print with 4 or 6 slides per page.

Turn in your printouts.

If you are not taking any other classes, see your instructor for other options.
Lecture 7 Notes:

**What is Microsoft Excel**

**The Excel Workbook**
- Worksheets
- Sheet tabs
- Column heading
- Row heading
- Cells
- Cell reference
- Active cell
- Name box

**Worksheet window**
- Scroll bars
- Tab split box

**Menu bar**
- Short menu
- Full menu
- Hidden command
- Dimmed command

**Tool bars**
- Standard toolbar
- Formatting toolbar
- Resetting menus and toolbars
- Moving toolbars

**Formula bar**

**Status Bar**

**Selecting a cell**
- Mouse
- Arrow keys

**Entering text**

**Auto correct**

**Entering numbers**

**Calculating a sum**

**Copying a cell**
- Fill handle
- Fill menu option

**Formatting a Worksheet / Cell**
- Bold
- Font size / color
- AutoFormat
- Merging cells to center text
- Borders / shading
- Wrap text (shortcut menu)

**Inserting charts**
- Selecting cell range
- Types of charts
- Legends
- Column titles
- Creating a chart on a separate sheet
- Creating a chart on the same sheet

**Formulas and functions**
- Entering formulas
  - Min / Max / Average
- Using functions
  - Edit formula box
  - Dropdown list of functions
- Copying functions/formulas ➔ fill handle

**Columns Widths**
- Best Fit

**Header / Footer**

**Saving a Workbook**

**Printing Layout**
- Portrait
- Landscape

**Printing Options**
- Value view
- Formula view (ctrl + ~)
- Section view
# Lab Assignments P, Q, R & S – Excel (continued):

## LAB ASSIGNMENT P – Excel:

Read and work through pages EX 4 Extreme Blading Second *Quarter Sales* through page EX 46 *Quitting Excel*.

Insert a custom header/footer that includes your name, class number, section number, Lab # and your instructor’s name to the spreadsheet.

**Turn in a printout of your worksheet.**

## LAB ASSIGNMENT Q – Excel:

Start Project 2 on page EX 70 *Blue Chip Stock Club* and work through page EX 120 *Changing the Print Scaling Option Back to 100%*.

Insert a custom header/footer that includes your name, class number, section number, Lab # and your instructor’s name to the spreadsheet.

**Turn in the three printouts of your worksheets (pages EX 115, EX 117 and EX 119).**

## LAB ASSIGNMENT R – Excel:

Choose one of the *In the Lab* exercises from pages EX 132 to EX 136 of your textbook. Insert a custom header/footer that includes your name, class with section number, Lab # and your instructor’s name to the spreadsheet.

**Turn in a printout(s) of the completed assignment.**

## LAB ASSIGNMENT S - Excel:

Your assignment is to create a spreadsheet for any other class that you are taking. Insert a custom header/footer that includes your name, class with section number, Lab # and your instructor’s name to the spreadsheet.

You will need to include the following:

- Formulas with the Formula View
- Appropriate formatting (e.g., bolding, italics, currency, percentages, borders, etc.)
- Chart

**Turn in a printout of value view and formula view.**

**If you are not taking any other classes, see your instructor for other options.**
CPLA 120 Course Outline
Microsoft Excel Lists
LECTURE 8 & LAB ASSIGNMENTS T, U, V & W

Lecture 8 Notes:

What is a Microsoft Excel List?

Starting Excel and creating a new database

Fields
What is a field?
Adding fields to a table
Deleting a field in a table

Creating a list
Field names
Data type
Text / Number / Currency

Records
What is a record?
Adding records to a list
Deleting records in a list

Previewing and printing a table
Page Setup
Portrait view / Landscape view

Using Forms to add data to a table
Creating a form using Data Menu
Opening a form
Using a form to view specific records

LAB ASSIGNMENT T – Excel:
Read and work through Project 5 pages EX 306 starting with Creating, Sorting and Querying a list and ending with Print the Worksheet and Saving the Workbook on page EX 361.

Insert a custom footer that includes your name, class with section number, number, Lab # and your instructors name.

Turn in printouts of:
List on page EX 331
Worksheet on page EX 361

Project Five is available online at the following URL: http://computerliteracy.ewu.edu/project5.pdf
When asked for a password enter: student
Lecture 8 Notes – Excel Lists (continued):

**Querying a database**
What is a query?

**Querying for specific information**
Entering Criteria
Comparison operators
  `<`
  `>`
Compound criteria
  `OR`
  `AND`

**Sorting records**

**Calculated Fields**

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**LAB ASSIGNMENT U – Excel Lists:**

Choose one of the In the Lab exercises from pages EX 369 to EX 374.

*Closing a Database.*

Include a footer with your name, class with section number, Lab # and your instructor’s name. You may copy and paste your results into one sheet for printing.

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**LAB ASSIGNMENT V – Excel:**

**What you will need:**
- A 3.5 inch disk
- The file Allied Sports.xls.
- Use Netscape / Internet Explorer to download the Lexus2.mdb file from the following URL:
  
  [http://computerliteracy.ewu.edu/](http://computerliteracy.ewu.edu/)
- Click on CPLA 120 Button
- Click on Class Files Button

Complete the Cases and Places exercise 2 and 3. Include all pertinent info in header or footer.
CPLA 120 Course Outline
Library
LECTURE 9 & LAB ASSIGNMENT X

Lab Assignment 9 – Notes:

<table>
<thead>
<tr>
<th>LAB ASSIGNMENT X – Library Lab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Internet Explorer or Netscape Communicator to read through the Online Library Tutorial from the following URL:</td>
</tr>
<tr>
<td><a href="http://www.library.ewu.edu/tutorials/cpla/welcome.html">http://www.library.ewu.edu/tutorials/cpla/welcome.html</a></td>
</tr>
<tr>
<td>• Be sure and follow the active links in the Tutorial</td>
</tr>
<tr>
<td>• Read and absorb the Tutorial before attempting to do the Library Lab</td>
</tr>
<tr>
<td>• Complete &amp; turn in the Library Lab (LAB ASSIGNMENT X) on the following pages to your instructor</td>
</tr>
</tbody>
</table>
Lab Overview:
The purpose of this lab is to familiarize yourself with the various databases available through the EWU Library system and learn how to think critically about WWW resources.

I. Connecting to the EWU Library System

Start up your web browser. Link to the EWU Library Home Page.
The URL is: http://www.ewu.edu/library
***Note: This is a new URL***

Next, link to EWU Library Catalog

II. Locating books and periodical titles using the EWU Library Catalog

For this exercise you will:
1) Locate a book
2) Determine whether EWU owns a periodical title

A. You were told the EWU Library owns a book entitled “The Aguero Sisters.” Verify the ownership by providing the following:

Publisher:_______________________________________________________________
Publication Date:_________________________________________________________
Call Number and Location:_________________________________________________
Can the book be checked out? Yes_____ No____
Continue using the library catalog for the following question.

B. You are conducting research on education and found the following citation: Diane Holt-Reynolds. “Good readers, good teachers?” *Harvard Educational Review*, vol 69, issue 1, Spring 1999, pp 29-50.

How would you search the online catalog to determine if this article could be found in the JFK Library?
   A) Title/Author search using the title of the article and the name of the author
   B) Title search using the title of the article, “Good readers, good teachers?”
   C) Author search using the name Diane Holt-Reynolds
   D) Title search using the title of the journal, *Harvard Educational Review*

Does the JFK Library have the journal issue you need, specifically vol. 69, issue 1?______

What information from the online catalog would you need to retrieve volume 69, issue 1 of the *Harvard Educational Review* from the shelves? _______________________________________

III. Locating articles on a particular topic using FirstSearch

FirstSearch is a group of over 20 periodical indexes that enable you to locate articles in magazines and journals. FirstSearch is a menu item on the EWU Library Home Page.

1) Go to http://www.ewu.edu/library
2) Link to FirstSearch

**If accessing this database remotely, you will be asked to provide your name, EWU ID number and a PIN number. This only applies to remote access.**

FirstSearch provides access to many different periodical databases. Answer the following questions based on the **description** of the database. Click on the Info icon to find out more about a particular database.

1. What database (not topic area) would be best to use if you were looking for popular magazine articles on the issues of health care costs?
   A. GPO
   B. Reader’s Guide
   C. Medline
   D. Papers First

2. The Biological and Agricultural Index (BiolAgrIndex) indexes:
   A. journal articles and interviews in the field of mathematics, physics, and engineering from 1983 to the present
   B. articles in the field of life sciences and agriculture from 1983 to the present
   C. international publications covering all areas of medicine from 1984 to the present
   D. technology publications from 1989 to the present
Database search exercise
This exercise will help you identify the subject headings used in a database. You will search a particular database using FirstSearch to locate articles on the following topic:

Should the movie industry censor the content of movies?

• Connect to the Humanities Abstracts (HumanitiesAbs) database on FirstSearch.
• Once connected, type the following keywords: **movies and censorship**

4. How many records did you retrieve?
   A. 55-62
   B. 10-30
   C. less than 10
   D. 21-52

5. Scroll through the results, and click on the title “Three Decades of Film Censorship-Right Before Your Eyes.” This record represents a:
   A. government report
   B. newspaper article
   C. journal article
   D. book

6. The Humanist v.60, in the SOURCE field represents:
   A. annual quarterly report number
   B. journal title and volume number
   C. book title and chapter number
   D. quarterly report accession number

7. Using this record, identify one **subject heading** that the Humanities Database uses to describe articles on censorship of movies.

   __________________________________________________________

Continue using the **Humanities Abstracts**. Perform another search.

Now, using the terminology the database has chosen to describe the censorship of movies, create another search to locate more articles on this topic.

Type the terms, **motion pictures censorship** in the search box
Change the Keyword Index to indicate "Descriptors" (**pull down menu**)

8. How many records did you retrieve compared to your search with "movies and censorship"?
   A. More records were retrieved
   B. Less records were retrieved
   C. No records were retrieved
   D. The same number of records were retrieved
2nd search exercise

- Now search the **Biological and Agricultural Index (BioAgIndex)** on FirstSearch to locate articles on the population of cougars.
- Type the following terms in the search box: **Cougars and population** (Make sure these words are searched as Keywords).

9. Review some of the articles. What would be a better search strategy to locate more articles relevant to this topic?

   A. pumas or population  
   B. mountain lions and cougars and population  
   C. pumas and population biology  
   D. (cougars and pumas) or population biology

This completes the exercise using FirstSearch.

**Evaluating Internet Resources**

Complete the following exercises evaluating the web sites for their authority, accuracy, objectivity, currency, coverage, access, and design.

1. You were given the following URL’s to locate the official web site for the United States Environmental Protection Agency. Judging the domain, which is the official site?

   A. www.epa.net  
   B. www.epa.gov  
   C. www.epa.org  
   D. www.epa.com

2. Connect to the following URL http://www.nycballet.com/about/rep_coppelia.html which describes the ballet, Coppelia. Who is the sponsor of this site?

   A. Charles Nutter  
   B. George Balanchine Trust  
   C. New York City Ballet  
   D. Lincoln Kirstein’s Repertory Notes

3. Examine these two web sites:  
   Martin Luther King—A True Historical Examination  
   [www.martinlutherking.org](http://www.martinlutherking.org)  
   The King Center  
   [www.thekingcenter.com](http://www.thekingcenter.com)

Which presents a biased point of view?

   A. Martin Luther King—A True Historical Examination  
   B. The King Center
Lab Assignment 10 – Notes:

LAB ASSIGNMENT Y – Web site:

Create a Web site that includes:

- A home page titled term.html with one supporting page
- A balance of text and graphic images
- At least two images
- Hyperlinks:
  - Internal, from one spot on a page to another spot on the same page
  - Internal, to another document you created (be sure to include a link back to your home page)
  - External, to a site on the Internet
- Formatted Text
  - Color
  - Size
  - Type
  - Headings
- A Background Image or Color scheme
- Separate the pages with Heading Tags
- List
- Table

Turn in a print out of what your page looks like in a browser and the code.
Turn in your work on a 3 1/2 inch floppy disk.
<table>
<thead>
<tr>
<th>Necessary Tags</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;HTML&gt;&lt;/HTML&gt;</code></td>
<td>Turns the document into an HTML file.</td>
</tr>
<tr>
<td><code>&lt;HEAD&gt;&lt;/HEAD&gt;</code></td>
<td>Contains information about the page</td>
</tr>
<tr>
<td><code>&lt;TITLE&gt;&lt;/TITLE&gt;</code></td>
<td>Placed in the Head. Displayed in the title bar of browser</td>
</tr>
<tr>
<td><code>&lt;BODY&gt;&lt;/BODY&gt;</code></td>
<td>Contains the Content of the web page.</td>
</tr>
<tr>
<td><strong>Body Attributes or Properties</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><code>&lt;BODY BGCOLOR=&quot;blue&quot;&gt;</code></td>
<td>Places a color in the background</td>
</tr>
<tr>
<td><code>&lt;BODY BACKGROUND=&quot;filename&quot;&gt;</code></td>
<td>Inserts an image as the background.</td>
</tr>
<tr>
<td><code>&lt;BODY TEXT=&quot;red&quot;&gt;</code></td>
<td>Determines the text color of the entire document unless changed elsewhere</td>
</tr>
<tr>
<td><code>&lt;BODY LINK=&quot;maroon&quot;&gt;</code></td>
<td>Determines the color of links not in RAM (unvisited)</td>
</tr>
<tr>
<td><code>&lt;BODY VLINK=&quot;navy&quot;&gt;</code></td>
<td>Determines the color of links in RAM (visited)</td>
</tr>
<tr>
<td><code>&lt;BODY ALINK=&quot;teal&quot;&gt;</code></td>
<td>Determines the color of links being activated</td>
</tr>
<tr>
<td><strong>Spacing and Arrangement Tags</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><code>&lt;P&gt;</code></td>
<td>Starts a new paragraph</td>
</tr>
<tr>
<td><code>&lt;P ALIGN=&quot;left, center, or right&quot;&gt;</code></td>
<td>Aligns selected text</td>
</tr>
<tr>
<td><code>&lt;BR&gt;</code></td>
<td>Line Break (one sided tag)</td>
</tr>
<tr>
<td><code>&lt;PRE&gt;</code></td>
<td>Preformatted</td>
</tr>
<tr>
<td> </td>
<td>Nonbreaking space</td>
</tr>
<tr>
<td><strong>Links</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><code>&lt;A HREF=&quot;page_url&quot;&gt;</code></td>
<td>Click and go to another web page on the Internet</td>
</tr>
<tr>
<td><code>&lt;A HREF=&quot;page_filename&quot;&gt;</code></td>
<td>Click and go to another HTML file</td>
</tr>
<tr>
<td><code>&lt;A HREF=&quot;mailto:email@address.com&quot;&gt;</code></td>
<td>Click and go to email</td>
</tr>
<tr>
<td><code>&lt;A HREF=&quot;#exact_name&quot;&gt;</code></td>
<td>Click and go to a specific location on the page. Determined by <code>&lt;A NAME=&quot;exact_name&quot;&gt;</code></td>
</tr>
<tr>
<td><code>&lt;A NAME=&quot;exact_name&quot;&gt;</code></td>
<td>Defines the name of a specific spot on a page</td>
</tr>
<tr>
<td><strong>Formatting Text Tags</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><code>&lt;FONT&gt;</code></td>
<td>Format a section of text using font, size, and color attributes</td>
</tr>
<tr>
<td><code>&lt;H1&gt;</code> through <code>&lt;H6&gt;</code></td>
<td>Formats the text in a heading.</td>
</tr>
<tr>
<td><code>&lt;B&gt;</code></td>
<td>Bold</td>
</tr>
<tr>
<td><code>&lt;I&gt;</code></td>
<td>Italics</td>
</tr>
<tr>
<td><code>&lt;EM&gt;</code></td>
<td>Emphasis (possibly Italics)</td>
</tr>
</tbody>
</table>
## HTML Reference Sheet

### CPLA 120

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;SUB&gt; &lt;/SUB&gt;</td>
<td>Sub Script</td>
</tr>
<tr>
<td>&lt;SUP&gt; &lt;/SUP&gt; OR &lt;S&gt; &lt;/S&gt;</td>
<td>Super Script</td>
</tr>
<tr>
<td>&lt;U&gt; &lt;/U&gt;</td>
<td>Underlined</td>
</tr>
</tbody>
</table>

### Font Attributes

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;FONT COLOR=&quot;purple&quot;&gt;Text&lt;/FONT&gt;</td>
<td>Changes the color of the text to purple</td>
</tr>
<tr>
<td>&lt;FONT FACE=&quot;name of font&quot;&gt;Text&lt;/FONT&gt;</td>
<td>Allows the browser the opportunity to view the text in that font. If the browser doesn’t recognize that font it will use its default font.</td>
</tr>
<tr>
<td>&lt;FONT SIZE=&quot;1 through 7&quot;&gt;Text&lt;/FONT&gt;</td>
<td>Determines the size of marked up font</td>
</tr>
</tbody>
</table>

1 is smallest

7 is largest |

### Creating List Tags

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;UL&gt; &lt;/UL&gt;</td>
<td>Bulleted list (no order)</td>
</tr>
<tr>
<td>&lt;LI&gt; &lt;/LI&gt;</td>
<td>List Item</td>
</tr>
<tr>
<td>&lt;OL&gt; &lt;/OL&gt;</td>
<td>Numbered list (ordered)</td>
</tr>
<tr>
<td>&lt;LI&gt; &lt;/LI&gt;</td>
<td>List Item</td>
</tr>
</tbody>
</table>

### Table Tags

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;TABLE&gt; &lt;/TABLE&gt;</td>
<td>Creates a table</td>
</tr>
<tr>
<td>&lt;TH&gt; &lt;/TH&gt;</td>
<td>Creates a table header. Indicates column or table headings</td>
</tr>
<tr>
<td>&lt;TR&gt; &lt;/TR&gt;</td>
<td>Creates a table row</td>
</tr>
<tr>
<td>&lt;TD&gt; &lt;/TD&gt;</td>
<td>Table Data: Creates a table cell within a row</td>
</tr>
</tbody>
</table>

### Table Attributes

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALIGN=&quot;left or right&quot;</td>
<td>Aligns table on page</td>
</tr>
<tr>
<td>WIDTH=&quot;value or %&quot;</td>
<td>Determines the width in pixels or a %</td>
</tr>
<tr>
<td>BORDER=&quot;value&quot;</td>
<td>Determines width of the border in pixels</td>
</tr>
<tr>
<td>CELLPACING=&quot;value&quot;</td>
<td>Places spacing between cells (pixels)</td>
</tr>
<tr>
<td>CELLPADDING=&quot;value&quot;</td>
<td>Places spacing between cell border and contents of cell (pixels)</td>
</tr>
</tbody>
</table>

### Image Tags

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;IMG SRC=&quot;filename&quot;&gt;</td>
<td>Places an image with that filename</td>
</tr>
</tbody>
</table>

### Image Attributes

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALIGN=&quot;left,right,middle,top&quot;</td>
<td>Aligns image on page</td>
</tr>
<tr>
<td>WIDTH=&quot;number_of_pixels&quot;</td>
<td>Determines size of image</td>
</tr>
<tr>
<td>HEIGHT=&quot;number_of_pixels&quot;</td>
<td>Determines size of image</td>
</tr>
<tr>
<td>ALT=&quot;text&quot;</td>
<td>Alternate text when image isn’t available</td>
</tr>
</tbody>
</table>

### Horizontal Rule

<table>
<thead>
<tr>
<th>Tag/Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;HR&gt;</td>
<td>Places a horizontal line on the page</td>
</tr>
</tbody>
</table>