

RHP Computer Applications Class

1-0 Introduction to Computer Apps

Name _____



Computer Applications is a self-study course. You are responsible to complete and turn in your assignments.

This class will teach you word processing, spreadsheet and PowerPoint skills. It will also hone your internet searching ability. There is plenty of time during class to finish your assignments for that week. If you are sick or miss school, you can work on your assignments at home – but you must use Microsoft Office. Instructions will be available for Office 97, XP 2000 and 2003, and for Office 2007 and 2010 (with the new ribbon interface). Make sure to click on the appropriate assignment depending on the version of Office you are using. You may also use Open Office (a free office suite available online), but there are no instructions available and you will have to figure out how to do the assignments on your own.

You alone must complete your assignments! Do not use work or files from other students! Other students can offer advice in how to do an assignment, but do not allow them to do any part of the assignment for you.

A typical week will contain 4 or 5 assignments with a quiz at the end which pertains to the concepts learned that week. Almost all assignments and quizzes are worth 10 points each. **Quizzes may only be taken ONCE.** Your first score is your last score. It does not do you any good to take the quiz over and over until you get 100% - your first score is the one I will use. Even if you take it using a phony name 30 times until you get 100% and then take the quiz using your real name, I will still use the first quiz you took using the phony name (yes, I have ways of telling who you are [insert evil laugh here]).

Please **do not do assignments for the next week ahead of time.** Turn in only the assignments for the current week.

The **deadline for turning in assignments is on Sunday at midnight.** **Late assignments will not be accepted** unless you have prior approval from the instructor.

If you finish your assignments for the week early (and many of you will), **use class time for academic purposes ONLY.** **You are not allowed to play games or browse the internet** if it is not educational (looking up the stats of your favorite player is not considered educational). Use the spare classroom time to read, study for another class (or finish the homework you ‘forgot’ to do the night before) or other academic endeavor.

Although it is encouraged to help other students with assignments (giving advice, NOT doing the assignment for them), it is not permitted to give help on quizzes, the mid-term or final. **Students are on their own when it comes to quizzes and tests.**

When you email me an assignment, **make sure to enter the SUBJECT of the email correctly.** If you mess up the subject line, your assignment will not get to me to grade it. Generally, the subject line will start with the word **compapp**, followed by a space and the assignment, followed by the student’s last name.

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If I was doing assignment 1-3, I would type in the subject line **compapp 1-3 horton**.

When I receive the assignment, I will grade it and send you an email confirmation. If you don't get a confirmation within a week, please re-send the assignment.

You can print this information out (or any assignment) if that will help you with the quiz.

OK, it's time to take the quiz! Click on the link [1-0a Computer Apps Quiz](#).