Name: _____                Section: _____

# CS 103 Introduction to Computers
## *Internet and World Wide Web Chapter*

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due at the beginning of class April 9th for Mon/Wed sections and April 11th for Friday's section.  Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 20 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path USB:\My Courses\cs103\web.

**Hands-On Exercise 1: Introduction to the World Wide Web (pp. 833 – 839), 4pt.**

- [ ] Step 1.  Start Internet Explorer
- [ ] Step 2.  The Reference Desk is at  [www.refdesk.com](www.refdesk.com)
- [ ] Step 3.  Do Not print this Page                          [The Favorites List]
             You will only hear sound if headphones are attached.
- [ ] Step 4.  The Page Setup -  **Print page as described**
- [ ] Step 5.  The Help Command - **Do Not print this page.**

**Stop here. No need to do steps 6 and 7**

**Hands-On Exercise 2: Searching the Web (pp.846 – 850), 4 pts.**

- [ ] Step 1.  Search Google using the search string Apollo 11 Image Gallery
- [ ] Step 2.  Save full sized image to USB:\cs103\web
- [ ] Step 3.  Insert the Picture you saved previously               [Multitasking]
- [ ] Step 4.  Move and Size the Picture.
- [ ] Step 5.  Insert a footnote - **Print this Document.**
             **No need to do steps 6 and 7**

**Hands-On Exercise 3: Shopping in Cyberspace (pp. 858 – 864), 4 pts.**

[ ] Step 1.   Visit Barnes and Noble Website

[ ] Step 2.   Click the Favorites button and then the Organize button within bar.

[ ] Step 3.   Search for a Book

[ ] Step 4.   Check Out Now – You will not actually check out so don't submit.

[ ] Step 5.   Add two other web sites to the E-Commerce folder in favorites

[ ] Step 6.   Return to a Favorite

[ ] Step 7.   The History List  Print this document
1. Select IE Click History Toolbar button to Open History Pane
2. Capture IE window using Alt-PrintScreen.
3. Open Word and create a new document
4. Create a centered tile called The *Surfing History for* <u>your name</u>
5. Save the file as MyHistory.doc in the USB:\cs103\web folder
6. Print this document

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**[   ] Practice Exercise 1: Your School or University Web Site (p. 879), 8 pts.**

Examine the **new** Northern Marianas College website.
If the URL still points to the old site: http://www.nmcnet.edu then please type the IP Address http://202.128.28.53 into the browser title bar.

Evaluate our web site using as a guide questions a. through j. on page 879 of the textbook. As a student you are our customer at NMC. Do you have any suggestions for improving the NMC website to better serve your needs?

Compare our website with another web site for a similarly sized two-year college. I suggest http://www.nmc.edu (Northwestern Michigan College) or http://www.hancockcollege.edu (Allen Hancock Community College)

Summarize your evaluation and provide suggestions for improving our NMC website for students.  Your evaluation should be minimally half a page in length.

**I completed all parts of this assignment**

Signature: _____     Date completed: _____