

**Introduction to Computers • ITSC 1301-1002**  
**Lab Assignments • Mondays, 6:00 p.m. - 8:50 p.m.**

Barb Dostal, Instructor

Any or all may be turned in early, none accepted late

**Due Monday, August 31 • E-mail Assignment**

Compose a list of five (5) things about yourself. These can be facts about you and your family that you don't mind sharing. Once compiled, e-mail the list to me at [barb.dostal@templejc.edu](mailto:barb.dostal@templejc.edu)

**Due Monday, September 7 • Article Review:** Computers in the home

**Due Monday, September 14 • Article Review:** Software for personal use

**Due Monday, September 28 • Examining My Computer**

You have two weeks for this assignment. See page 2 for details

**Due Monday, October 7 • Article Review:** Computers in business

**Due Monday, October 19 • Word Processing Document**

You have two weeks for this assignment. See page 3 for details

**Due Monday, October 26 • Article Review:** Computer security

**Due Monday, November 2 • Article Review:** Computer ethics

**Due Monday, November 16 • Presentation Assignment**

- Create a PowerPoint presentation about you or something that interests you.
- Presentation must contain at least six (6) slides
- Two (2) slides must have pictures (scanned, clipart, Internet)
- Print the presentation, six (6) slides per page
- Turn in printout and disk or CD on which the presentation is saved
- You have two weeks for this assignment.

**Due Monday, November 30 • Research Assignment**

Choose a computer related topic that interests you. Use the Internet to research your topic. You must have at least three (3) different sources. Write a paper about the topic, list the URL or http or www addresses in a bibliography. The paper must be typed, using any word-processing software package, double spaced, font size no larger than 13 point, left and right margins no greater than 1.25" and be between 3 to 5 pages in length (excluding the bibliography). The paper can be turned in early.

**Due various Mondays • Article Reviews**

For each of the topics listed below, locate a recent article (6 months old or less) from any periodical, journal, the Internet, etc. (Textbook cannot be a source). Read the article, type a ½ to 1 page summary of that article using either Word, WordPad, Works, Star Office Writer, Open Office or as an e-mail message. You may choose the format, but spelling and grammar are important. Then either e-mail the summary and with the article's source to me.

**The College's time and date stamp on the e-mails will determine its turn-in status.**

## Due Monday, September 28 • Examining My Computer • Lab Assignment #4

Type your name, date and lab assignment number at the top of the page.

Answers all the bulleted items.

Print and turn in by the given due date.

### If using Windows XP or older operating system

Double click on the **My Computer** icon on your desktop

- How many disk drives does your computer have?
- What letters are used for each of the drives?
- Does your computer have a CD ROM? If so, what letter is used for it?

Right click on the icon for the hard disk using the letter C:

Click **Properties** on the pop-up menu

- What type of disk is it?
- What type of file system is used?
- How much of the hard disk is used space?
- How much of the hard disk is free space?
- What is the total capacity of the hard disk?

Click the **Start** button

Click the **Help** on the pop-up menu

Type **Disk Cleanup** in the **Search** text box

Click on **Using Disk Cleanup** to learn the following information:

- How does Disk Cleanup help to free up space on the hard disk?

### If using Vista operating system

Click **Start** (globe on bottom left)

On right side of pop-up menu, click **Computer**

- How many disk drives does your computer have?
- What letters are used for each of the drives?
- Does your computer have a CD/DVD? If so, what letter is used for it?

Right-click on the icon for the hard disk using the letter C:

Click **Properties** on the pop-up menu

- What type of disk is it?
- What type of file system is used?
- How much of the hard disk is used space?
- How much of the hard disk is free space?
- What is the total capacity of the hard disk?

Click **Disk Cleanup** button

Choose **My Files Only**

When disk cleanup screen appears:

Click "**How does disk cleanup work?**" at bottom left of window

- How does disk cleanup help to free up space on the hard disk?

**Due Monday, October 19 • Word Processing Document • Lab Assignment #6**

- Type the section below, then make the nine (9) changes.
- Type your name, date and lab assignment number at the bottom of the page.
- Print and turn in by the given due date.

**Ridgedale High School  
-Marching Band**

**TOURNAMENT OF ROSES**

**The marching band will be representing our great high school in this year's Rose Parade in Pasadena, California. The parade features floats and marching bands from across America.**

**They need your support to make it there!**

**Support your marching band by purchasing an Entertainment book for \$20.**

**Call 555-4488 to order books today!**

Changes to be made to the word processing document:

1. Add four (4) blank lines before Ridgedale High School
2. Change font size of Ridgedale High School & Marching Band to 22
3. Italicize Marching Band
4. Insert clip art below Marching Band
5. Change the font of "Tournament of Roses" to one of your choice
6. Underline the word "great" in the first paragraph
7. Bold the words "marching band" in the first paragraph
8. Center the sentence that begins "Call 555-4488"
9. Change the left and right margins of the entire document to 1.7"