

COMP 1004- Computer Essentials Week 1 Introductory Assignment

Value: 10% (5 for the first part and 5 for the homework).

This mark is for assignment completion – if you complete the assignment as instructed, you will receive full marks.

Complete the introductory assignment by the end of the Week 1 class period (Monday, May 6 @ 11:50 am) **(must be completed in class)**.

- Log into your OneDrive in the lab and create a folder titled “Spring Semester 2024”. In this folder, you will then create a folder **for each** of your courses that you’re taking this semester.

****When complete, you will need to be checked off in lab that this step was done****

- Create an email signature with your name, student number and program name.
- Complete the following steps as outlined below:
 - a) Create a Word Document
 - b) Save your file (to your OneDrive) as YourLastname_YourFirstname_Assign01 (ie. My assignment file would be ouellette_daniel_assign01.docx).
 - c) Begin with your Full Name and student number
 - d) Answer the following questions.
 - How familiar are you with Microsoft Word?
 - In what ways will you use Microsoft Word as student? How will it help you be successful as a student?
 - How familiar are you with Microsoft PowerPoint?
 - In what ways will you use PowerPoint as a student? What projects/assignments might you complete with it?
 - e) After answering your questions, try to format some of the text—ie. Add colour, bold titles, or question numbers, or highlight key words, etc. Save file.
 - f) Compose a professional email that explains what you’re most looking forward to this semester and attach your assignment file to the email. Please use the professional email guidelines we discuss in class.
- 1. Send to students@djolessons.com & Also Submit your word file to Canvas.

Please complete steps above for your assignment this week. You will need to submit/complete everything in lab by Monday, May 6 @ 11:50 am.

Homework: (complete **before** next class – May 13)

- 2. Record your name in NameCoach
- 3. Add a headshot style photo to your Canvas account.