



Computer Applications I

An Introduction to Microsoft Windows 2000 and Office 2000

LAP 1- Project 1: An Introduction to Windows 2000 Professional and Office 2000

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT4a Access information efficiently and effectively.
- ◆PT4d Use information technology to analyze, organize, and present information.
- ◆PT5d Manage and direct one's own learning.

Objectives

- ◆ Describe the Microsoft Windows 2000 user interface
- ◆ Identify the objects on the Microsoft Windows 2000 desktop
- ◆ Perform the basic mouse operations: point, click, right click, double click, drag, and right drag
- ◆ Open, minimize, maximize, restore, scroll, and close a Windows 2000 window
- ◆ Move and resize a window on the desktop
- ◆ Understand keyboard shortcut notation
- ◆ Launch and quit an application program
- ◆ Identify the elements of the Exploring window
- ◆ Create, expand, and collapse a folder
- ◆ Select and copy one file or a group of files
- ◆ Rename and delete a folder or file
- ◆ Quit Windows Explorer
- ◆ Use Windows 2000 help
- ◆ Shut down Windows 2000
- ◆ Identify each application in Microsoft Office 2000 Premium Edition
- ◆ Define the Internet, the World Wide Web, and an intranet
- ◆ Explain how each Microsoft Office 2000 application uses the Internet
- ◆ Understand the Microsoft Office 2000 Help system

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(S): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Creating and Editing a Word Document

Time Frame 2-3 hours

Introduction

Project 1 will illustrate the Microsoft Windows 2000 graphical user interface and the Microsoft Office 2000 Applications. You will briefly cover Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Publisher, Microsoft FrontPage, Microsoft PhotoDraw, and Microsoft Outlook applications and examples of how these applications interact with the Internet, World Wide Web, and intranets. With this introduction, you are ready to begin a more in-depth study of each of the Microsoft Office 2000 applications explained in this book.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed.
Turn in completed activities as directed by instructor.

_____ **Read:** p. INT 1.1 An Introduction to Windows 2000 Professional and Office 2000

_____ **Read:** pp. INT1.2 *Windows 2000 Leads the Way in the New Millennium*

_____ **Read:** pp. INT 1.4 -1.8

_____ **Read and Complete:** pp. INT 1.8 – 1.75

_____ **Complete:** pp. INT 1.76 -1.80 all In *The Lab problems*

Self Assessment - "I/I can . . . "

- _____ Describe the Microsoft Windows 2000 user interface
- _____ Identify the objects on the Microsoft Windows 2000 desktop
- _____ Perform the basic mouse operations: point, click, right click, double click, drag, and right drag
- _____ Open, minimize, maximize, restore, scroll, and close a Windows 2000 window
- _____ Move and resize a window on the desktop
- _____ Understand keyboard shortcut notation
- _____ Launch and quit an application program
- _____ Identify the elements of the Exploring window
- _____ Create, expand, and collapse a folder
- _____ Select and copy one file or a group of files
- _____ Rename and delete a folder or file
- _____ Quit Windows Explorer
- _____ Use Windows 2000 help
- _____ Shut down Windows 2000
- _____ Identify each application in Microsoft Office 2000 Premium Edition
- _____ Define the Internet, the World Wide Web, and an intranet
- _____ Explain how each Microsoft Office 2000 application uses the Internet
- _____ Understand the Microsoft Office 2000 Help system

Please ask instructor for additional instructions