



ITSC I409 - BCIS I

ATC Training

Blanca E. Lozano

Fall 2009

Blackboard Academic Suite - Windows Internet Explorer

http://myutbts.blackboard.com/webapps/porta/frameset.jsp?tab_id=_2_1&url=%2fwebapps%2fblackboard%2fexecute%2fauncher%3ftype%3dCourse%26id%3d_107710_1%26url%3d

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CD_ITSC_1409_DUAL_ENROLLMENT(CD_ITSC_1409_DUAL_ENROLLMENT) > ANNOUNCEMENTS

Announcements

The University Of Texas At Brownsville And Texas Southmost College

ITSC 1409
Integrated Software Applications I

Office 2007

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

August 13, 2008 - August 20, 2008

Wed, Jul 16, 2008 -- *MS Office 2007: Introductory Concepts and Techniques, Windows XP Edition* Posted by: Blackboard Administrator

Welcome to the course!

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, creating Web pages, and integration of the applications.

Blackboard Academic Suite™
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Accessibility information can be found at <http://access.blackboard.com>.

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Course Text Book

Microsoft Office 2007: Introductory
Concepts and Techniques,
Windows XP Edition

ISBN 13: 978-1-4188-4328-1

ISBN 10: 1-4188-4328-8

Course Description

A course to acquaint the student with the capabilities and potential uses of microcomputer. Topics covered include operating systems, office automation, business applications, data base applications and expansion capabilities.

Course Goals/Objectives

- Computer concepts
- Introduction Windows XP
- Word
- Excel
- Access
- PowerPoint
- Outlook

Grading

- Chapter Assessment
 - Lab Tests 12
 - Online Tests 12
- Midterm exam – online
- Final exam – online
- Class participation

Course Assessment

- Tests
 - <http://myutbtsc.blackboard.com>
 - Tests (60 questions / 2 pts each question)
- Lab projects
 - <http://myutbtsc.blackboard.com>
 - Lab Tests

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http://myitb.blackboard.com/webapp/portal/assessment.jsp?tab_id=2_1204742webapp%2fblackboard%2fassessment%2fcourse%2fcourse%2f207718_1_204742

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CU/STC_1403_DUAL_ENROLLMENT_CU/STC_1403_Dual_Enrollment - Bianca Eshelbe

Course Information

Course Documents	Tests
Lab Lists	

Course Tools

Administrative	Course Attendance
Course Calendar	Send Grades
Shell Information	Mobile Managing
Tasks	Content Collection
Send Email	Course Portfolio
Discussion Board	Check Collection Links
Collaboration	Copy Files to Collection
Digital Dropbox	Voice Announcements
Classroom Manager	Quota Usage
Messages	Copyright Permissions
Link Checker	Subpages
Advanced Group Management	Self and Peer Assessment
Course Objectives	

Course Options

Manage Course Menu	Course Copy
Course Detail	Import Course Content
Manage Tools	Import Package
Settings	Export Course
Recreate Course	Archive Course

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Tests

1 Essential Introduction to Computers

Item is not available

Content Frame

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Modify Test

Modify the Test

Modify the Test in the Test Camas

Modify the Test options

Modify the Test options, such as availability and feedback.

Content Frame

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http://myitb.blackboard.com/webapp/portal/assessment.jsp?tab_id=2_1204742webapp%2fblackboard%2fassessment%2fcourse%2fcourse%2f207718_1_204742

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Test Availability

Make the link available Yes No

Add a new assessment for this Test Yes No

Multiple attempts

Allow unlimited attempts

Number of attempts

Force Completion: Test must be completed the first time it is searched

Set timer: Set expected completion time. Selecting this option also includes completion time for this Test.

Hours: 1 | Minutes: 00 |

Display After Display Until

Aug 30, 2008 11:42 AM | Aug 30, 2008 11:42 AM

11:42 AM | 11:42 AM

Password: Requires a password to access this Test.

Password:

Self-assessment Options

Include the test in Grade Center score calculations. Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be shown.

Hide the scores of this test from the Grade Center.

Lab Projects

- Two lab projects per chapter and one for web integration. Instructor Assistant can modify/add/remove
- Instructor assistant can design a new project
- Manually graded and recorded by Instructor Assistant
- Practice Tests

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CD ITSC 1409 DUAL ENROLLMENT (CD ITSC 1409 DUAL ENROLLMENT) > LAB TESTS > WINDOWS XP CHAPTER 1: INTRODUCTION TO MICROSOFT WINDOWS XP AND OFFICE 2003 [EDIT VIEW](#)

Windows XP Chapter 1: Introduction to Microsoft Windows XP and Office 2003

New Features of Windows XP

Using the Help and Support Center Index

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Online Tutoring
Technical Support
Tegrity Classes
Course Information
Course Documents
Books
Communication
External Links
Tools

Tools
Communication
Course Tools
My Portfolios
Course Map

Control Panel
Refresh

Done

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Course Documents

- Topic Review
- Power Point Presentation

WindowsXP.pptx (Read-Only) - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Add-Ins

Cut Copy Paste Format Painter Clipboard

New Slide Slides

Layout Reset Delete

Font Paragraph Drawing

Shape Fill Shape Outline Shape Effects

Find Replace Select Editing

Slides Outline

1 Microsoft Office 2007
Microsoft Windows XP
Introduction to Microsoft Windows XP

2 Objectives

- Start Microsoft Windows XP log on to the computer and identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and start an application program
- Open, minimize, maximize, restore, move, size, scroll, and close a window
- Display drive and folder contents
- Create a folder in Windows Explorer and a WordPad document

3 Objectives

- Browse the Web using Internet Explorer 7.0, a URL, and tabbed browsing
- Download folders from scsite.com
- Copy, move, rename, and delete files
- Search for files using a word or phrase in the file or by name
- Use Help and Support
- Log off from the computer and turn it off

4 Logging On to the Computer

- Click the Brad Wilson icon (or your icon) on the Welcome screen to display the "Type your password" text box
- Type 021ake (or your password) in the "Type your password" text box
- Click the Next button to log on to the computer and display the Windows XP desktop

5 Logging On to the Computer

Click to add notes

Slide 1 of 88 "Office Theme" English (U.S.)

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Microsoft Office 2007

Microsoft Windows XP

Introduction to Microsoft Windows XP





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