

Assignment 1 – Verify the Installation of Microsoft Office 2010 and Apply File Management Techniques (65 points)

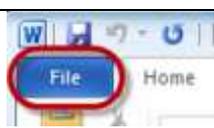
What if you do not have a copy of MS Office 2010?

- Please visit the [KU Student store](#) and order your copy today.

Deliverables: In order to acquire all the points for this first assignment you must complete the following two (2) steps.

Step 1 Verify that Office 2010 is installed on your computer.

You are required to use Microsoft Office 2010 for this class so you must have Microsoft Office installed on your computer. To verify this, please complete the following:

	<p>Open Microsoft Word 2010. Click the File Tab to access the backstage area.</p>
	<p>Click Help The Product ID appears under the About Office suite name or About Office program name section, for example, Microsoft Office Professional 2010 or Microsoft Word 2010.</p>

Do This: Take a screenshot of the “This product is licensed to” information and paste it into your Unit 1 Microsoft Word document you are creating for this assignment.

Note: Information on taking a screenshot can be found at the end of this document.

Step 2 File Management Techniques – file & folder organization



Assignment Grading Rubric

Course: IT133 Unit: 1

The Unit 1 eGuide does a great job introducing Windows Explorer.

Please take full advantage of the easy to follow instructions, practice exercises, and videos. Then come back here to complete your assignment. Remember, to contact your instructor right away if you have any questions.

Select one of the following two scenarios to demonstrate that you are able to manage your files and folders.

In the two scenarios below you will find a screenshot of how your folder/file structure might look. It does not have to look exactly like the examples, but it should show the following in expanded view (all folders open so we can see what is inside each folder)

One main folder

At least 2 sub-folders inside the main folder

At least 1 item inside of the sub-folders

Scenario 1: Setting up a file structure for your IT133 course

1. Create a folder structure for your IT133 course.
2. Create a main folder called "IT133_File_Management".
3. Create subfolders for each unit (Units 1-10).
4. Inside of your Unit 1 folder, place the Unit 1 document you are preparing for this assignment.
5. In the folder window make sure you expand the main folder to show all sub-folders.
6. Click the Unit 1 sub-folder to show the document inside that folder in the documents pane.

Figure 1.1 below shows what your file structure should look like for scenario one

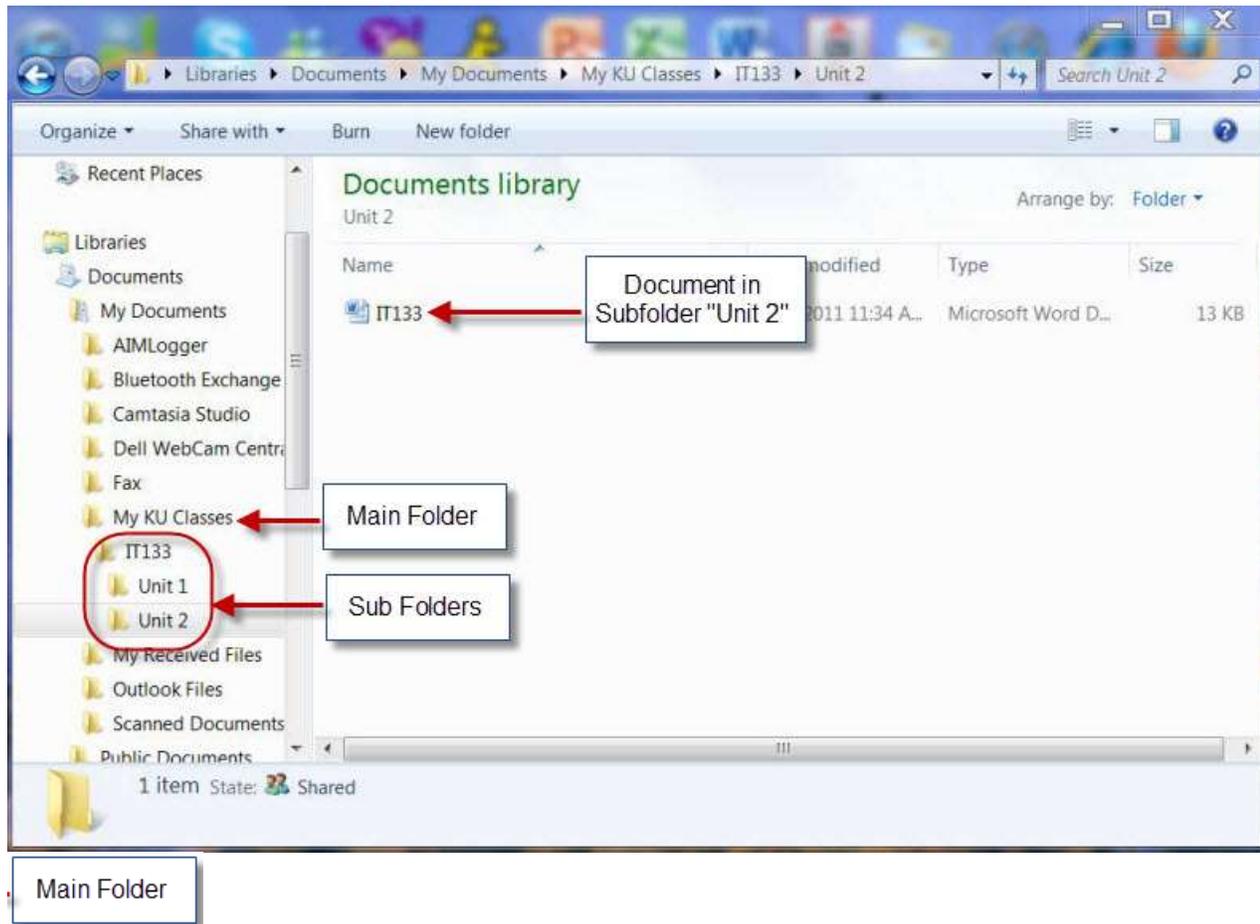


Figure 1.1 Class File Management

Scenario 2: Setting up a file structure for your family files

1. Create a folder structure for your family files.
2. Create a main folder called "My Family Files"
3. Create subfolders for Pictures, Documents, etc.
4. Inside one of your family folders, place an appropriate document.
5. In the folder window make sure you expand the main folder to show all sub-folders.
6. Click the sub-folder that holds a document to show that document inside the folder in the documents pane.

Figure 1.2 below shows what your file structure should look like for scenario two

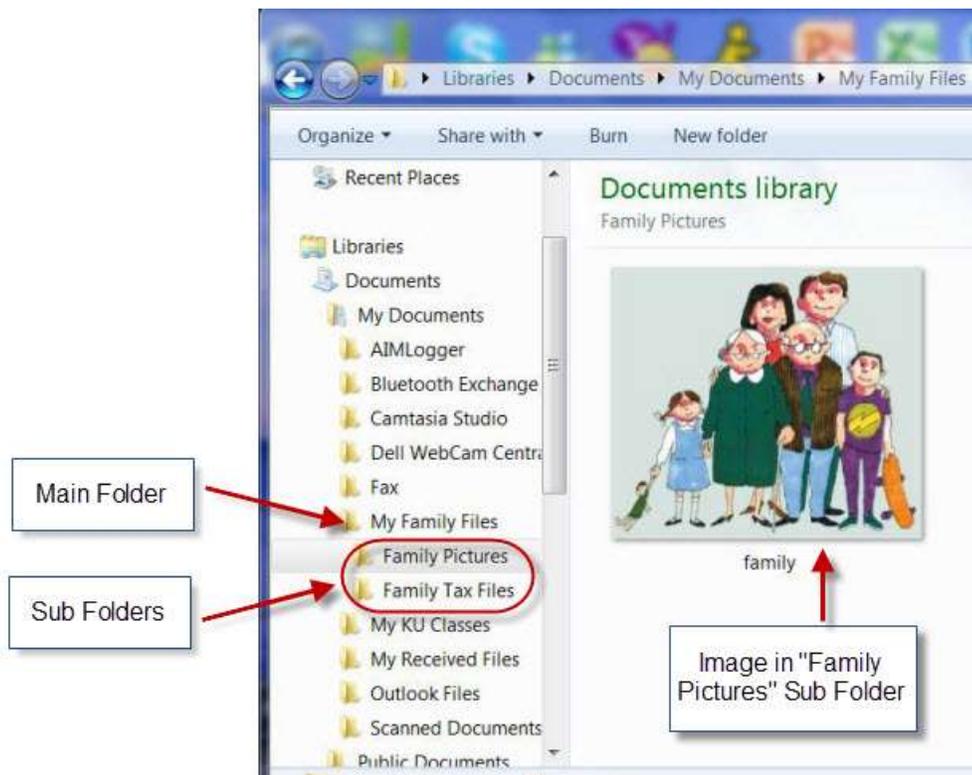


Figure 1.2 Family File Management

What you need to turn in for Step 2:

Take a screenshot of the file management scenario you selected. Include that screenshot in your Unit 1 Assignment along with the license information you took a screenshot of in Step 1.

How to take a screenshot of a window to include in your Microsoft Word document
<http://www.howcast.com/videos/273723-How-To-Take-a-Screenshot>

Windows XP and VISTA

Make sure the window you want to take a screenshot of is active. To do this, simply click one time inside the window.

Using your keyboard, hold down the Alt key and press the PrtScrn key on your keyboard. This will place an image of the active window on your clipboard. Note: you will not see anything happen; the image is actually copied to the Windows clipboard.



Assignment Grading Rubric

Course: IT133 Unit: 1

Go to your Microsoft Word document you created for this assignment. Right click in the Word document and select paste. Your screenshot is now pasted into your Word document.

Complete these steps again for the second screenshot you are required to include in your assignment.

How to use the Snippet Tool in Windows 7 to take your screenshot:

<http://windows.microsoft.com/en-US/windows-vista/Use-Snipping-Tool-to-capture-screen-shots>

Save and submit your completed Unit 1 Assignment

Save your Microsoft Word 2010 document as Unit1lastname (e.g., Unit1Smith) and submit to the Unit 1: Assignment Dropbox no later than 11:59PM (EST) Tuesday night.

Review the grading rubric below before beginning this activity.

Assignment 1 grading rubric = 65 points

Assignment Requirements	Maximum points possible for satisfactory completion of task	Points earned by student
Product License Information	0-15	
Practice of basic Windows tasks and file management is evidenced by screenshot of either scenario #1 or #2	0-45	
Document named correctly and submitted on time.	0-5	
Total (Sum of all points)	0-65	