

Computer Applications (Computer Programming1)

Directions:

Students will open and read all lessons listed below.

Students will complete all activities listed below.

Students will complete all quizzes and tests listed below with an 80% or higher. Links to quizzes and tests are on the left side of the screen under the “Assignments and Assessments” section of each unit.

Students will turn in their notes when they have been completed the required lessons.

Module 10: Play That Funky Music

___ **10.01 Discover:** Intellectual Property Rights

___ **10.01 Analyze:** Click on the arrow in the Myth Busters section and read the answer to each question

___ **10.01 Evaluate:** Click on each of the section tabs (Public Domain, Open Source, and Creative Commons)

___ Learn about the history of the personal computer by going to this website:

<http://www.computer-museum.org/exhibits/pccomeshome/index.html>

Make sure to read through all of the slides! You will be using this information in a project Later on – make sure to take good notes!

Required Projects:

Documents

If you are not familiar with how to use MicroSoft Word, please open a Word document and click on the blue question mark symbol on the upper right side of the screen. This will bring up a “Help Box.” Click on “Getting Started with Word 2010.” Scroll down to “Never Used Word Before,” click on each topic listed and read the information provided.

Project #1:

In this assignment you will generate a document for a science experiment for your science class. You will use the results of this assignment as the starting point for the next assignment.

Create a new document and save it as “Science Experiment 1.”

Type in a title describing the name of your science experiment (feel free to be creative). Then in the next paragraph enter your name. Then in the next paragraph enter today’s date.

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Then type in a paragraph of text describing the objective of your experiment. Feel free to be creative; after all, this is your chance to make up a fully fictional science experiment! Your paragraph should have at least five lines of text and feel free to experiment with word wrap. Save your project. Submit it to your teacher for grading.

Project #2:

In this assignment you will add some formatting to the science experiment you've started. You will use the results of this assignment as the starting point for the next assignment.

Open "Science Experiment 1" and save it as a new file "Science Experiment 2."

Do the following format changes:

- The title of your report should be in a larger and different font
- Your name should be in Bold
- The date should be in a different color than the rest of the document and in italics.
- In the objective you should underline two key points of your objective.

Save your project. Submit it to your teacher for grading.

Project #3:

In this assignment you will continue to add formatting to the science experiment you've been working on in this unit. You will use the results of this assignment as the starting point for the next assignment.

Open "Science Experiment 2" and save it as a new file "Science Experiment 3."

Do the following:

- The title, name and date of your report should all be centered.
- Add a procedure, which is a numbered list of steps. You should have at least six steps in this procedure.
- The objective of your report should be double spaced.

Save your project. Submit it to your teacher for grading.

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Project #4:

In this assignment you will complete your document on your science experiment.

Open “Science Experiment 3” and save it as a new file “Science Experiment 4.”

Do the following:

- Find a photograph or a clip art that fits the theme of your science experiment and add it into your document. Ensure that it is a reasonable size and well placed. (Note: if you take this image off of a web site, be sure to cite your reference in text below the picture!)
- Add page numbering to your document, feel free to experiment with the formats
- Spell check your document

Save your project. Submit it to your teacher for grading.

Spreadsheets

If you are not familiar with how to use MicroSoft Excel, please open an Excel document and click on the blue question mark symbol on the upper right side of the screen. This will bring up a “Help Box.” Click on “Getting Started with Excel 2010.” Scroll down to “Never Used Excel Before,” click on each topic listed and read the information provided.

Project #1:

In this assignment, you will be building a budget spreadsheet.

Create a new spreadsheet and save it as “Weekly Budget 1.”

Use this data to create your spreadsheet:

Weekly Budget	
My Expense Item	Amount
Groceries	50
Parking Meter	4.5
Gas	20
Coffee Stops in the Morning	10

You’ve decided to combine the weekly budgets of your family into a single spreadsheet. This requires that you add new columns to your spreadsheet.

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First you need to rename the column “Amount” with the name of one family member. Then you need to add a column for each other family member. You need to add at least 3 names in addition to you! You can modify an existing cell by simply going to that cell and typing the new value.

Then add budget items and values and feel free to be creative. Every budget item should have a value for at least one family. Some budget items should have values for multiple family members.

Save your project. Submit it to your teacher for grading.

Project #2:

In this assignment you will add various formats to the spreadsheet you created for the previous project. Feel free to experiment with different methods of selecting cells and different formats.

2. At least two rows below your last expense item, add a row that says “Last Updated” in Column A and today’s date in Column B of that row. For example, if you have expense items in rows 4 through 18 then put “Last Updated” in A20 and today’s date in B20. These two cells should have a larger font and be distinguishable from the rest of the spreadsheet.

Instructions:

1. The budget should have a full set of gridlines for every cell.
2. The project should have a thicker gridline around the perimeter of the chart.
3. The header line should have a color shading (light color of your choice)
4. The highest values for each family member should be BOLD with a red color.
5. Today’s date is on the spreadsheet with an acceptable date format.
6. The Last Updated row is in a larger font

Save your project. Submit it to your teacher for grading.

Project #3:

In Project 1 you created a weekly budget for one person and in Project 2 you added various formats to the spreadsheet. In this third project you will now add some analysis to your budget.

Instructions:

1. For each family member in your budget, calculate the Total expenses.
2. For each family member in your budget, calculate the number of expenses (you will use the =COUNT function for this).
3. For each expense, calculate the Total expense
4. For each expense, calculate the number of family members that have this expense.
5. Calculate the total Expense

Follow the general layout as described in the pictures so that your overall presentation is easy to follow. You can format counts in one color and sums in another color if it helps.

	Family Headers
Item Headers	Values

Sum Header	Count Header
Sum of each Item	Count of each Item

Sum Header	Sum per Family
Count Header	Count per Family

Total Header	Total Expense
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Save your project. Submit it to your teacher for grading.

Presentations

If you are not familiar with how to use MicroSoft PowerPoint, please open a Power Point presentation and click on the blue question mark symbol on the upper right side of the screen. This will bring up a “Help Box.” Click on “Getting Started with PowerPoint 2010.” Scroll down to “Never Used PowerPoint Before,” click on each topic listed and read the information provided.

Project #1:

In this assignment you will generate a presentation based on the history of personal computers that you read about earlier. You will be using this assignment as the starting point for the next assignment.

Create a new presentation using Power Point and save it as “The History of Personal Computers 1.”

Your presentation should have the following elements:

- Title slide with the name of your project and your name
- One slide describing the Objective of the presentation using bullet form
- One slide describing the timeline of personal computers using numbered bullet form
- A “Works Cited” page, also known as a “Bibliography.”

Save your project. Submit it to your teacher for grading.

Project #2:

In this assignment you will add a drawing to the presentation you created in the last project. You will use the results of this assignment as the starting point for this assignment.

Open “The History of Personal Computers 1.” and save it as a new file named “The History of Personal Computers 2.”

Insert a new slide after the timeline. Give this slide a meaningful title. The slide should contain a drawing that supplements the timeline. In other words, it could be a flowchart that describes several parts of the timeline

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Use at least ten different objects, and 4-6 different colors. You must have at least one arrow and at least one “Autoshape.”

Save your project. Submit it to your teacher for grading.