Institut for Matematik og Datalogi
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Introduction to Information Technology
E00 – Lab 1

Explanation

This is an updated description of your lab. Please use this one, rather than the one on the notes concerning the first lecture. The computer system is new and is still being installed, so things do not work quite as expected when the original notes were written. There could also be differences from what is explained here, and the system may change before you use the computer next time. It might be wise to keep the original notes, since they explain how it would work on a completely Danish system.

Primary Lab 1 - for week 37

Bring your lab manual, since you will start there. If you don't understand what it says in an exercise, try looking back in the explanations preceding the exercises. For example, Exercise 1.1 starts out with "Open the glossary that came with the lab software." This is explained on pages 2 – 5 of the lab manual. Always close down your programs and log-off the computer when you are done. You may always ask your lab assistant if you're not sure about how to do something. For labs which use the lab manual, you may keep your lab worksheets, but show them to your lab assistant to show what you have been working on. (This applies to all the labs, including the supplementary labs.)

You will begin with Lab Experience 1 in the lab manual, with the modifications mentioned below.

First login to your computer. There is probably a message on your screen saying "Press Ctrl-Alt-Del to begin". Press all three keys at the same time ("Del" is "Delete"). If you are a first-year student, your instructor will have your user name and password. These should be typed in the labelled boxes, first the user name, then after hitting the **Tab** key, the password. If you are not a first-year student, you should already have a user name and password. Check that these work before coming to your lab section so that you can get it corrected before coming if there is a problem. You will get a message saying "Your password has expired and must be changed"; just click on **OK**. Now you should change your password. Choose something fairly random, which no one else could guess.

Use 8 characters, both letters and numbers, but do not use your birthday, CPR number, or any word which would appear in a dictionary. Write it down so that you can remember it. You will now be asked for your password, which should be typed twice, in the two boxes. (Hit the **Tab** key after the first time to get to the next box.) (Note that the original password will be the one that works the first time you use **Outlook Express**, so do not throw that one out either.)

It will now take quite awhile before you actually get logged in, since your account is being set up. Just be patient.

In the following, there are fairly explicit directions for what you should do. In most cases, there are other ways to do exactly the same thing. If you know some other way, it is fine that you use it.

Start by removing the window which says "Getting Started", by clicking on the **x** in the upper right hand corner. Clicking on an **x** like that is a general means of killing programs and getting rid of windows you don't want. When you are in a *Dialog* window, clicking on that **x** will usually cancel that command, and you should click on **OK** instead. You can get the introduction which you just killed back by logging in again.

To be consistent with the rest of the class, set your system so that it does some things in Danish. (You only have to do this once, not every time you login.) To do this, follow what your instructor says or click on **Start** at the bottom left corner of your screen. Click on **Settings** from that menu, and **Control Panel** from the next. This will produce a window. Find **Regional Options** in there and double click on it. By **Menus and Dialogs**, change to **dansk**, by clicking on the arrows pointing down and then clicking on **dansk** when you find it. Click on **OK**, and then click on **OK** in the dialog box. Now you need to logout and login again. To logout, choose **Log Off "brugernavn"** from the **Start** menu, and then tell the program that you really want to do it. :-)

Login again. Get rid of the window with "Oplev Windows 2000" and the **Control Panel** window which came up because you did not close it before logging out.

Double click on **Dokumenter**. This will open a window. Practice with general techniques for windows if you are not used to this. Click on the leftmost of the three buttons in the top right part of the window. This iconifies the window, so that it's out of your way for awhile. The **icon** for it is at the bottom of your screen in a rectangle labelled **Dokumenter**. Click on that icon and your window will return. Now try clicking on the middle of those three buttons. Your window should become larger. Click on that middle button again and it will get back to the original size. To move a window around, you move the mouse to the bar at the top of the window, and then drag it by moving the mouse while holding the left mouse button down. Try this.

Create a new folder in **Dokumenter** and call it *Glossaries*. To do this, click on the menu button **File** on the top line. Click on **Ny** from the menu. This produces a new menu. Click on **Mappe** to get a new folder. Hit the **Backspace** key to erase the artificial name and type **Glossaries**, followed by **Enter**. You can get rid of the folder (or any file) by dragging it to the **Papirkurv**. It is saved there until you empty the **Papirkurv**, which you can do by right clicking on it and then clicking on **Tøm papirkurv**. You will have to confirm with a **Ja**. (If you do this now, create a new folder with the same name again.)

In the **Dokumenter** window, double click on **Invitation**. This will open that folder. To get back to **Dokumenter** again, you can click on the left arrow by **Back** on the second line in your window. Clicking on the right arrow will get you back to **Invitation**, where you will double click on **Invitation**. This starts the software for the labs from the lab manual. Click on **Continue**. You can now click on **Glossary** to begin Exercise 1.1.

The part of the lab dealing with the glossary introduces you to a "typical" Windows application. Note that you can use this application for any of your courses, to make it easy to search for terms you learn and will later want to recall. Read about it and using Windows in your lab manual (before coming to your lab section).

Now do Exercises 1.1, 1.2, and 1.4. On page 4, you can find an explanation of how to open a glossary. You need to click on the file you want to open. After Exercise 1.4, try saving your glossary. Using the **File** menu, click on **Save as...**. This will produce a window to help you. Near the top, it shows you which folder you are in **Examples**. Near the bottom is the file name. If you want to save it in the old file, destroying what was there before, you can just click on **Save**. Instead, try changing the file name to something else and clicking on **Save**. This will create another file in the same folder, and you can see this by trying to open a glossary again. Try also saving it elsewhere. If you click on the picture of a folder with an up-arrow, you will change to the folder with contains **Examples**, one level further up. Doing that again, you should get back to **Dokumenter**. There you have a folder you created yourself, called *Glossaries*. Double click on that, type in a file name, ending with **.glo**, and save the file. Quit the Glossary program and the **An Invitation to Computer Science** program, the first by clicking on the **x** and the second by clicking on **Quit**. It would now be a good idea to get rid of the other copy you made of this file. You should have the window showing your folder **Invitation** open now. Double click on **Examples**, find the file you want to delete, and drag it over to the **Papirkurv**.

Now do Exercises 1.6. To open your browser, double click on **Internet Explorer**. It looks like a fancy **e**. Since you are using Internet Explorer, rather than Netscape, the names for things given in your lab manual sometimes need to be translated. The **Home** button looks like a house. **Location** is **Address**. Your home page is the page for this course. It is entitled DAT101 in the belief that this will become the number for the course. It has no number yet.

Now access a page by typing a URL in the **Address** field. Click twice at the end of what is there now. Then backspace to remove the **DAT101/**. In place of that type **MM01/** and hit the **Enter** key. This should give you the home page for your math course (if you are a first-year student). Add this page to your bookmarks, called **Favorites** here. Use the button on the second line, and choose **Add...**. From there, choose **Create in**>> and then **New folder...**. This will let you create a new folder in your bookmarks so that you can save this URL there. You could call that folder something like *Courses*. Click on **OK** and then on **OK** in the "Add Favorite" box. Again, you have the possibility to keep things organized in folders. The **Back** button is the left arrow by **Back** . Click on this to get back to the DAT101 page. Click on the link *statistics lab*, which will get you to the statistics lab, the third primary lab for this course. Go back to the DAT101 page. You can come back to the statistics lab page now by clicking on the right arrow next to **Back**.

Notice the **Help** on the menu bar. Most programs you will be using have a **Hjælp** or **Help** menu, and they often can be used to find answers to your questions about the program. Click on **Help**, then on **Contents and Index**, then on **Søgning efter de ønskede Websider**, and then on **Søgning efter sider, du har besøgt for nyligt** . Follow the directions there to get back to the MM01 page. These directions are in Danish, and **Oversigt** is **History**. Close the program after closing the help window.

Now try reading e-mail. Click on the envelope at the bottom of your screen to start Outlook Express, a program for handling e-mail. Click on **My Mail Account**, and answer **Yes** in the dialog box. You will be asked for your e-mail password and should type it. (It is the original password you got, not the new one you changed your password to when you logged in. Your e-mail password is different from your account password. You can also change your e-mail password, so they are the same, if you wish.) Mail you have received should be in an **Inbox** (the bottom one on the list), which is open. You should have e-mail there. Try to read it. Right click on the e-mail you want to read. A menu will open showing you your possibilities. **Open** will open it in a window and show you all your options. In this case, do not **Reply to All**, which would send e-mail to everyone in this course! You can save e-mail by using the **File** menu, as with other programs. When you save e-mail, do it in an organized manner, in folders, so that you can find what you want again later. Get rid of the window with that e-mail. Now send e-mail to your instructor, who will give you his/her e-mail address. To do this click on the **New Mail** button just below the **File** menu button. You will get a window. Fill out the **To** box with the correct address. You can get to the next box using the **Tab** key. Type something in the **Subject** box, and then type some e-mail in the big box. Close this program.

Log-off the computer. Choose **Log af "brugernavn"** from the **Start** menu, and then tell the program that you really want to do it.