Getting to Know Each Other and Course Expectations

Goals of this Lesson

- To have you share information about yourself with your instructor
- To make sure you are comfortable using a WordPad or Microsoft Word
- To make sure you are comfortable searching a file for help

In the steps that follow, you will be asked to complete a few activities including an activity that introduces you to the ClassPad Manager and an activity to share information about yourself with me.

PART I

After a brief introduction to word processors, file types and where you should save your work, you will be asked to share information about yourself.

Which word processor should you use?

For the time being, we strongly recommend you use Microsoft Word or WordPad as your word processor. If you cannot find one of these in your <Start><Programs> menu, then click <Start>, <Run…> wordpad, then click <OK>. A word processor will pop up (on most PC's). It is preferable that you use Microsoft Word, as it is the industry standard in businesses, homes, and schools.

If you are using Word Perfect or Microsoft Works, you will need to take a few extra steps at the end to make sure you save your work with an **rtf** or **doc extension** so that others can open and read your document.

Let's get started:

1. Begin this activity and future activities by creating a document with the following information:
   - Date: (enter today's date)
   - To: (put your instructor's name here)
   - From: (put your name here)
   - Re: Paragraph "AboutMe"
2. We will save this document with the name **AboutMe** on your local hard drive in a folder called ***CASIO*** within your ***My Documents*** **folder. To do this:**
   - Open the **File menu** and select **Save As**.
   - Locate your ***My Documents folder*** and select it.
   - Next, select the CASIO folder (double click it).

   - Type in the file name **AboutMe.**
   - **[Very Important**] Make sure the **Save as type box** shows:

     Word Document, Word Document (*.doc), Rich Text Format, Rich Text Format (*.rtf) or Word 97-2003 Document (*.doc)
   - Type in the file name **AboutMe** and **click Save.**

3. Next, in your **AboutMe** document, write a short paragraph about yourself. Save your work *often*.

   - The paragraph should contain basic information such as your name, school, and at least one of your interests.
   - Be sure to save your **AboutMe** document again.
   - **IMPORTANT**: If you are using Word Perfect or Microsoft Works, remember to select a file type of **RTF or Word Doc.** If you *do not do this*, your instructor (or others in the PC world) will not be able to open and read your document.

PART II

In this part we will search the ClassPad's manual to find information about specific topics. There are two activities for you to try. Have fun.

1. To begin, open the ClassPad Manager by double clicking the desktop icon (

).
2. Right click on the ClassPad Manager and select ***Always on top***. This is useful when working on lessons.
3. Right click again and select ***Search ClassPad Manual***.

4. **Activity 1**

   a. With the manual open, press the **Ctrl key** and **f key** at the same time.

      Note 1: If you are using a newer version of Acrobat Reader, a **Search PDF** area should now be showing to the right of the manual.

      - **Type** a word or words to search for in the edit box just below "What word or phrase would you like to search for?"
      - Next, click **Search**. Results will appear in a list.
      - Click on each result until you find what you are looking for.

      Note 2: If you are using an older version, a small **Find dialog** should have opened.

      - **Type** in the word you want to find (search for).
      - Next, **click Find**. Acrobat Reader will jump to the first instance of your word.
      - Click **Find Again** until you find what you are looking for.

   b. Search for the word **menu bar** so that you can complete the following sentence:

      "The menu bar _____ along the top of the _____ of each _____."

   c. Open your **AboutMe** document.

   d. Below your paragraphs, *type in* the title **PART II,** press Enter and then type in the **sentence**.

5. **Activity 2**

   a. Search or Find **2D *keyboard.*** Your search should take you to the beginning of an example to input $\frac{1}{5}+\frac{3}{7}$.

   b. Follow the directions in the manual for Example 1: To input $\frac{1}{5}+\frac{3}{7}$

   c. When finished, **right click** on your **ClassPad** and select **Capture Screen** or press your **F8** key to capture the screen.

d. Open your **AboutMe** document. Press Enter once following your sentence and then **open** the **Edit menu** and select **Paste**. You can also right click and select Paste or press Ctrl+v. I like to use Ctrl+v to paste.

e. Be sure to save your **AboutMe** document again.

Assessment 0.3: Getting to Know Each Other

- **Checkpoint**: Your word processed document, titled "AboutMe", should contain the following activities:
  1. One paragraph about yourself (see Part I).
  2. One sentence and one screen capture from "Searching the ClassPad Manual" (see Part II).

- **Submit** your **"AboutMe"** document to your instructor for grading. Once your lesson is submitted, you will be ready to begin Lesson 1, where the real fun begins. Thank you for completing this lesson.