

# Introduction Technology 1

## to Information

Syllabus Number

2G101

Basic Major Subjects

Requisites 2 credit

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### 1. Course Description

In this course, the basic operation of computers, word processor software, spreadsheet software and presentation software will be acquired, with the aim of acquiring the ability to prepare scientific and engineering format reports as well as presentation materials. Additionally, basic operation of email software and web browsing software will be acquired. For these purposes, the following contents will be studied. (1) Basic operation of computers: Logging on and logging off computers, starting and exiting application software, operation of windows and handling of files, etc. (2) Basic operation of word processor software: Entry with romaji (roman letters), modifying and editing characters, decorating characters, creating, saving, and loading documents, drawing diagrams, text boxes, etc. (3) Basic operation of spreadsheet software: Entering and deleting data in cells, creating tables using spreadsheet functionality, creating graphs using graph creation functionality, etc. (4) Basic operation of presentation software: The creation of presentation materials using diagrams of experimental equipment created with word processor software and graphs created with spreadsheet software, setting up animations for the created presentation materials, etc. (5) Basic operation of email software: Starting and exiting email software, various settings of email software, the ways to create, send, receive, and reply to emails, etc. (7) Basic operation of web browsing software: Starting and exiting browser software, searching for websites, security and netiquette, etc.

### 2. Course Objectives

In this course, the basic operation of computers, word processor software, spreadsheet software and presentation software will be acquired, with the aim of acquiring the ability to prepare scientific and engineering format reports as well as presentation materials. Additionally, basic operation of email software and web browsing software will be acquired.

### 3. Grading Policy

Performance is evaluated based on in-class quizzes (70%) and periodic examinations (30%). Overall feedback is provided and test answers are explained during the final lecture.

### 4. Textbook and Reference

Textbook

Textbook: 杉本くみ子、大澤栄子 共著 『30時間アカデミック 情報リテラシー Office2016』 実教出版 ISBN978-4-407-34023-5

Course material: Printouts (quiz) will be distributed.

### 5. Requirements(Assignments)

Before class: Go to the library, etc. to research the knowledge and techniques needed for solving the next quiz. (1 hours)

After class: Go to the CL room and revise how to operate the software needed for solving the quiz that was held at the previous lecture. (2 hour)

### 6. Note

An explanation of the quiz will be given at the start of the class, so take great care to avoid being late.

### 7. Schedule

- [1] Basic operation of computers (login/logoff, startup/shutdown, window operations, file operations)
- [2] Basic operation of word processing software (romaji input, modifying/editing characters, applying styles to characters, using function keys)
- [3] Basic operation of word processing software (creating/saving/loading documents, creating tables using lines)
- [4] Basic operation of word processing software (creating complex formulae using the equation editor, creating reports)
- [5] Basic operation of word processing software (creating experimental apparatus diagrams by using diagram drawings and text boxes)
- [6] Basic operation of spreadsheet software (entering and deleting data in cells, creating and styling tables using spreadsheet functions)
- [7] Basic operation of spreadsheet software (creating various graphs by using graph creation functions, changing the layout and styling of graphs)

- [8] Basic operation of spreadsheet software (creating a list of results using mathematical functions)
- [9] Basic operation of spreadsheet software (insert printing using data created in spreadsheet software)
- [10] Basic operation of presentation software (creating documents using experimental apparatus diagrams created using word processing software)
- [11] Basic operation of presentation software (creating documents using graphs created using spreadsheet software)
- [12] Basic operation of email software (starting/exiting email software, various settings of email software)
- [13] Basic operation of email software (creating, sending, receiving, and replying to email)
- [14] Basic operation of web browsing software (starting/exiting, how to search, security, netiquette)
- [15] Test, summary