

2007

# Computer Science 101

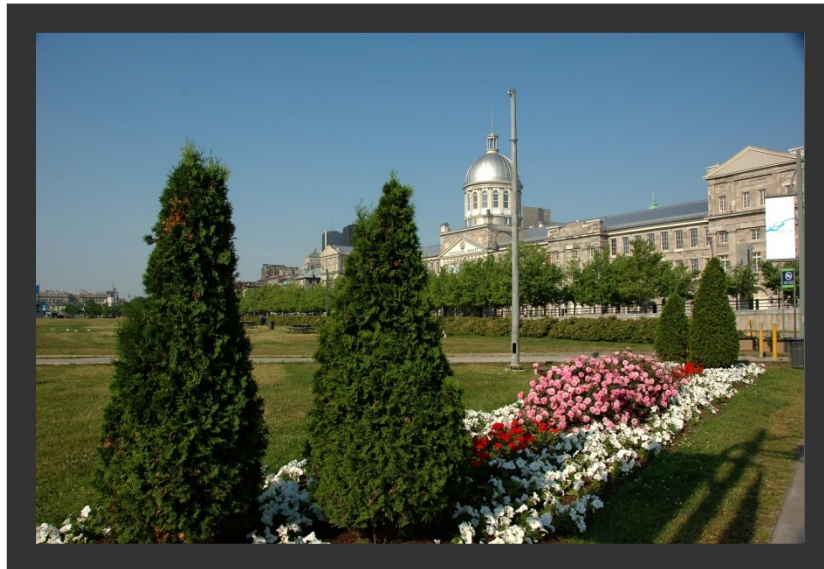


Wofford College

7/10/2007

# COMPUTER SCIENCE 101

We do a lot of work in Computer Science 101. Some day, all of this will look really good on my résumé. For one thing, I have learned how to insert pictures into my document. Notice that the picture below has a thick line around it. The font in the document is Garamond, by the way.



Right now I am typing a brochure that is using two **columns**, a little like in a newspaper in which there are several columns in the page. I have not learned to do this in the previous lessons, but I am good enough now with Word to figure out how to do it myself.

This is a new paragraph that is getting close to the end of the first

column. Now the text has gone up into the second column.

Why use columns anyway?  
“Numerous readability studies show that people are more likely to read text carefully when the widths of the lines are short.”<sup>1</sup>

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<sup>1</sup> *Microsoft Office Word 2003: Core Skills*.  
Microsoft Corporation. Redmond, Washington.  
2004

Now I am on the next page and still am using columns, as you can see from the line at the right. Right now, I am going to insert a column break below this line.

Now I am typing text in the second column. At this point I am tired of using columns. Below, I am going back to a page with only one column.

At this point, the page is back to one column format – the usual form of a typed page. Are you reading these longer lines less carefully? You be the judge.

Let's go back to a column format again, this time with three columns and a smaller font (12 point).

We are going to list some of the things we have learned about Word. We will double-space the text in the list. The items are bulleted.

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"><li>○ Adding text</li><li>○ Bold font</li><li>○ Italics font</li><li>○ Aligning text</li><li>○ Rearranging text</li><li>○ Previewing</li><li>○ Printing</li><li>○ Changing margins</li></ul> | <ul style="list-style-type: none"><li>○ Formatting a paragraph</li><li>○ Inserting a page number</li><li>○ Headers</li><li>○ Footers</li><li>○ Page orientation</li><li>○ Tab stops</li><li>○ Spell checking</li><li>○ Grammar checking</li></ul> | <ul style="list-style-type: none"><li>○ Thesaurus</li><li>○ Find &amp; replace</li><li>○ Inserting a date</li><li>○ Tracking changes</li><li>○ Inserting pictures</li><li>○ Creating columns</li><li>○ And even more!</li></ul> |
|--|---|---|

Now we are back to a one-column page again. We will list the **software applications** that we cover in this section of CS 101.

- 1 ----- Microsoft Word
- 2 ----- Microsoft Excel
- 3 ----- Library Research Databases
- 4 ----- Adobe Photoshop Elements
- 5 ----- Microsoft FrontPage
- 6 ----- Microsoft Access
- 7 ----- Microsoft PowerPoint

Next, we will list the concepts we cover for the first examination. Use a hanging indent in this list.

- Concept 1:** *What is a computer made of?* We looked at the things you need to make a computer work and compared them with what humans need. They are a lot alike in many ways.
- Concept 2:** *Organizing and searching for information.* Here we talked about the ways that information is organized in databases and how we can search for this information efficiently.
- Concept 3:** *Assessing the quality of information.* We discussed methods you can use to evaluate information you find on the web, all of which is not reliable.

