

DAILY QUESTIONS

WEEK 1 - TH	<p>What are elements in a computer? In what ways could you use a computer in your home? If you were going to buy a computer, what type of computer would you buy: a desktop computer, a laptop, or a PDA? What features would you look for? What peripheral devices would you require?</p> <p>If you up the operating system on a computer, why would you need to update the device drivers? Provide examples of possible situations for linking, embedding, and simply copying data. What does "modem" stand for and how does it work?</p>
WEEK 2 - T	What is the definition of an operating system? What is the difference from an application and an operating system?
WEEK 2 - TH	What is the difference from Explorer and My Computer? List three (3) Input/Output devices.
WEEK 3 - T	Define a database. What is a relational database? What is the difference between a field and a key field? When would the AutoNumber feature come in handy? Name at least two ways to insert a date into a Date field. Which is more convenient? Which field in the first table is used to connect two tables? Which field in the second table is used to connect to two tables? What symbols indicate "many" and "one" in an Access table relationship?
WEEK 3 - TH	What are the components of a database? How do you create a Query? What does SQL stand for?
WEEK 4 - T	What is the difference between Form View, Design View and Layout View? How do you create calculations?
WEEK 4 - TH	What is an Access report? List 8 formatting commands and what they do. How do you open an existing database?
WEEK 5 - T	What are the components of the document window and what do they do?
WEEK 5 - TH	What are the main parts of the toolbar? What are the main menu commands, and what do they do?
WEEK 6 - T	To change the look of a document, what can you do to make it look unique?
WEEK 6 - TH	Why is it important to plan a document before creating it? What steps would you take to plan a document to completion?
WEEK 7 - T	List three (3) top search engines. How do search engines get the information you want? List three (3) browser types. Which is your favorite and why?
WEEK 7 - TH	How do you bookmark a website? What is the difference between the internet, an extranet or intranet?
WEEK 8 - T	How can you take information you find on the Internet, and place it in a Word document?
WEEK 8 - TH	No DQ – Turn in group's project structure & synopsis.
WEEK 9 - T	What is your group's project synopsis? Are you trying to create an application to solve a problem?
WEEK 9 - TH	How was the internet created? (No it was not created by Al Gore!)
WEEK 10 - T	If you make a mistake in creating your formulas, can get some significant errors in your worksheets? If so, what kind of errors are possible with the use of formulas? Give examples.

WEEK 10 - TH	What are the components of a spreadsheet? What does each components do?
WEEK 11 - T	What is the box at the top of each column containing a letter called? What feature automatically resizes a column so that it accommodates the widest entry? Think about background colors for text. Do they interfere with thinking? Do they really enhance a worksheet or detract from it? Think about borders. Do they feel too confining or do they help to group some ideas or related group of data?
WEEK 11 - TH	Think about the significance of modifying the chart layout. Do you think that the layout of a chart can impact the chart's effectiveness? Can changes made to a chart's layout make it easier to understand the data of a chart? How?
WEEK 12 - T	Name at least three items that you can insert or create on a PowerPoint slide? Name two software programs that you can use to create files that can then be used in PowerPoint.
WEEK 12 - TH	What is the difference between applying bullets and applying numbers to a list? What are the types of lists that would require numbers and those that would not? Please provide examples of both.
WEEK 13 - T	How many picture formats can you insert into PowerPoint? What are three types of text files you can import into PowerPoint? What happens to a Heading 2 style when imported into PowerPoint? How can you remove part of a picture once it is inserted on a slide? How do you create a text box that wraps text without using an already-supplied text placeholder?
WEEK 13 - TH	How do you change the theme of your presentation? How do you modify the masters? You have received a PowerPoint presentation with a photograph of your high school on each slide. You want to change the presentation so that the high school image is only on Slide 3. What should you do? You have also been asked to create a square with the following fill color: 23R 45G 80B. How will you go about this task?
WEEK 14 - T	Why would the ability to link data across applications be useful? How could operations be streamlined as a result of object linking? When might object linking not be useful? For example, what might happen when you send a file that contains linked data to someone else? Would you need to send both files? Would the links necessarily "work" on someone else's system?
WEEK 14 - TH	Why would the ability to link data across four applications be useful? How could operations be streamlined as a result of linking data from a database to Excel and then to PowerPoint? What happens to a chart in PowerPoint that was created from data in Excel that was in turn copied as a link from Access when the original data in Access is updated? Why can't you delete a row or column in data copied from Access and pasted into Excel as a link?
WEEK 15 - T	Define what the key elements you learned in this class.
WEEK 15 - TH	Define what you feel would improve this class.