BI-102 Computer Topics

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Creating Reports

- In this course, you'll need to create professional looking reports and quantitatively analyze data.
- You'll do this using Microsoft Office 2007 products:
  - Word – Word processor.
  - Excel – Spreadsheet.
- And possibly
  - PowerPoint – For presentations (slide shows) and posters.
  - Publisher – For page layout and simple web pages.

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Office 2007

- As of last Spring, MSOE switched from Office 2003 to Office 2007 (at least on the new laptops).
- Unless you're already familiar with it, you may initially find using 2007 a bit awkward (I have).
- By default office 2007 applications use a different file format than previous office programs.
- Explore Microsoft's on-line training modules at: http://office.microsoft.com/en-us/training/default.aspx.
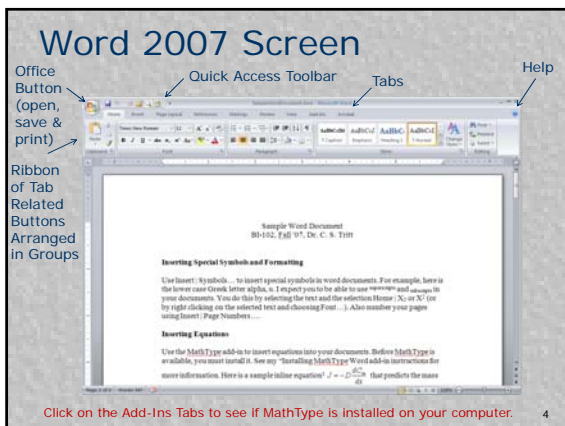
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Word 2007 Screen

Office Button (open, save & print)

Quick Access Toolbar

Tabs

Help

Ribbon of Tab Related Buttons Arranged in Groups

Sample Word Document
BI-102, Fall '07, Dr. C. S. Tritt

Inserting Special Symbols and Formatting

Use Insert | Symbols... to insert special symbols in word documents. For example, here is the lower case Greek letter alpha, α. I expect you to be able to use superscript and subscript in your documents. You do this by selecting the text and the selection Home | X_2 or X^2 (or by right clicking on the selected text and choosing Font...). Also number your pages using Insert | Page Numbers....

Inserting Equations

Use the MathType add-in to insert equations into your documents. Before MathType is available, you must install it. See my "Installing MathType Word add-in instructions for more information. Here is a sample inline equation^1 $J = -D\frac{dC}{dx}$ that predicts the mass

Click on the Add-Ins Tabs to see if MathType is installed on your computer.

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Installing MathType

- Word 2007 built-in equation editing capabilities are weak. I recommend you use the MathType equation editing add-in.
- If MathType is not already installed on your laptop, carefully follow my "Installing the MathType Word Add-in" instructions to install it now.

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Word 2007 Tasks

- In addition to text entry and basic formatting, I expect you to be able to:
  - Insert special symbols, create superscripts and subscripts and number pages in your documents.
  - Insert MathType equations (both *Inline* and *Display* types) in your documents.
  - Insert graphics (pictures) from files into your documents as figures with captions.
- See the Sample Word Document handout for more information. You should experiment to learn the general capabilities and features of Word.

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Excel

- I expect students to be able to use the basic features of Excel, including:
  - Entering and editing data.
  - Setting numeric data formats.
  - Producing professional looking charts (graphs and plots).
- See my Introduction to Excel slide show for more information.

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Aris (On-line Learning Center)

- Included with your textbook
- The URL is http://highered.mcgraw-hill.com/classware/infoCenter.do?isbn=0072965819.
- See your book for details.
- I haven't tried it as a student (I'm already registered with McGraw-Hill as a professor), but I suggest you at least investigate this site.

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Adobe Acrobat

- Some of my on-line documents for the course will be in Adobe Acrobat (.pdf) format.
- If Acrobat Reader is not already on your laptop (it should be), you can download it free from http://www.adobe.com/products/reader/.
- Once Acrobat Reader is downloaded and installed you should be able to view the .pdf files in your browser or by downloading and opening them.

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Laptop User Information

- You can access information regarding MSOE's computer network and laptops at http://ccsd.msoe.edu/index.jsp
- Particular useful links include: printing and FAQ / User Services.

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Printer Configuration

- You should add the printer in S-255 to your laptop configuration.
- Instructions for doing this can be found at http://ccsd.msoe.edu/printing.jsp?IDPrinter=79.
- Let me know if you have any problems adding this printer.

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