**CSCI 1100 Lab**

**Practice Quiz 1**

**Read these instructions:**

1. The Real Quiz will be extremely similar to this Practice Quiz, so pay close attention.
2. Open up Mozilla Firefox (**not** Internet Explorer).
3. Go to Tools, then Options.
4. In the Main tab, under ‘Downloads’, select ‘Always ask me where to save files’.
5. Click OK.
6. Go to <http://cs.uga.edu/~rwr/CS1100/labs.html>
7. Scroll to the links under the Practice Lab Quiz 1 heading.
8. Click on a file to download and a window will pop up.
9. Do **NOT** open the files from the browser – for each file, click its radio button and click the ‘Download’ button and **SAVE** each file to your I: drive. You may want to create a folder on your I drive to put all your Practice Quiz files in.

**Part I – Windows (10 points total)**

1. Inside your I: drive, create a folder named **PracticeLabQuiz**. Inside this new folder, create two new folders named **Sink** and **Swim**.
2. Download the file, SanfordStadium.docx, from <http://cs.uga.edu/~rwr/CS1100/labs.html> -> Practice Lab Quiz #1. Save this to your I drive. Open it in Word.
3. Go back to the window showing the contents of the PracticeLabQuiz folder. Create a screenshot image showing the contents of the folder PracticeLabQuiz. Paste this image into the section called “PracticeLabQuiz Folder Contents” at the bottom of the SanfordStadium.docx document.

**Part II – Internet (10 points total)**

1. Scroll to the bottom of the SanfordStadium.docx document. You will see a section that says “Dan Magill – Beloved by All Athenians”. Dan Magill is a Georgia legend. In fact, a couple of the Uga mascots were officially named in his honor. He started at age 10 in the 1930s as a Georgia baseball batboy, became Sports Information Director in the 1940s, and became the Georgia men's tennis head coach in the 1950s. He went on to coach the men's tennis team for more than 30 years. Using Wikipedia (http://en.wikipedia.org), find out the exact year Dan Magill founded *The Georgia Bulldog* newspaper. **DO NOT write your answer here.** Answer the question as a new sentence in the “Dan Magill – Beloved by All Athenians” section of the SanfordStadium.docx document.
2. A keyboard shortcut is a keyboard key, or multiple keys pressed at the same time, that performs a specific function when pressed. An example of a Windows keyboard shortcut is *Windows Logo + M;* by pressing these two keys at the same time, Windows minimizes all open program windows. Using the Google search engine, find a Windows keyboard shortcut that locks the keyboard (note: due to security restrictions on the lab computers, you will not be able to lock the keyboard. So when you find the shortcut, it’s OK if nothing happens when you try it on the lab computers). **DO NOT write your answer here.** Answer this question in a new sentence at the very bottom of the SanfordStadium.docx document, in the section “Windows Keyboard Shortcut”.

**Part III – Word (25 points total)**

1. Switch over to the SanfordStadium.docx document that we’ve been adding things to.
2. Format the first line (i.e. the words “Sanford Stadium”) as 22 point Arial font with red font color. This will be the title of our document.
3. Format all text paragraphs (excluding the title) to have 6 point spacing before each paragraph and 6 point spacing after each paragraph.
4. Format all the other section headers (History, "Between The Hedges", Stadium expansions, Notable Sanford Stadium games, 1996 Summer Olympics, Unique Features, PracticeLabQuiz Folder contents, Dan Magill – Beloved by All Athenians, and Windows Keyboard Shortcut), to have 16 point Arial font.
5. Make the words “UGA Homepage” (found at the end of the first paragraph) into a hyperlink that points to <http://www.uga.edu>
6. Using the Replace button, replace all instances of the word “luxury” with the word “ritzy”.
7. Add a left tab stop to the title line (the first line) of the document at the 2.5 inch mark and tab the title over to the 2.5 inch tab stop.
8. Download the image file Sanford.jpg (this file is available to download from the Practice Lab Quiz 1 quiz files on WebCT). Insert this image near the first paragraph on the first page of SanfordStadium.docx. Resize as appropriate.
9. Format the picture to have the **tight** text wrapping style and apply the left horizontal alignment.
10. The text of SanfordStadium.docx came from the Wikipedia article on Sanford Stadium. Therefore, let's insert a reference footnote to the title of our document. The text of the footnote should read:
“Article from http://en.wikipedia.org/wiki/Sanford\_Stadium”.
11. Add a page header with the text “University of Georgia's Sanford Stadium” and a page footer with the current date that updates automatically (thus, do NOT type in the date yourself). You should use the Header and Footer toolbar features to insert the date.
12. Scroll down to the “Notable Sanford Stadium games” section of the document. Make the text paragraphs of that section into a bulleted list.
13. Scroll down to the section of the document called “Unique Features”. Format the text paragraphs of that section to have a **first line** indentation of 0.5 inches.
14. Change the **margins** of the document to be the **Narrow** setting (0.5 inches top, bottom, left and right)
15. Using the File button, choose Save As, and save the SanfordStadium.docx file onto your I drive so you know where the completed file is.

**Part IV – Excel (35 points total)**

1. Save the file **TrackClub.xlsx** to your I drive and open it in Excel. This file contains data of the Hero Squad Track Club, a select group of *really* fast people (actually, most of these track times are superhuman. Don’t worry! That’s why they’re on the Hero Squad. ☺)
2. Format cell A1 as 16 point Arial font with green font color.
3. Insert a new row after row 5. In the first cell of the new row (cell A6), type in the text “100 meter dash times”.
4. In cell G8, type in the text “Personal Bests”.
5. Resize columns A and G so that they are wide enough to display their contents.
6. Format the column headers in row 8 to be **Bold**.
7. Change the format of cell H2 to a Percentage with 2 decimal places.
8. Notice the last member, Jaime Sommers does not have any times for 2004-2007. Well, after 2003 she got on the New Workout Plan that promised to decrease her dash time by 6 percent each year (decreasing by 6 percent is the same as multiplying by 94 percent, hence our ‘percent change’ multiplier in cell H2). The New Workout Plan worked! Each year she decreased her time by 6 percent. Using the ‘percent change’ cell H2, enter a formula in cell C14 to find her decreased time in 2004. (Hint: C14 should be a product of the previous year’s time and the percent change)
9. Add absolute cell references as appropriate to the formula in C14.
10. Use the Fill Handle to copy the formula across to fill in Jaime’s decreased times through 2007.
11. In cell G9, use the **Min** function to find the minimum dash time of the first track member. Use the Fill Handle to copy this formula down to the rest of the track club members.
12. Use Conditional Formatting to highlight all the times of the Personal Bests column that are less than 9 seconds. Use the Conditional Formatting default coloring scheme (light red with dark red text).
13. Use Save As and save the excel file as TrackClub.xlsx to your I drive.

**Part V – PowerPoint (20 points total)**

1. Open Microsoft PowerPoint.
2. Create a new blank presentation.
3. Apply the Theme called “Flow” to all slides (Flow is colored aqua blue with wavy lines at the top).
4. Make the title of the title slide to be **We have some bad news**.
5. Make the subtitle of the title slide to be **Presented by:** and enter your name as the presenter.
6. Insert a new slide with the “Title and Content” layout. On this second slide, title it **Our Situation**, and add the following list items:
	* We are out of sporks in the company kitchen.
	* Sporks are not being manufactured anymore.
7. Change the two list items to a numbered list.
8. Insert a third slide with the “Two Content” layout and title it **How Did This Happen**.
9. Add the list items of the **How Did This Happen** slide to be:
	* Most employees ‘reallocated’ at least one box of sporks per week
	* Team Building Exercise ’99
10. Go to the website http://www.geocities.com/athens/olympus/1810/whatisaspork/ and click on one of the spork pictures and save it to your Pictures folder. In the second content side of the **How did this Happen** slide, opposite your bullet points, insert your spork picture. You may need to make it bigger or resize it to make it fit.
11. Add an **action** to the image such that it plays the **arrow** sound effect when clicked during the slide show.
12. Add a third list item:
“Image from: http://www.geocities.com/athens/olympus/1810/whatisaspork/”.
13. Make the last list item you just added into a hyperlink pointing to the website http://www.geocities.com/athens/olympus/1810/whatisaspork/
14. On the third slide, add an animation on the title **How Did This Happen** to be the “Expand” entrance animation (it should be located under the ‘Subtle’ section of Entrance effects).
15. Save your presentation to your I drive as YourName.pptx (and please replace YourName with your actual name. ☺).

**Uploading Procedure:**

1. You have been saving your files all along to your I drive. If there are any remaining windows open (besides this document) such as Word, PowerPoint or Excel, close them now and save any changes.
2. Now you will need to click on the icon called Lab Quizzes on the WebCT homepage to upload each quiz file.
3. Now click on the link called Practice Lab Quiz1 to open up the Assignment: Practice Lab Quiz1 page.
4. At the bottom of the page, you will see the section “Submit Assignment”.
5. Click the “Upload file” button, and browse for the SanfordStadium.docx file that you edited and saved.
6. Once that file is uploaded, repeat the process until all files are uploaded:
	1. SanfordStadium.docx
	2. TrackClub.xlsx
	3. YourName.pptx