

Topics List for ENV 1020 – Introduction To Computers For The Sciences

- 1) The Personal Computer
 - a) Discs: hard, floppy and external
 - b) Drives and drive mapping
 - c) MS Operating system
 - d) RAM
 - e) Subdirectories (folders)
 - f) Other useful “tools”
 - i) printing screen shots
 - ii) Windows Explorer
- 2) Email (WebMail)
 - a) pasting from Word
 - b) printing
 - c) saving to disk
 - d) setting preferences
- 3) MS Word
 - a) auto-correct and options
 - b) customizing the toolbar
 - c) cut, copy, and paste
 - d) export text to Excel
 - e) format paint tool
 - f) formatting text
 - g) headers and footers
 - h) import text and graphics from the web
 - i) indents: single, double and hanging
 - j) line spacing
 - k) lists (numbered and bulleted)
 - l) macros (and short-cut keys)
 - m) merging Excel files with form letters
 - n) page numbering and page breaks
 - o) sections
 - p) sorting
 - q) spell checking and grammar
 - r) superscripts & subscripts
 - s) symbols (- or –, °C, ±, λ, Δ, and others)
 - t) tab and indentation
 - u) table of contents
 - v) tables
- 4) Flat bed scanning
 - a) images (PhotoShop)
 - b) text (Omnipage)
- 5) MS Excel
 - a) equations
 - b) formatting text, numbers, cells, and spreadsheets
 - c) freeze panes
 - d) importing data
 - e) insert cells and rows
 - f) graph
 - i) properly labeled
 - ii) scatter plot, column plot, 3-d plot
 - iii) best-fit curves
 - g) functions (text, statistics, others)
 - i) CountIf
 - ii) Vlookup
 - iii) If.. then statement
 - iv) concatenate
 - h) preview icon (margins, headers & footers,) printing
 - i) sorting lists
- 6) MS PowerPoint
 - a) animate objects
 - b) background
 - c) control page moves
 - d) format text
 - e) transitions
- 7) Internet Explorer
 - a) bookmarks
 - b) copy images
 - c) copy URL addresses
 - d) search engines
 - e) select data and save to a file
- 8) Adobe Illustrator
 - a) align items
 - b) all tools on the tool bar
 - c) create graphs
 - d) import text and images
 - e) reduce size for test printing
- 9) Adobe Photoshop
 - a) all tools on tool bar
 - b) condense files
 - c) copy parts of the image
 - d) filters
 - e) layer masks

(other ideas – please let me know)