

Homework #1

Due Date: Thursday, Jan. 15, 2009, before 9:45AM.

- Read Chapter 1 from *Computing Essentials 2008* (pages 2-27)
- Do the Multiple Choice exercise on page 23. Do not hand it in.
- Do the Matching exercise on page 24. Do not hand it in.
- Take the online quiz and e-mail me the results.
 - Go to **highered.mcgraw-hill.com/sites/0073516708/sitemap.html?Quiz**
 - Click on “Chapter 1: Multiple Choice Quiz”.
 - Answer all the questions and then click “Submit answers”.
 - At the bottom of the results page, fill in the “My name” field.
 - Then fill in the “Email address: Me” field with your e-mail address.
 - Then fill in the “Email address: My Instructor” field with **harry@cs.pdx.edu**
 - (The default format “HTML” is okay.)
 - Do not submit more than once!
 - Do not send me e-mail asking if I got your e-mail!

- Read Chapter 2 from *Computing Essentials 2008* (pages 28-59)
- Do the Multiple Choice exercise on page 55. Do not hand it in.
- Do the Matching exercise on page 56. Do not hand it in.
- Take the online quiz.
 - Go to the same URL.
 - Click on “Chapter 2: Practice Quiz”.
 - Follow the same procedure as above.
 - Do not submit more than once!

- Go to the course syllabus and bookmark it:
web.cecs.pdx.edu/~harry/cs105/syllabus.html
- Subscribe to the class mailing list. See syllabus for details.

- Read from *Office 2007*, Chapter WD1 (pages WD1.1 to WD1.81)
 - If you are already familiar with this material, then skim over it anyway.
 - Have Word open and available while you read, so you can try things out.
 - If you are not using MS Word 2007 for Windows, then things will look different. Perform the same actions on your version of Word.
 - As you read, try to identify buttons, commands, and procedures that you do not already know. Look for the new material.

- Do the Creating a Grand Opening Flyer exercise on page WD1.84-85.
 - Print out a single page and hand it in.
 - Make sure your name prints out, as instructed.
 - For the graphic, try using Google Image Search, for “Coffee”. The file they mention (“wd01_coffee”) is apparently no longer online at the publisher.
 - If you are unable to complete any of the steps, please write (in handwriting) on the page & describe the step(s) that were a problem.