

## TEC 937 – Mac OS X Assignment Details

### Files

#### Clipboard

- Copy and Paste items to and from the Clipboard 10N
- Use Drag and Drop to move and copy graphic items 10O

#### Draw

- Draw line and shapes and make changes 11K
- Rearrange Layers 11L

#### Echo.wav

- Create a sound file and add echo and fade 14D

#### Evaluation

- Complete the questions in this file 20B

#### File 14.wav

- Record your own sound and save it 14C

#### File 2.jpg

- Use Screen Capture feature 2K

#### Formatting

- Format the text as described in the document 10C
- Justify the paragraphs as detailed in the document 10D

#### Graphics.jpg

- Open graphics.bmp and save it as graphics.jpg 15B

#### History

- Use the arrows, scroll bar and shaft to navigate 2I
- Use Page Up, Page Down, Home, and End 2J
- Lock this file 3O
- Unlock the file, change margins, numbering and orientation, save and relock 10E

#### Journal

- Were you a Spaceman Spiff? Who were the heroes of your youth? 1A
- Make some predictions about the future. 1B
- What do you see by 2010? 1C
- Do you see technology converging? 1D
- Are you positive or negative about the future? 1E
- What was the very first computer you touched? 2A
- What was the first OS you used? 2B
- What are the benefits of a GUI interface? 2C
- Are keyboard commands easier for you? 2D
- What skills are necessary to use the mouse? 2E
- Why is it necessary to be able to position windows on your screen? 2H
- What method of navigation do you find the most useful? 2J
- Screen Capture 2K
- What is your current status regarding storage organization? 3A
- Picture of a Toolbar 3M
- Which Dock position do you prefer? 4A
- Do you prefer a larger or smaller Dock? 4B
- Do you like the Magnification feature? 4C
- Picture of the Dock 4D
- Why would you want to be able to change the Desktop? 4E
- List the applications you use on a regular basis 5A
- Why is it important to teachers to be able to hide the Desktop? 5D
- Tell of a personal experience regarding data loss 6F
- Using Find to locate documents 6L
- Share an experience of sharing files with other computers 6M
- Do you use extensions? 6N
- Picture of Get Info 7A
- Using Login to limit activities 8C

#### Using Classic 8D

- Do you have your computer automatically update your software? 8F
- How might speech recognition be used in the classroom? 8G
- How might Zoom and White on Black be used in a classroom? 8H
- How might keyboard entry be used in the classroom? 8I
- Which screen resolution do you prefer? 8K
- Describe your Energy Saver setup. 8L
- Describe Tracking Speed setup 8M
- Have you ever created a sound file? 8N
- Where do you prefer to have your Scroll Arrows. 8O
- Install a font and use it in a document. 8P
- Enter special text using the Keyboard Viewer 8Q
- Do you have any OS 9 applications? 9A
- Picture of new Buttons 10A
- Identify which of the seven methods of selecting text you like 10B
- Which graphic formats are you familiar with? 11A
- Where do you get your clip art and other images? 11B
- Use screen capture and paste in Journal 11J
- How are you connected to the Internet? 12A
- What service do you use for email? 12B
- What browser do you use? 12C
- Which search engines do you prefer? 12D
- How has the Internet changed your classroom? Is it a threat? 12F
- Do you have a CD and a DVD player? Can you burn either or both? 13A
- Have you ever created a movie using iMovie? 14E
- Describe your Address Book setup 15A
- Is your school networked? 16A
- Is your school wireless? Are there security issues? 16B
- Do you come in contact with Windows computers? 16C
- Find a URL using Google 17A
- Capture a stock chart using Dashboard 17B
- Locate the address of Krispy Kreme using Yellow Pages 17C
- Find flight information using Dashboard 17D
- Find three synonyms using Dictionary in Dashboard 17E
- Translate a phrase to Spanish using Dashboard 17F
- Install a new Widget and respond 17G
- Do you use any of the free software that comes with the Mac? 19A

#### Margins

- Set the global margins 10I
- Set the right margin 10J
- Set a reverse indent 10K
- Modify the margins of existing text 10L
- Save the file as .txt and .rtf 10M

#### Paint

- Use the Pencil Tool to draw lines 11C
- Use the Brush Tool to create a graphic and change colors 11D
- Draw lines using the Shift key 11E
- Draw shapes with the Shift key 11F
- Erase portions and use the lasso and selection tool 11G
- Use the Eye Dropper and Fill Color 11H
- Copy and Paste images 11I
- Use screen capture and paste in Journal 11J

#### Project

- Complete on curriculum-based project showing off how you can use OS X 20A

#### Replace

- Replace words in existing text 10P

#### Shirley.mp3

- Open Shirley.wav and save it as Shirley.mp3 14B

## Sound

- Use Speak Text to read existing text 10R
- Insert two sound files into a word processing document 10S

## Tabs

- Set tabs and enter text 10F
- Modify the tab setting of existing text 10G
- Copy and Paste tab and margin settings using the Format Painter 10H

## Thesaurus

- Locate words to replace in existing text 10Q

## **Folders**

### Column View

- Change the name of the folder and delete some folders 3L
- Save File6 in the Column View folder 6E

### Delete

- Use the Shift key to select files for deletion 6G
- Use the Command key to select files for deletion 6H
- Use the Selection Box to select files for deletion 6I
- Drag folders with and without using the Option key 6J

### Drop Box

- Create a Drop Box and set permissions 3P

### Icon View

- Change the size of the Icons 3E
- Change the font size 3F
- Change background color and picture 3G

### List View

- Add version to the list view options 3H
- Change the width of a column 3I
- Switch two columns of information 3J
- Sort by Date Modified 3K
- Modify folder Icon 3N

### Organization

- Create two new folders, open them and add 6 folders inside 3B
- Change the name of an existing folder 3C
- Discard two folders 3D

