

COMP 1260 - Introductory Computer Usage 1

Calendar Description: This course offers an introduction to modern computer services. Areas covered will include word processing, spreadsheets, data management systems and graphics. No prior computer knowledge is necessary. May not be taken within the Computer Science Honours or Major Program.

Prerequisite: none

Recommended for: COMP 1270

Outline

- 1) Computers and Networks (1 week)
Logic and parts of a computer, Concept of computer networks, Basic description of network topologies, Discuss social relevance of technology
- 2) Email and Internet (1 week)
Using e-mail (including university's web-mail), Conceptual introduction to the Internet and e-mail, Introduction to terms such as ISP, server, packets, transmission protocols
- 3) Storage Units and Hardware (1 week)
Understanding and using storage units, Overview of computer hardware, including parts of the computer, Current system specifications
- 4) Operating Systems and Windows (1 week)
Overview of Windows, Mac OS, DOS, and UNIX, Windows user features, Introduction to Windows maintenance requirements, File and folder organization and storage, Recycle Bin, Copy and Paste (incl. Paste Special)
- 5) Word Processors and MS Word (1 week)
Word environment, Text formatting in Word (such as Drop Caps, subscript), Paragraph formatting Word (such as indents, borders), Page formatting in Word (page set-up, page numbers, page borders)
- 6) More with MS Word (1 week)
Sections, Styles, Table of contents
- 7) Mail Merge in MS Word (1 week)
- 8) Databases and Access (1 week)
Introduction to databases, Introduction to relational databases and relational database design, Introduction to Access including: designing and creating tables in Access, creating primary keys in Access, creating relationships between Access tables
- 9) More with Databases and Access (1 week)
Creating forms, queries and reports in Access, printing and saving in Access
- 10) Spreadsheets and Excel (1 week)
Introduction to spreadsheets and Excel environment, Formatting cells in Excel, managing worksheets and workbooks, writing functions and formula
- 11) More with Spreadsheets and Excel (1 week)
More advanced functions such as PMT and IF, conditional formatting, error-checking
- 12) Charting in Excel (1 week)
- 13) Review (1 week)

Texts: Evans et al, *Technology in Action Complete Third Edition*, Prentice Hall, 2007
Comp 1260 Instructors, *Comp 1260 Course Notes*, U of M Bookstore or on-line