

# LSP 121 Math and Tech Literacy II

Autumn Quarter 2009

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## Today's Topics

- Course Goals and Overview
- Computer Basics and Organization

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## Course Topics

- MTL II covers at least the following topics:
  - Database concepts
    - Software: Microsoft Access
  - Descriptive Statistics
    - Software: SPSS
  - Probability and Risk
    - Software: Microsoft Access
  - Computer Programming and Algorithms
    - Software: Visual Basic and Javascript

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## Course Topics

- But we will also cover
  - How to use technology effectively
  - How to explore technology
  - Different ways to approach problems
  - Ways to analyze statistical results
  - Developing skepticism about quantitative and statistical results

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## Your Course Goals

- What do **you** want to get out of this course?

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## Course Overview

- Course Summary Web Page:
  - <http://facweb.cs.depaul.edu/brewster/lsp121/>
- Assignments and Grades:
  - <https://col.cdm.depaul.edu>
  - Mozilla Firefox recommended to access COL pages
- Contents of COL Web Page:
  - Class notes and PPT slides (you download and print)
  - Readings (you download and print)
  - Assignments
  - Announcements
  - Grades

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### Contact Information

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### Hardware – Flash Drive

- You will need a flash drive for this class
- If you already have a flash drive – add a new folder for this class
- If you do not – buy one.
- Label it with your name.
- Keep all class documents on the flash drive – classroom and lab computer file folders may not be preserved.

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### Computer – PC or Mac?

- You may use either PC or Mac to do course work, however:
  - You must ensure that it has the appropriate software (i.e. MS Office 2007)
  - You must ensure that files you submit for a grade can be read by MS Office on a PC.

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## File Names

- On PC
  - Files are named XXXXXX.FFFF
    - Where XXXXXX is a meaningful name
    - FFFF is a file extension
      - For example, Access 2007 data files have .acldb extension.
- On Mac
  - Files are named XXXXXX
    - Where XXXXXX is a meaningful name
    - No file extension

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## Executing a selected file

- When a file name is double-clicked, a PC executes the program associated with the file extension
- Mac executes a program based on file information in a hidden "file header" that is stored with the file.

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## DePaul Student Labs

- You may do course assignments either on your own computer or one in a DePaul Computer Lab.
- CDM maintains student labs in CDM building
  - CDM 1<sup>st</sup> floor Collaboration lab
  - CDM 208
  - CDM 400
  - Must activate CDM login ID for free printing
- DePaul Information Services (IS) maintains student labs in other Loop buildings with paid printing
  - Library in DPC 10<sup>th</sup> floor
  - Lewis Center 1420

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### MS-Office 2007

- DePaul and CDM labs recently upgraded from MS-Office 2003 to MS-Office 2007
- We will use MS-Office 2007 for this class.

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### MS-Office 2007

- We will use MS-Office 2007 for this class.
- File types changed from Office 2003:
  - Word - .doc → .docx
  - Excel - .xls → .xlsx
  - Access - .mdb → .accdb
- Office 2007 can save either type of file.
- Office 2003 software cannot create or read Office 2007 files.

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### "My Computer" and Folders

- On PC, start with "My Computer" to locate and organize your work into folders and subfolders.
  - Create folders with meaningful names
- In general, do not just let Windows put things into default folders.
- Frequently save your work to your flash drive. Do not modify files in "Temp" directories which are lost when you log off.

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## Screen Capture

- What if you want to grab what is on your screen and store it into a document?
- Several methods:
  - In DePaul lab, select "Print" and then choose "CutePDF" software to store screen as a PDF file.
  - In CDM lab, select "Print" and then choose "Send to OneNote", then choose "Save as PDF" from OneNote window.
  - You can also type "CTL-PrintScreen", then open a new MS-Word document, click in blank document and type CTL-V to paste screenshot into document.

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## Zip Technology

- Zip software will
  - Combine multiple files into one file (for submission to Course OnLine web site).
  - Reduce size of files (compression)
  - Create files that can be safely sent as e-mail attachments
- Result is a "zip file"
  - PC extension of .zip or .rar (or others)
  - For the Mac, create a file archive
- To get original files back, double-click on Zip file.

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## Homework #0

- Objectives:
  - To practice using software tools and Course OnLine assignment submission
  - To learn more about your interests and needs
- Instructions:
  - Download the file "Homework 0 Survey.doc" from the Documents section of COL web site.
  - Store document on your flash drive.
  - Edit using Word (either 2003 or 2007) and answer questions. Save modified document as Word 2003 or 2007 document.
  - Go to COL | Assignments | Homework #0 and submit your edited file in the Homework #0 slot.

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