204100 Midterm Review

Prakarn Unachak

Midterm Exam

- When?
  - Saturday, October 10th, 2015
  - 3.30pm – 5.30pm
  - Must be at the exam room by 3:45 pm
- Where?
  - RB Building
  - RB 3211
- Exam will be <u>in English</u>.
  - Multiple choice

What You Can/Cannot Bring

- Can/ Should bring

- Pen
- One paper dictionary
- ID Card

- CANNOT bring

- Bags
- Electronics
- Notes

- You can leave them in front of the exam room

Assignments

- Assignments issued before midterm exam must be submitted and accepted (PASS/PASS(LATE)) before midnight of October 9th.
- Exception: MS Word assignment
  - Accepted until the day before Final Exam.

Computer Systems (1)

- Category of Computers
  - Classified by Data Handling
    - Analog/Digital/Hybrid
  - Classified by Work Purpose
    - General/Special Purpose
  - Classified by Capacity
    - Embedded/PC/Workstation/Mainframe/Supercomputer
    - Note usages and characteristics

Computer System (2)

- Data Representation
  - Bit/Byte
  - What data can be stored
  - Data Capacity (units)
- Components of Computer Systems
  - Hardware
    - Input/ Output/ CPU/ Storage
    - Function, Type, Categories

- Software
  - Programming Language
  - Types of Software/ What does each of them do?
- Peopleware
  - Category
  - Responsibilities

Microsoft Windows (1)

- OS (What do they do?)
- Microsoft Windows
- Mouse Usage
  - Click/Double Click/ Drag and Drop
- Drive, Folder and Files
- Windows Explorer

Microsoft Windows (2)

- Creating, Selecting, Copying, Moving, Deleting, Restoring and Searching Folders/Files.
  - Selecting(consecutive/ non-consecutive)
  - Drag and Drop in same drive/ different drives
  - Search Filter
- File Compression
  - Compression Programs/ Extensions/ Decompression
- Keyboard Shortcuts
  - F2, F3, Ctrl + C/X/V

Microsoft PowerPoint (1)

- Getting Start and Home Tab

  - Screen Layout

  - Creating new **Presentation**

    - Blank/ Templates/ Themes

  - Views

    - Normal/ Slide Sorter/ Slide Show/ Note Page/ Slide Master

  - Open/Close/Save

- Formatting (Home→Paragraph)

  - Fonts/Size/Color

  - Alignment

  - Indentation

  - Text Direction

  - Fill/ Outline/ Effect

  - Arrange

Microsoft PowerPoint (2)

- Insert Tab
  - Extra Tab(s) that appears when you select an object
  - Table
  - Picture/Clip Arts/Shape
  - Smart Art
  - Chart
  - Textbox/ Word Art/ Symbol
  - Footer/Date & Time/Slide Number
  - Hyperlink/Action

- Design Tab
  - Page Setup/ Slide Orientation
  - Theme
    - Colors/ Fonts/ Effects
  - Background
    - Solid/ Gradient/ Pattern/ Picture

- Slide Show Tab
  - Custom Slide Show
  - Hide Slide

Microsoft PowerPoint (3)

- Animations Tab
  - Slide Transition
  - Slide Animation
    - Custom Animation
      - Start/ Property/ Speed

- View Tab → Slide master
  - What happen when you make changes here
  - Slide Master
  - Slide Layout

- Finishing steps
  - Changing Slides Order
  - Note
  - Print
    - Slide/ Handout/ Note/ Outline

- Steps to Create a Presentation

Internet

- Computer Network
  - LAN/MAN/WAN
- Internet
  - Protocol (TCP/IP)
  - IP Address vs. Domain Name vs. URL
    - Top-level Domain (TLD)/ Second-Level Domain (SLD) / Lower-Level Domain (LLD)
- Services on Internet

- E-mail
- FTP/Telnet
- WWW
  - Web Browser/Server
  - Web Development
- Searching
  - Google Image
- Web Applications
- Web Hosting/ ISP

Google Form

- What is it?
- What can it do?
- Steps in Making a Survey
  - Create → Distribute → View Responses
- Google Docs
- Google Account
- Google Drive

- Creating a Survey Form
  - Adding Questions/ Objects
  - Types of Questions
- Distributing the Survey
  - Options
  - URL/ Social Media/ E-mail
- Destination of Responses
- Viewing the Responses
  - Summary/ Spreadsheet

Computer Ethics

- Meaning
- PAPA
  - Privacy
  - Accuracy
  - Property
  - Accessibility
- Intellectual Properties
  - Creative Commons
- Laws

Computer Security

- Hackers
- Computer Attacks
  - Virus/Worm/Malware/ DoS
- Computer Crimes
  - Cyberstalking
  - Fraud/ ID Theft
  - Phishing/ Scam/ Hoax

- How to Stay Safe Online
  - Online Safety Practice
  - Password
  - Antivirus/Antispyware

Web Authoring

- Anatomy of a Website
  - Domain Name
  - Website/ Web Page/ Home page
  - Site Map
- Website Design
  - Structure
    - Purpose/ Audience/ Focus/ Organization
    - Layout (header/content/footer/ menu/banner)
    - Responsive Web Design
  - Interface
    - Color
    - Font
    - Image & Multimedia
  - Web Authoring Tools
  - Social Media
    - FB Group/ Page/ Profile

Google Sites (1)

- What it is?
- What can it do?
- Google Sites Program Policy
- Getting Start
- Creating a Site
- URL Naming Restriction
- Creating a Page
  - Templates
    - Announcement/ File Cabinet/ List Page/ Web Page
- Editing a Page
  - Insert/ Format/ Table/ Layout/ Help
  - Insert
    - Picture/ ToC/ YouTube Clip/ Map/ etc.
  - Format
  - Table
  - Layout

Google Sites (2)

- Background
- Sharing the Site
- Setting Permission
- Deleting a Page/ Site