

DAI 322
Basic Computer Skills Acquisition Exercise

Name _____ **Section** _____

Computer Information

System Software _____ Amount of RAM _____

Speed of CPU _____ Size of Hard Disk _____

Space Available _____

Number of Computer _____ Brand of Computer _____

What does the USB port icon look like? _____

What two places can the USB ports be found? _____

Control Panel and System Information

Where are ACTIVE fonts in the computer hard drive.

Name three of the ACTIVE fonts.

Find the Control Panel for the Monitor and state what the Color Depth setting is. _____

How do you make a Window active? _____

What is the Key Command for making a new Folder? _____

Application Information

Find the version we are using of the following Applications:

Suitcase _____ Photoshop _____ Illustrator _____

Indesign _____ Adobe Acrobat _____

How can you tell that an application is 'running' or 'open'? _____

How do you close an application? _____

How do you force quit an application (*list 2 ways below*)

a. _____ b. _____

Computer Skills, Continued

1. Make a Folder on the Desktop with your last name on it (no spaces in your file name please).
2. Inside this Folder, make a Folder for this class; name it dai322 (no spaces in the name). Once again do not include spaces while naming your folders unless you use an underscore "_".
3. Inside the 'dai322' folder for this class, make a Folder named 'links', 'roughs', 'pdfs', and 'fonts'. This folder structure should be used during our class session to store your work.
4. Change the view on the 'dai322' so that the Folder is viewed "as multi-panes". Make sure that you know how to resize Windows by clicking in the lower right corner and dragging.
5. List the file structure where your folder is located _____
6. **Copy** the 'dai322' folder to the hard drive. (you will generally move your files from the disk to the hard drive to work from them).
5. Re-list the file structure where your folder is now located _____
6. Find an Icon from a program that you like, use "Get Info" from the File menu to copy and paste the Icon onto the Folder with with your name on it.
7. Find me and use my UBS key chain drive and copy your folder over to my disk.

WARNING!

In general, please NEVER adjust the System or add anything to the Apple Menus in this lab. If you need anything adjusted, please ask the instructor or lab monitor.

Also, never work on files or open files from your zip disk or USB drive. Always move your files to a designated part of the hard drive and then eject your disk. Disks have the reputation of 'failing' if you work on files contained on them; also, you work at 'half the speed'.