Unit 0: Introduction and Using Windows™

In this short introductory unit, you will learn terminology and basic skills of computer operation that are needed for subsequent successful use of the machines. As you do the reading outlined below, you may find it useful to keep some notes of unfamiliar terms and concepts. You will probably find it easiest to understand the more operationally-oriented sections, characterized by lists of step-by-step instructions, by actually trying the operations out on a computer as you read. When you have finished each weekly reading assignment, write out the listed practice exercises to turn in on the indicated day.

Schedule

Feb. 18: (Meet in P114) Read Lessons 1-3 of the Introductory Module in your textbook. Turn in practice exercises from page INT-7 #1-5 and page INT-37 #1 and 2 (Practice #1). Whenever you turn in practice exercises, be sure your name is in the upper right, along with the assignment number (in this case, “Practice #1”).

Feb. 20: (No class)

Feb. 22: (Lab day L-145A) Read Lessons 5-9 from the Introductory Module. As you read section 9 format both of the diskettes you bought for this class. Call one of them CS 4000 Data and the other CS 4000 Backup. You will use these disks to store your work for the rest of the class. You may also use them for practice as you read sections 5-8 if you skip ahead and do the formatting from section 9 first.

Feb. 25: (Meet in P101) Turn in Quick Review exercises from page INT-25 #2-4 and Exercises from page INT-37 #7, 9 and 11-13 (Practice #2).