On the Way to Computer and Information Literacy

Objectives

1. Introduce the concepts of information and computer literacy.
2. Review the organization of this book.
3. Identify elements of a computer lab system.
4. Log in to a computer system.
5. Create a PDF file.
6. Compress and unzip a file.
7. Download and upload an email attachment.
8. Develop basic skill in using OneNote to explore a few computer and information literacy concepts.

Healthcare professionals increasingly rely on information systems to assist them in providing quality care. They realize that a large percentage of their practice involves the management of information. Computers are often required to perform information-related functions such as sorting and addressing patient needs and documenting care; providing remote patient care through telemedicine facilities; organizing, calculating, and managing financial data; and accessing healthcare literature. To use the tools of automation in meeting their responsibilities and take advantage of evolving computer technologies, healthcare professionals must be computer and information literate.

This book is designed to help you develop the essential computer and information literacy skills needed by all healthcare professionals. Its focus is the introduction of concepts that cross specific applications and the development of practical computer skills. In each chapter, exercises from the healthcare arena provide practice in applying the concepts and skills.

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Literacy

Healthcare providers learn to use a stethoscope as a tool to assess patients. This practice involves understanding the function and purpose of the stethoscope as well as developing skill in using it. Just as healthcare providers learn to use the stethoscope, so they must also learn the function and purpose of computers in health care as well as develop skill in their use. In other words, healthcare providers must become "computer and information literate."

Literacy	Literacy means the ability to locate and use printed and written information to make decisions and to function in society, both personally and professionally.
Computer Literacy	Add "computer" to the term "literacy," and it refers to the ability to use the computer to do practical tasks. A variety of viewpoints exist that identify computer skills required for computer literacy, but there is general agreement that computer literacy includes the ability to use basic computer applications to complete tasks.
Information Literacy	This term describes a set of skills that enables a person to identify an information need, locate and access the required information many times by using technology, evaluate the information found, and communicate and use that information effectively. With the explosion of information, both good and bad, information literacy has taken on a major role in all educational settings. Given information literacy's growing importance, Chapter 12 provides further information on this topic.

People who are computer and information literate have the following characteristics: They

- use the computer and associated software as tools to complete their work in a more effective and efficient manner.
- recognize the need for accurate and complete information as the basis for intelligent decision making.
- find appropriate sources of information using successful search strategies.
- evaluate and manage information to facilitate their work.
- communicate information in various formats.
- integrate technology and information strategies into their daily professional lives.

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Many professional organizations and accrediting agencies now include information and computer literacy requirements as part of their criteria. For example, the Association of College and Research Libraries (ACRL) produced a document defining and outlining specific criteria and standards for demonstrating information literacy (Association of College and Research Libraries, 2000). To support the development of information literacy, the ACRL has establish a Web site with links and citations to information literacy standards and curricula developed by accrediting agencies, professional associations, and institutions of higher education. Several of the healthcare professions are included in its site. The ACRL Web site can be viewed at http://www.ala.org/ala/mgrps/divs/acrl/about/sections/is/projpubs/infolitdisciplines/index.cfm.

Organization of the Book

This book consists of 14 chapters and an index that features highlighted computer terms. Most chapters are organized in the same way, beginning with a lesson that introduces the content, describes key concepts and terms, and, in application chapters, provides descriptions of common application functions and keystrokes. Each chapter also includes one or more exercises for use in the classroom or computer laboratory to practice application of lesson concepts and one or more assignments intended for you to demonstrate the knowledge and skill acquired. Additional materials for exercises and assignments can be downloaded from the book's Web site.

The first chapter provides material that is useful to understanding and using this book as well as an introduction to OneNote. Chapters 2, 3, and 4 contain content about hardware and software. Computer hardware and software terms are introduced in Chapter 2. Chapter 3 focuses on managing the computer environment. Chapter 4 covers tasks that are common to most application programs. As a consequence of this consistency, many applications in a graphic environment have common looks and functions.

The next four chapters include lessons and practice exercises for word processing, presentation graphics, spreadsheet, and database applications. Microsoft Office 2007 is used to illustrate the basic concepts of each of these chapters.

Basic Internet concepts for connecting and browsing, and related software such as Internet Explorer and Firefox, are then introduced. Tips for successful communication over the Internet and in distance education endeavors are shared in Chapters 9, 10, and 11. Means of accessing informational resources and issues of security, integrity, and ethical use of electronic data are reviewed in Chapters 12 and 13. Chapter 14 provides an introduction to the field of healthcare informatics.

Every attempt was made to select Internet sites that would exist while this book is used and that demonstrate the concepts presented. Remember, however, that Internet sites can and do change, so some of the links may not work.

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Before Beginning: Some Helpful Information

Every computer system and every computer laboratory have subtle differences that can cause problems for the beginner; therefore, learning something about the computer environment used is essential. Professors or computer laboratory personnel can help to answer the following questions:

Accounts	Is an account needed to use the computer laboratory or university's resources? If so, what is the process for getting one? Some schools have at least a 24-hour wait time before the laboratories can be used. By comparison, some other schools automatically create an account when a student registers or provide facilities and directions to create an instant account. Some schools require students to own laptops, but you still need an account to sign on to the school's network. A separate account may also be needed to access course materials made available through the Internet or that reside on course management software servers.
Computer Laboratories	Where are the computer laboratories located, and who has access to them? Is an identification card needed to use the equipment and software? Are some laboratories reserved for specific student populations—for example, health professional students or engineering students—or are all laboratories general-purpose facilities that are available to all students, staff, and faculty?
Cost	Is there a user charge for accessing and using the computer equipment and software? Do the rates vary (less at night or during off-peak times)? Is a computer fee included in tuition charges? What does the fee cover?
Documentation	Does the computer laboratory have user documentation? Where is the documentation? Are handouts available in the computer laboratory, or are the documents available online to read and/or print? Which documentation is needed to begin? Most computer laboratories have user documentation that provides helpful information for starting and learning specific software programs. For example, the laboratory might have a document called "Getting Started with Outlook" or "Accessing the Network from Home."
Equipment/Storage	Which type of hardware will be used? Which types of storage devices are needed, and where can they be

purchased? How is the equipment turned on? Where can students store data files?

Laboratory Hours What are the laboratory hours? Do they change during the term? Is the laboratory open over the weekend? Some laboratories expand their hours of operation toward the end of the term when many papers and projects are due. Does a laboratory assistant need to be present for the laboratory to be open, or is the laboratory left unattended?

Lease or Buy Does the university have a program whereby students lease or buy a laptop computer for use at home, in the dormitory, or in the classroom? If so, how long does it take to get a computer? How does the university support this program in terms of repair, software, and other technical issues? Is a certain operating system (i.e., PC or Mac) required? Can you buy the computer at the end of the lease?

Logging In Most resources that you will need as a student and as a professional will require you to log in to the system. Some institutions will have a universal login that provides a customized home page (referred to as a portal) with all your resources a click away; other institutions require separate accounts for each resource like the network, email, library online databases, student records, course management software, patient clinical records, drug administration systems, and so forth.

Is there a log-in procedure (a series of steps to access the computer software)? If so, how do you log into the system? Is there a help sheet to follow?

Mobile Devices Are there places around campus where students with laptops can connect to the resources available on the network? Is it wireless or wired? What are the requirements for connecting your laptop to the network while on campus?

Policies What are the policies that govern use of the computer laboratory? Policies can include anything from how often to change a password to how many pages can be printed each term to respecting the rights of other users. What are the penalties for not adhering to the policies? Penalties might range from a warning for a minor offense to dismissal or expulsion for a major offense. Most computer

	laboratories and organizations or businesses provide the policies to each account holder or give directions for viewing them online. If this is an employee account (rather than a student account), certain policies related to confidentiality of data and protection of a password need to be acknowledged and followed.
Printing	Which printing capabilities are available in the laboratory? Is there access to color printing? Is there a charge for printing? Some schools use a prepaid print card, keep an electronic record of printing that allows individual billing, or use a software program such as PaperCut to keep track of printing costs. When the printing credits go to zero, the student must add more print credits to continue printing. Other schools permit unlimited printing.
Rules	What are the rules that govern use of the computer laboratory? Many laboratories prohibit eating and drinking, chatting, and game playing. Laboratories can be restricted to academic use only. Some laboratories also check all removable storage devices that are brought into the laboratory for viruses.
Support/Help	What kind of support is available when help is needed? Many laboratories provide helpers to assist patrons who have questions or are experiencing problems. Others provide online help services and quick reference guides for their users. Are there orientation classes for the laboratories and/or training classes on specific software? What is the telephone number for the help desk? What is its email address?

Getting Started with Your Computer

It is wise to review the material in this section before beginning work on a computer.

Enter	Used throughout this book, Enter refers to the Enter or return key. When the word "Enter" appears in this book, do not type it. Instead, press the Enter or return key; it is usually marked with a left-pointing arrow.
Bold	Instructions in bold indicate what to click on, which keys to press, or what to type. Computers are very exacting. A misspelled word or failure to place a blank where a blank is needed may result in an error message. Make sure what is typed is exactly what is bolded.

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Ctrl+*X*	When Ctrl (or Alt or Shift) appears followed by a plus sign (+) and function key number or letter, press the first key and then, while holding it down, press the correct function or letter key. Release both keys together.
Version	The specific sequence and location of commands vary with different versions of software. In this book, Microsoft Office 2007 is used for the word processing, presentation graphics, spreadsheet, and database content, and Internet Explorer (version 7) and Firefox (version 3) are used for the two browsers. If your computer is a Mac equipped with Office 2008 or Safari (browser), some of the specific commands will be different.
Windows/Mac OS	Although the exercises for Word, Excel, Access, PowerPoint, Internet Explorer, and Firefox were written using Windows Vista, Mac-based programs can just as easily be used for these exercises. Most of the keystrokes are exactly the same. A few menu items and a few keys on the keyboard are different. Although every attempt was made to replicate the windows in true form, your system may display some variations in terms of how the window "looks." Despite these minor differences, you should be able to follow along in the exercises.

Learning a Few Basic Skills

Logging In

To log in:

1. Access the system. This may mean typing an address in a browser like intranet.laroche.edu to access the main internal Web page, pressing Ctrl+Alt+Delete to access the login screen, or opening an icon on the desktop for a specific system. **Figure 1-1** provides two examples.
2. Type your UserID or user name in the appropriate textbox.
3. Type your password in the appropriate text box. NOTE: The password will not show but will have asterisks in place of the letters and numbers typed. Some system passwords are case sensitive.

NOTE: Some systems you access may have specific settings required for them to function properly. For example, Blackboard requires JavaScript and cookies enabled while Microsoft's Web-based access to Outlook requires popups to be enabled. Your institution should provide you with how to enable these should they be required.

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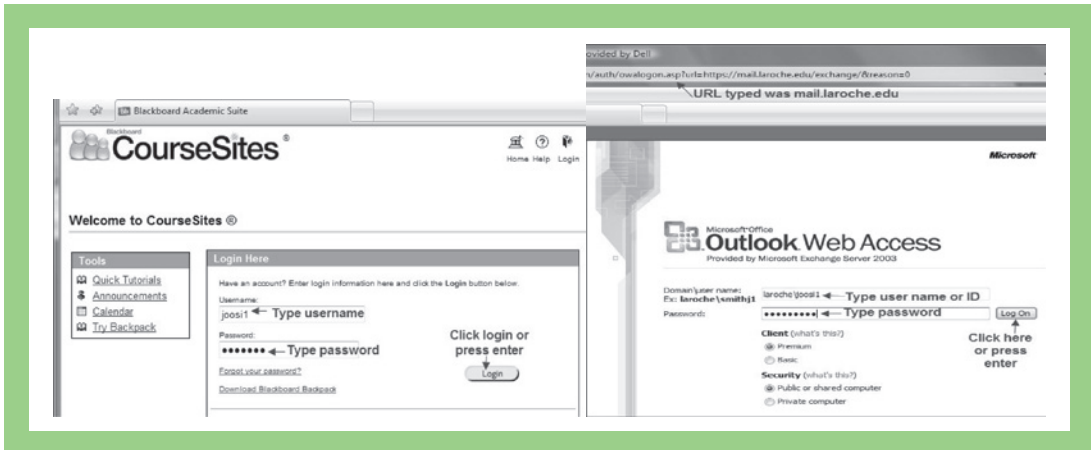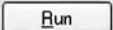
Figure 1–1 Two Login Examples

File Formats

Working in the computer environment requires some knowledge of working with files that you might need for a class or that you might need to send to your professor. Two things you might have to do are to (1) create or open a PDF (portable document format) file or (2) compress/decompress a file. PDF is a fixed-layout format often used in publishing. Two popular fixed-layout formats are Adobe PDF and Microsoft's PDF and XPS (XML Paper Specification).

To create a PDF file, you will need to install a free Office add-in utility (or plug-in) or use another program like PDFCreator that may be installed on laboratory computers.

To download the Microsoft utility:

1. Start **Internet Explorer** or another browser.
2. **Type office.microsoft.com/en-us/downloads/** in the URL or address text box and press **Enter.**
3. In the search box, type **Microsoft Office Add-in save as PDF** and **click** the **Search** button. See **Figure 1-2.**
4. **Click** the hyperlink for **Microsoft Office Add-in save as PDF.**
5. Review the System Requirements, Overview, and Instructions sections.
6. To install the download:
   a. **Click** the **Download** button ⬚**Download**⬚. At the File Download—Security Warning dialog box, click the **Save** button ⬚Save⬚ and save the file to your hard disk on the desktop or download folder.
   b. At the Download Complete dialog box, **click** the **Run** button ⬚Run⬚. Alternatively, you may install the utility later. To do this, **double-click** the **SaveAsPDFandXPS.exe** program file on your desktop or in your download folder to start the Setup program.

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Figure 1–2 Microsoft Office Download Window
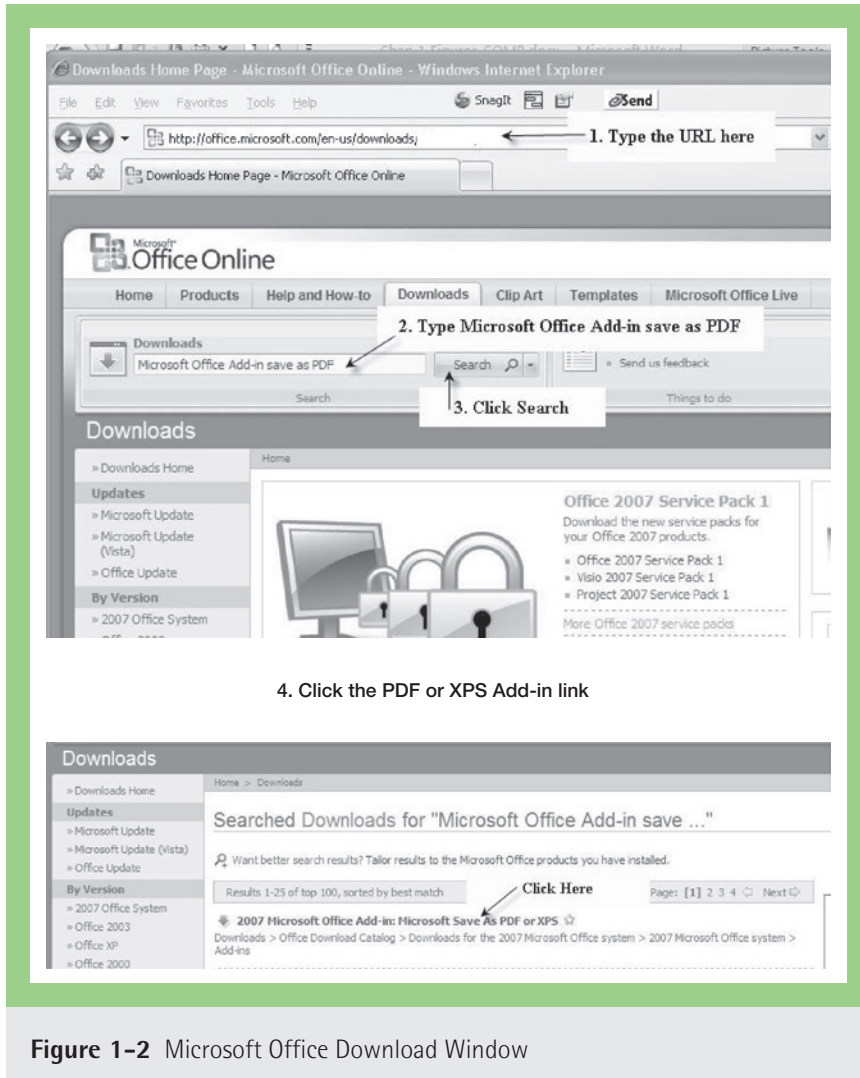
    c. If selecting the Run option, follow the instructions on the screen to complete the installation. This may require accepting the software agreement and/or clicking **Continue** as those windows pop up.

NOTE: You can also click the **Office** button, **Save as**, and **PDF or XPS format** toward the bottom of the menu. Verify that you have a legal copy of Microsoft Office and follow the screen directions to download it.

To save a file in PDF format:

1. **Open** the document you want to publish.
2. **Click** the **Office** button (⬚) and then point to **Save As.**
3. When the pop-up menu appears, click **PDF or XPS.**
4. **Type** a name and select a location for the saved file or accept the default name and location.

> NOTE: The procedure for creating a PDF file may vary depending on the program you are using. Some require you to select **Publish to** or **Print, Print,** and to change the printer to Adobe PDF.

For more information, search Microsoft Office Help online for "Save a file in PDF format" or "Save a file in XPS format."

Compression Files

Both Windows Vista and Windows XP come with a compression utility that allows you to send or receive large or multiple files. Other programs that zip and unzip files include WinZip and StuffIt. Faculty may send textbook files to you as email attachments or place them on a file server. Many of these files are compressed.

To compress a file:

1. **Select** the file or folder from your storage device.
2. **Right-click** the file or folder.
3. Choose **Send To** and then **Compressed (Zipped) Folder**. (See **Figure 1-3.**) A compressed folder (⬚) appears in the same place as the original folder. It may look like this (⬚) if you are using WinZip.

To unzip a file:

1. **Double-click** the compressed file or folder. You may also *right-click* the compressed file or folder, choose **Open with,** and then choose **Compressed (Zipped) Folder** or **WinZip**. See **Figure 1-4.**
2. **Figure 1-5** shows the dialog window that appears with the contents of the zipped file. Note that your window might look slightly different but will function similarly.
3. **Select** the appropriate file or folder to extract and then **click** the **extract all files** text. Again, a button (⬚) may be available on a toolbar that you can use to extract files, depending on the program.

Although you can view compressed files, they will *not* work properly until they are extracted.

Figure 1–3
Dialog Box for Compressing a File/Folder
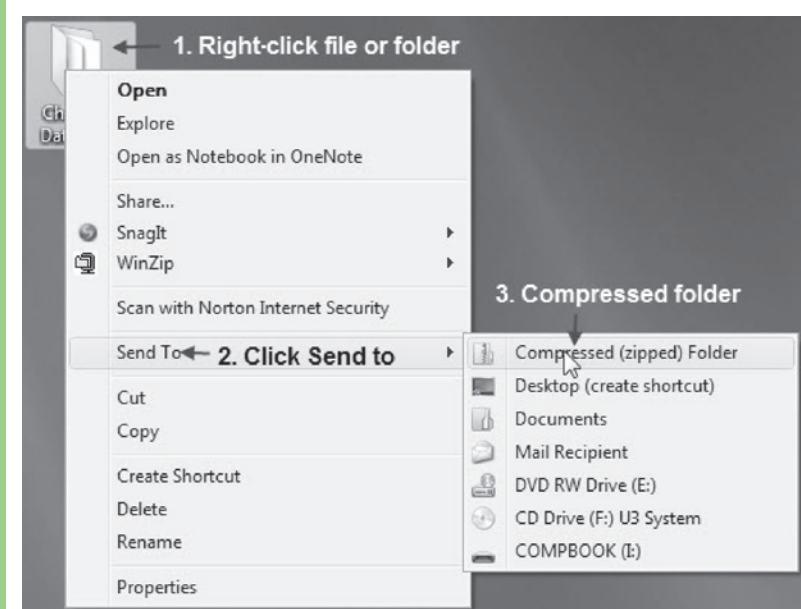
Figure 1–4
Dialog Box for Opening a Compressed File/Folder
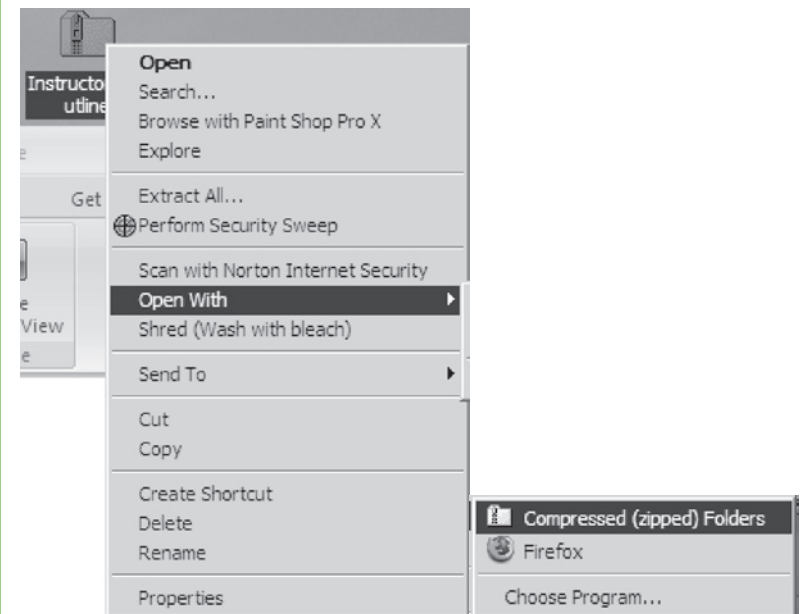
Using Windows XP

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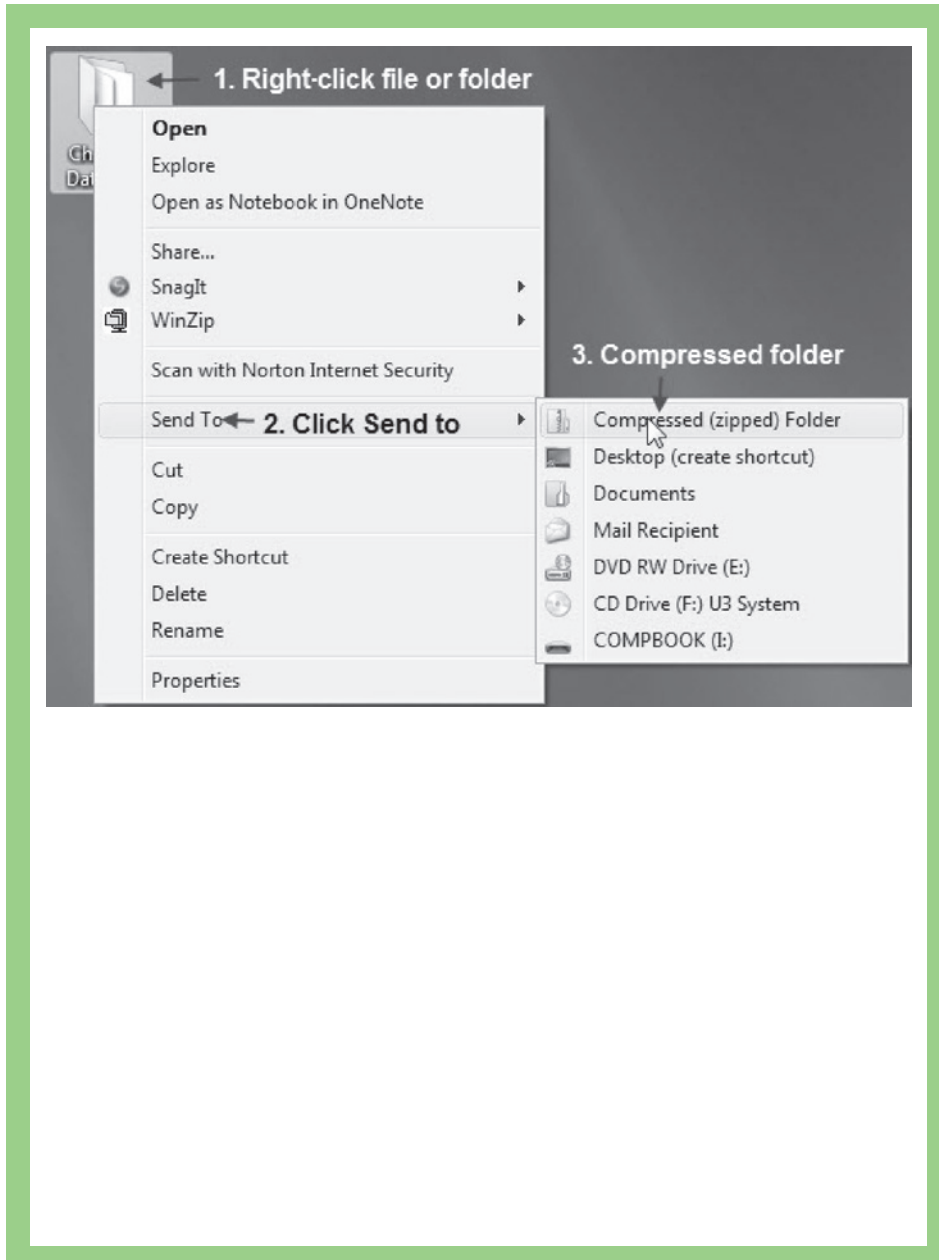
Figure 1–5 Dialog Boxes for Opening a Compressed File/Folder
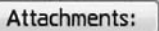
Email Attachments

In addition to saving files in PDF format and extracting compressed files, you may need to download a file attached to an email message or attach one of your assignments to an email message.

To download an email attachment:

1. **Open** the email program and display the mail message.
2. Look for words or a paper clip that indicates an attachment. It should look something like this:
3. **Right-click** the file and **save target as** (or something similar to those words).
4. **Select** a place to download the file.

Each mail program is slightly different in terms of the location and display of the attached file. Nevertheless, all programs should give you the ability to right-click and save the file to a specific location.

To attach a file to an email:

1. Open the email program and look for words like **compose mail** or **new message** . **Click** the words to start and compose a message.
2. Once the message is composed, look for a paper clip or attachment words . **Click** the words or paper clip.
3. Complete the window that appears asking for the location and file to attach. Make sure the attachment appears in the mail message window before you send the message.

Introduction to OneNote

Microsoft Office OneNote 2007 provides you with an electronic tool for organizing and storing information such as notes from class, reference materials, and Internet sources. Information is gathered in electronic notebooks that are equivalent to traditional three-ring binders, where each notebook has sections and pages. You can store almost any kind of electronic information in OneNote, such as photos, text, graphics, audio, Web clippings, and video clips. You can write a note with the keyboard, write a note with a "pen," or copy something from the screen and paste it into OneNote or even into another Office document. When you copy something from the Internet, the address from which you copied the information will automatically appear on the OneNote page. Many of the small figures or icons used in this book were captured using OneNote. OneNote does not use the ribbon concept of Office 2007.

OneNote Basics

Three notebooks are included when you install OneNote—OneNote 2007 Guide, Personal Notebook, and Work Notebook. When you click OneNote 2007 Guide, the first section of OneNote basic information appears. (See **Figure 1-6**.) On the right, under New Page, is a list of all pages in this section. To explore this guide, try clicking each page tab and reading its contents to get an idea of how OneNote works. Page tabs can be expanded ⟪ or collapsed ⟫ by clicking the chevrons to the right of New Page. There are also up and down chevrons on the Notebooks task pane that expands and collapses the view of each notebook. Be sure to look at **Figure 1-7**, which provides information about many of the tools available in OneNote as well as instructions about hyperlinks, audio and video recordings, tables, and use of OneNote with other applications.

Figure 1-8 shows the Personal Notebook with *Personal Information* selected. Sections in this notebook include Shopping, Books, Travel, Recipes, To Do, and Miscellaneous as noted on the tabs.
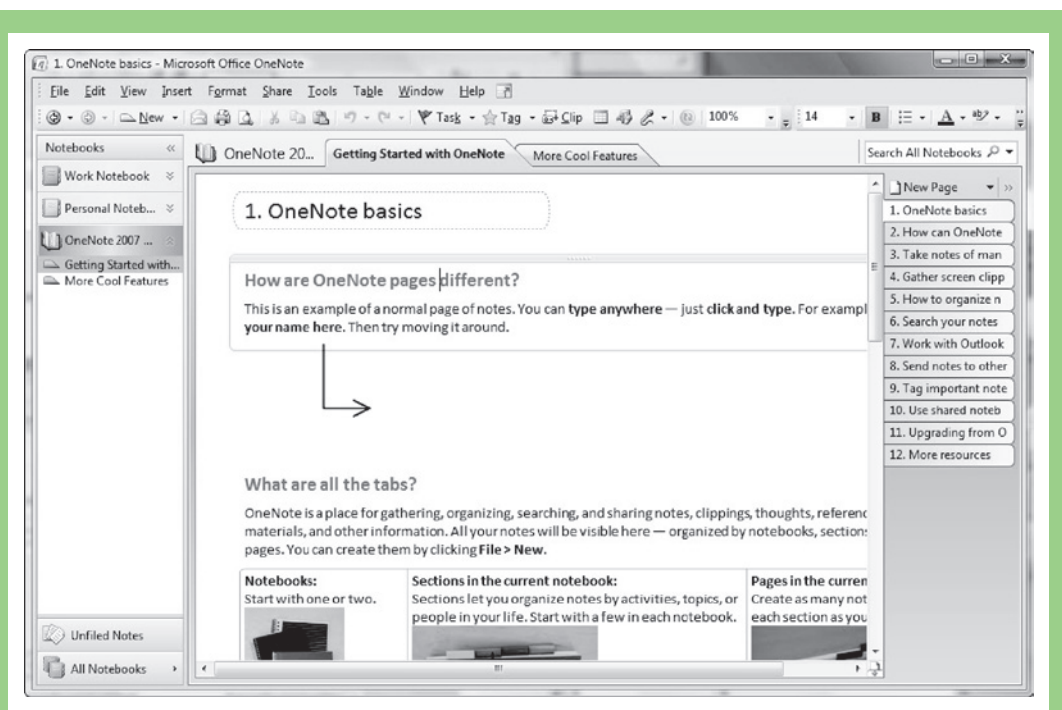
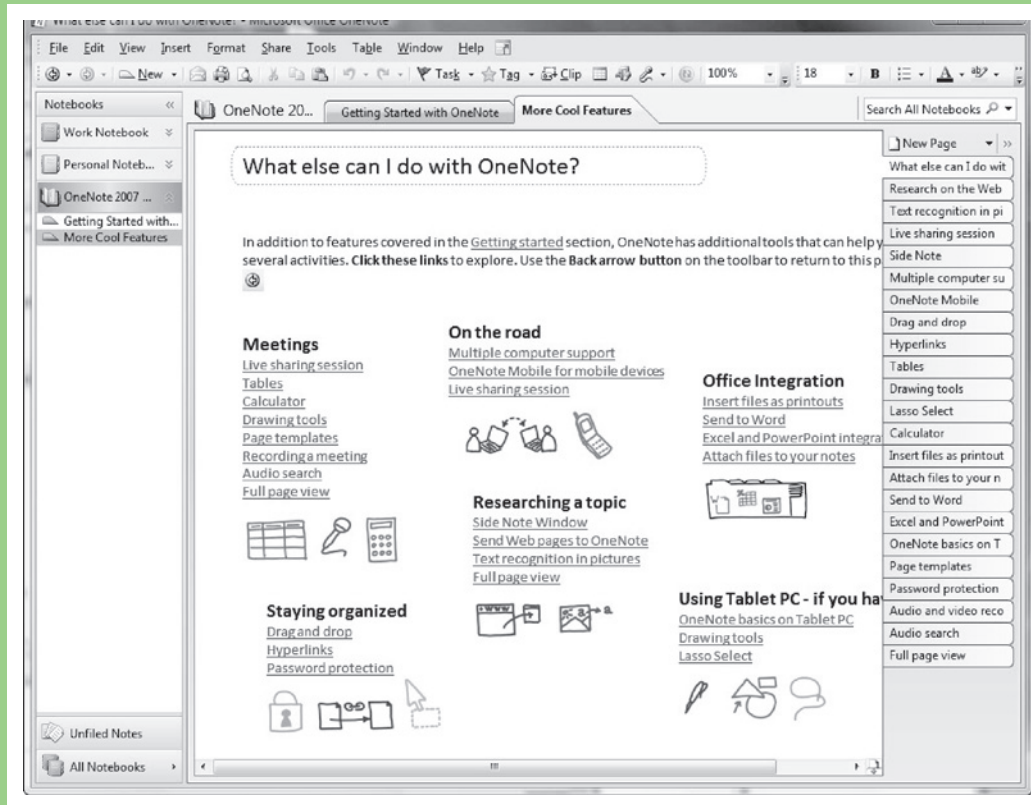**Figure 1-6** OneNote Window: OneNote 2007 Guide Selected

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Figure 1–7 OneNote Guide: More Cool Features

The third notebook, the Work Notebook, is shown in **Figure 1-9** with the *Travel tab* selected. It includes sections for Meeting notes, Planning, Research, and Projects.

You will also find it worthwhile to review the online training available from Microsoft for OneNote. Click **Help** in the menu bar and choose **Microsoft Office Online** to discover the options available.

Using OneNote

When you open OneNote for the first time, you will see a window like that shown in **Figure 1-10**—an Unfiled note or page. You can click anywhere inside the page and write a note, draw something, or paste text or a picture. The note will appear in a "container" or text box like this: [Type here]. The container can be modified using traditional Microsoft protocols.

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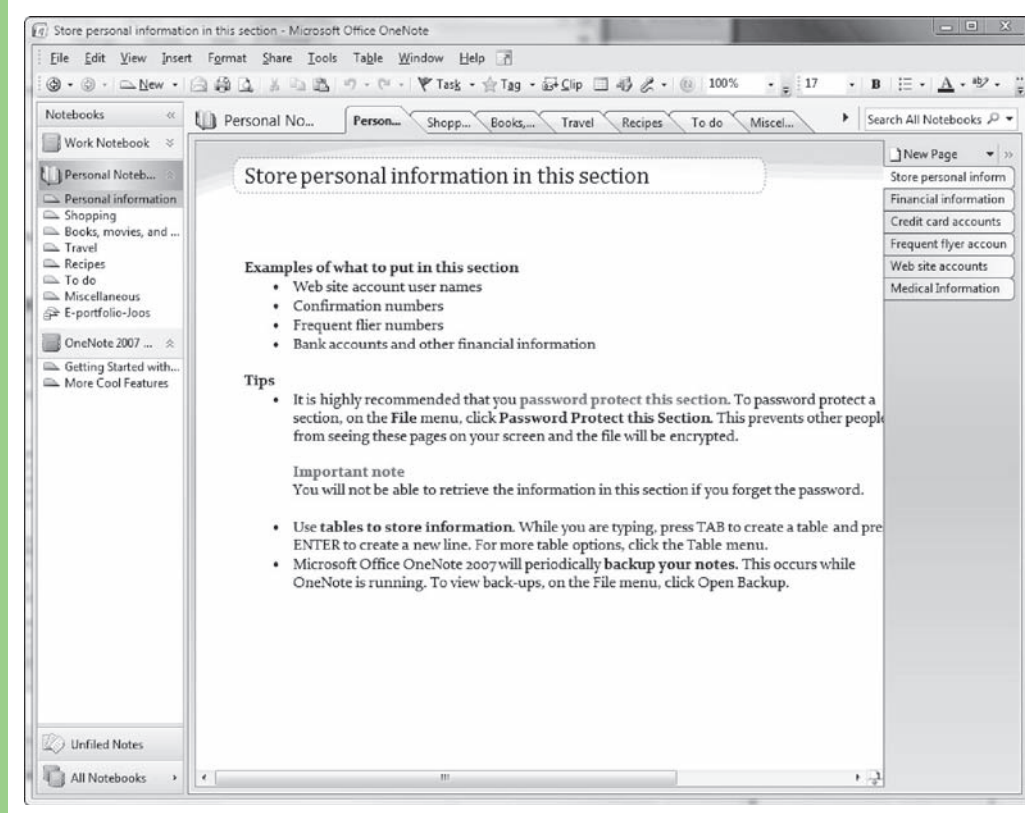
Figure 1–8 OneNote: Personal Notebook, Personal Information Selected

NOTE: If you don't see the Untitled Note Page, click the Unfiled Notes button on the bottom of the Notebooks task pane.

When you put your cursor in a container, it will change to a four-headed arrow ✛. Click the container, and you can move it anywhere on the page. If the cursor looks like a two-headed arrow ↔, you can change the width of the container.

To remove what you have typed, select the **text** and then press **Backspace**, **Delete**; alternatively, you can **right-click** and choose **Delete** from the menu that appears.

To add a new Untitled Note, click the symbol in the Navigation Pane, click the New Page command in the Page task pane, or click the New button
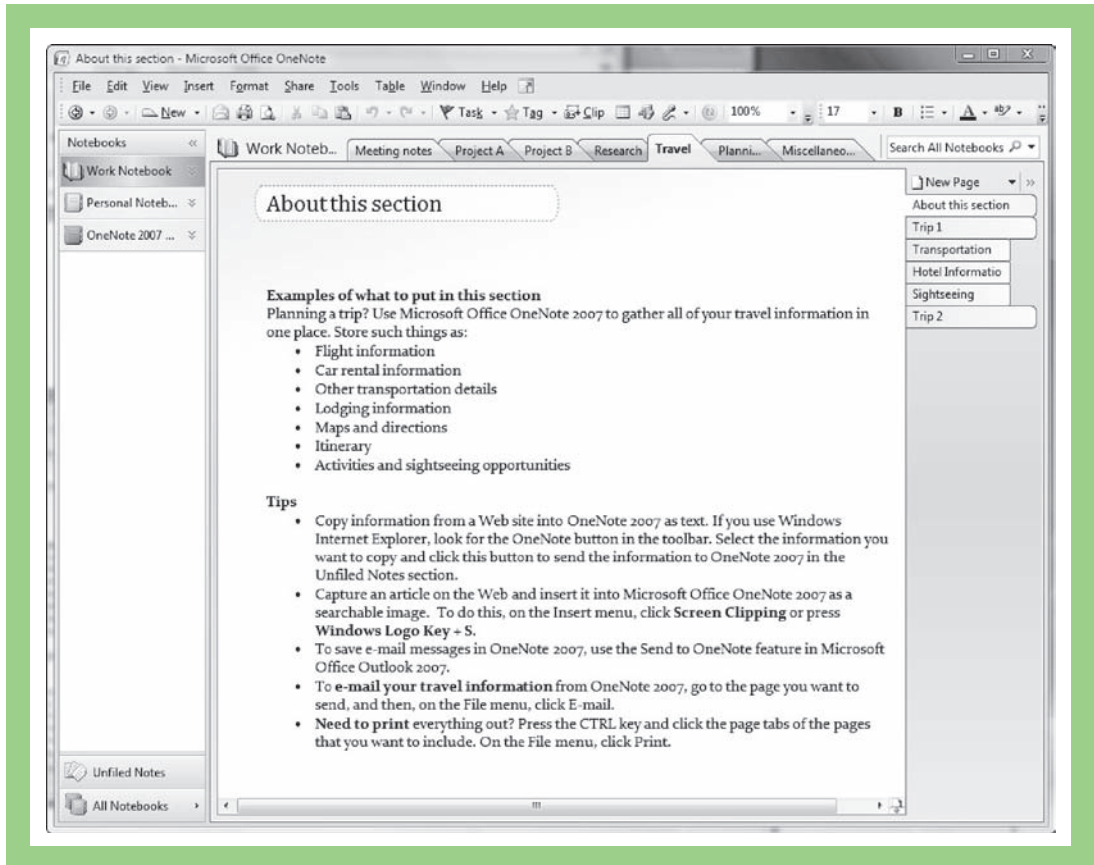
Figure 1–9 OneNote: Work Notebook, Travel Section Selected

on the toolbar. You will see more untitled note pages appearing in the Page task pane.

To see another view of the notebook sections, click the All Notebooks list in the Navigation Pane. You will then see a list similar to that shown in **Figure 1-11**.

Opening a New Notebook, Section, or Page

To open a new notebook, click **File** and place the cursor over **New**; a menu will appear, as shown in **Figure 1-12a**. If you choose **Notebook**, the *New Notebook Wizard* will appear as shown in **Figure 1-12b**. From the wizard, it is possible to select a Research Notebook, a Student Semester Notebook, or several other options. Even more templates are available online that deal with house hunting, wedding planning, school, and work, for example. Each notebook can have several sections. New
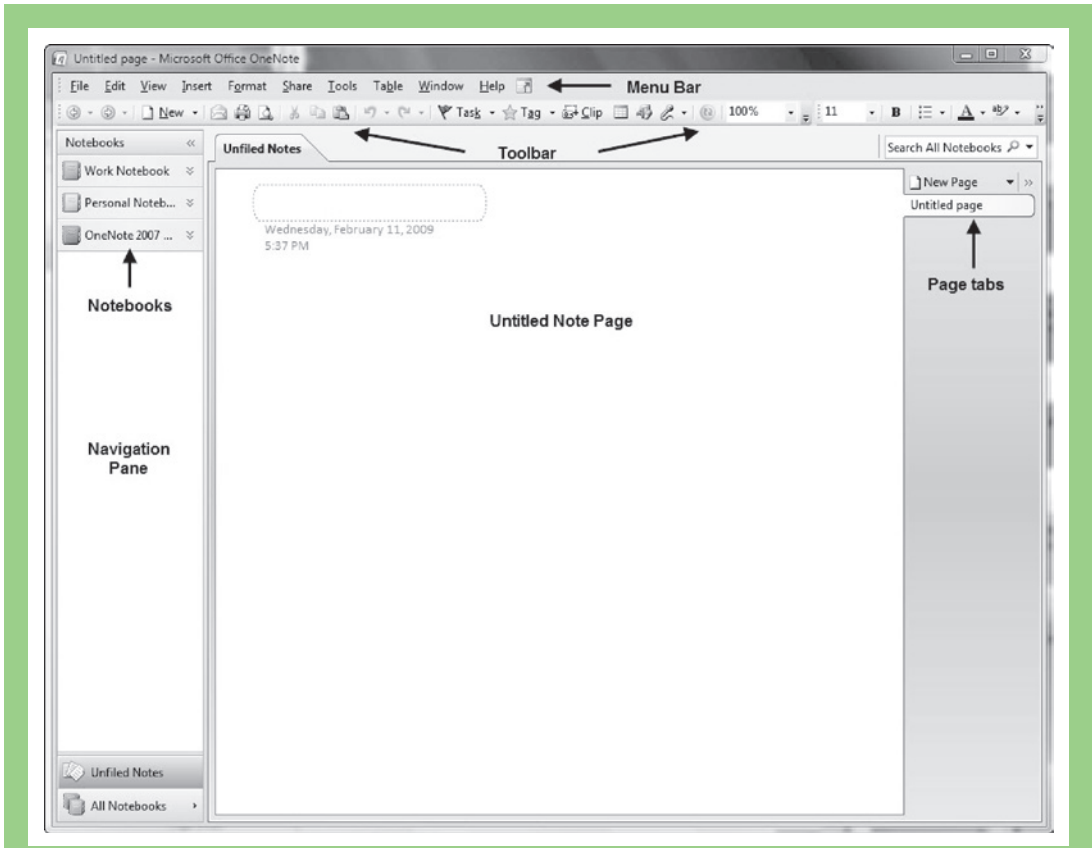
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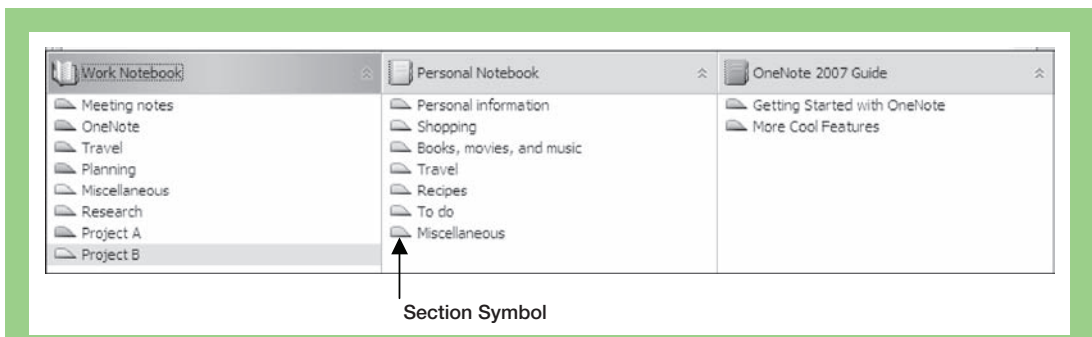
Figure 1–10 OneNote Window

Figure 1–11 All Notebooks List
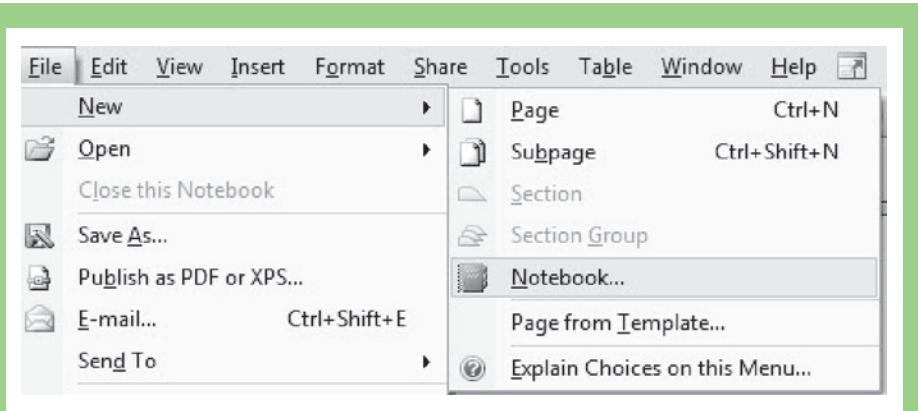
Figure 1–12a Opening a New Notebook
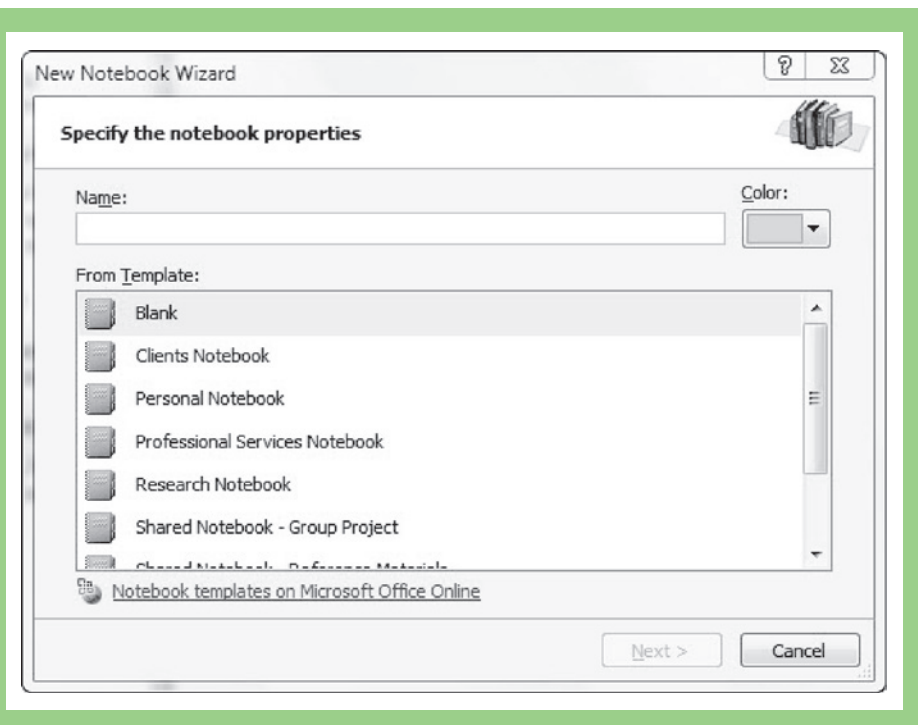
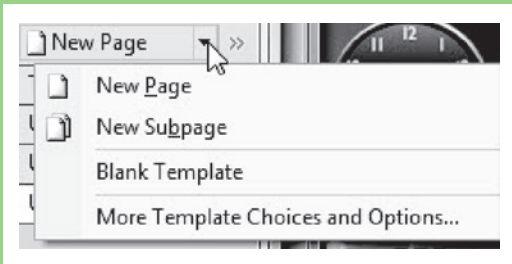**Figure 1–12b** New Notebook Wizard

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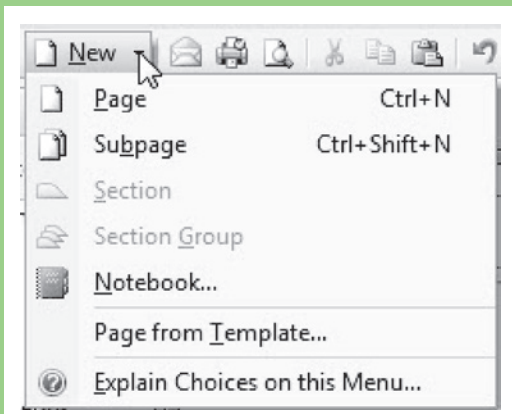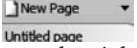**Figure 1–13a** Page Tabs: New Page Option Menu

Figure 1–13b New Page Button on Toolbar: Menu Options

notebooks can be added at any time, just as new pages can be added in a section. If you opened the Notebook wizard, click the **Close** button.

Here is another way to open a notebook page, section, or notebook:

1. **Click New Page** above the page tabs task pane on the right side. Click the down arrow. The menu shown in **Figure 1-13a** appears.
2. **Click** the **New Page button** in the toolbar. Or, click the **down arrow** beside **New** on the menu bar, and a menu appears. See **Figure 1-13b**.
3. If you choose **Explain Choices on this Menu . . .** , a task pane will appear on the right side as shown in **Figure 1-14**.

Here is another way to see the task pane:

1. On the **View** menu, **click Task Pane** in the bottom row to place a check next to the command.
2. In the task pane on the **right click** the down arrow next to New. **Figure 1-15** appears. You can choose New to see Figure 1-14 or select one of the other alternatives.

Once a new page is selected, you can alter the page setup to meet your needs. For example, you can change the font, make a list, use bullets or numbers, and check spelling.

Remember that notes and sections can be added to a notebook at any time. Unfiled notes can be moved easily to sections or notebooks. However, it is wise to consider which kind of tasks you have and which kind of organizational structure will work the best for you. Remember, too, that notes and notebooks are automatically saved.

Screen Clippings

You can use the OneNote Screen Clipper to copy an image of anything you see on your computer screen.

To capture a picture, icon, or *piece* of text on your screen:

1. **Press** the **Windows logo key** + **S**. The screen changes to a filmy white and the cursor changes to a plus sign.
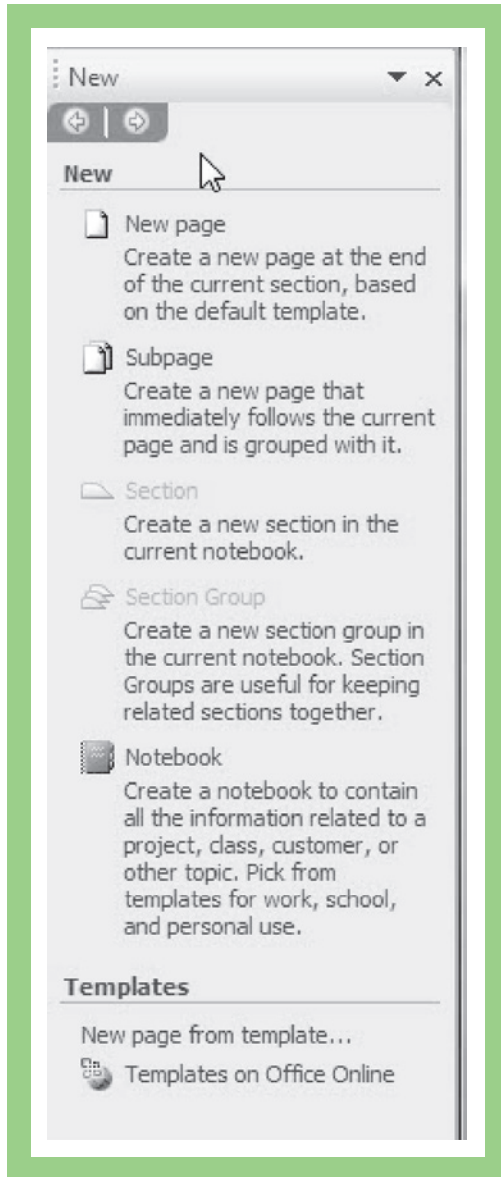
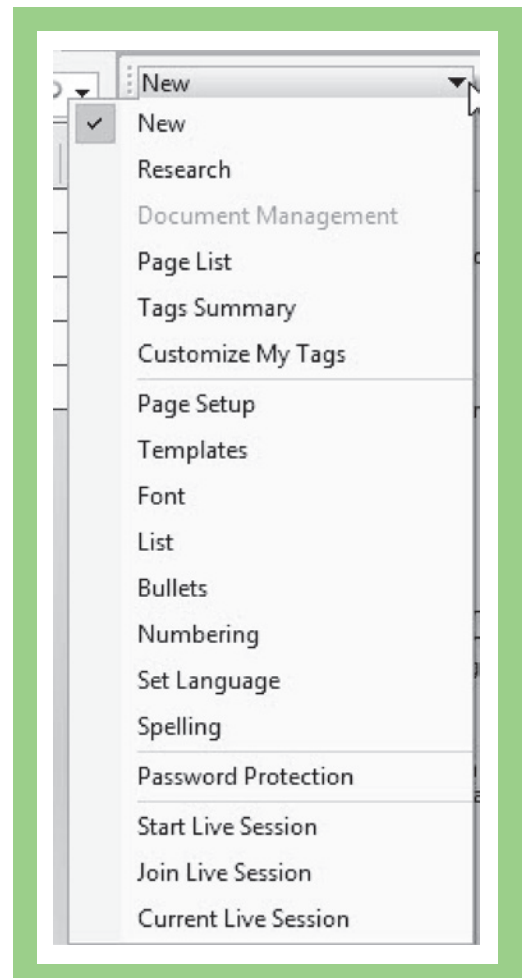**Figure 1–14** Page Explanations in Task Pane

Figure 1–15 Task Pane

2. Put the **plus sign** over a corner of the object/picture you wish to copy; **click** and **drag** until you have selected the image you desire. **Release** the mouse button.

3. The image will appear on an Unfiled Notes page, along with the date and time when it was clipped.

Here is another way to prepare to take a screen clipping:

1. **Click** [⊡ Clip] in the standard toolbar in OneNote; the screen turns white and you proceed the same way.

2. Another option is to go to the **Insert** menu and choose **Screen Clipping**.

If you captured an image off the Internet, as shown in **Figure 1-15**, the site address will appear automatically on the page as well.

Copying Text or Images

To copy an image or text from *OneNote* and insert it into another document:

1. **Select** the image or text. When you place your mouse arrow over the image/text, it turns into a four-headed arrow ⊞ ☆ Tag ✛ .
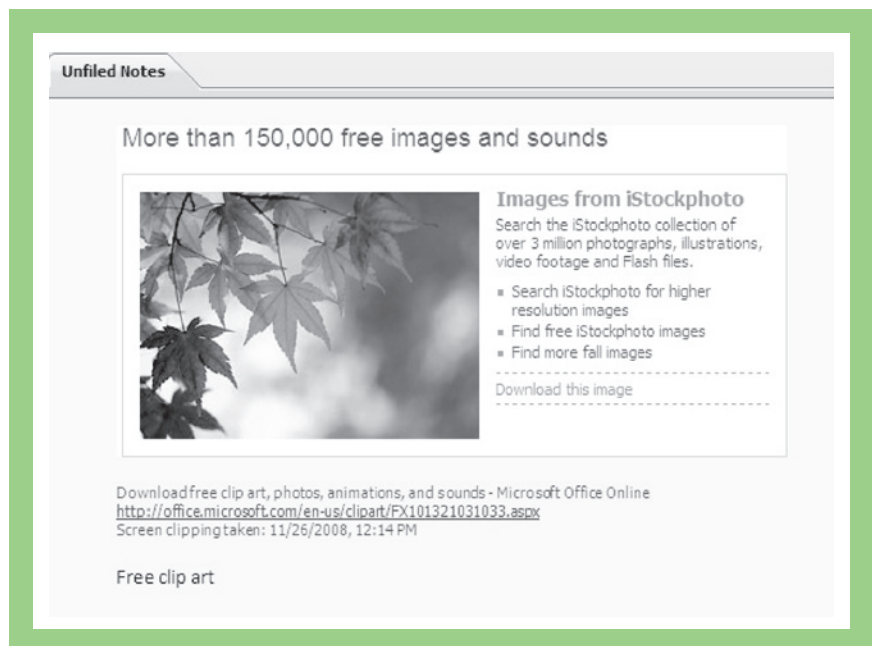
Screen clipping

Figure 1–16 Screen Clipping from the Internet

2. Click the dotted-line box and it looks like this: ⊙----□----⊙.

3. You have three ways to copy it:

    a. Under Edit on the menu bar, choose **Copy**, or

    b. Click the **Copy** icon 📑 in the toolbar bar, or

    c. Press Ctrl+C.

4. Go to the document where you want to place the image:

    a. Choose **Paste** 📋 or

    b. Press **Ctrl+V.** Paste

Drawing in OneNote

In OneNote, it is very easy to draw images freehand or use buttons on the drawing toolbar. See **Figure 1-17.**

    If the drawing toolbar does not appear at the bottom of the OneNote window, click the **Drawing Toolbar** button 📓. Click the **pen**, and then try to draw a figure or flower. You will find that it takes practice! If you have a tablet PC, it will be kind of fun! Practice with all the shapes and with the many pen styles. After you have drawn something, select it, and either press the backspace or delete key or click the **Delete** button ✕. Experiment with other tools until you are familiar with what each one can do. Each image can be resized or moved around the page in the same way that other containers can.

Side Note

Side Note is a small version of OneNote. It appears in its own small window. It will stay open on your desktop when you click the **Keep Window on Top**
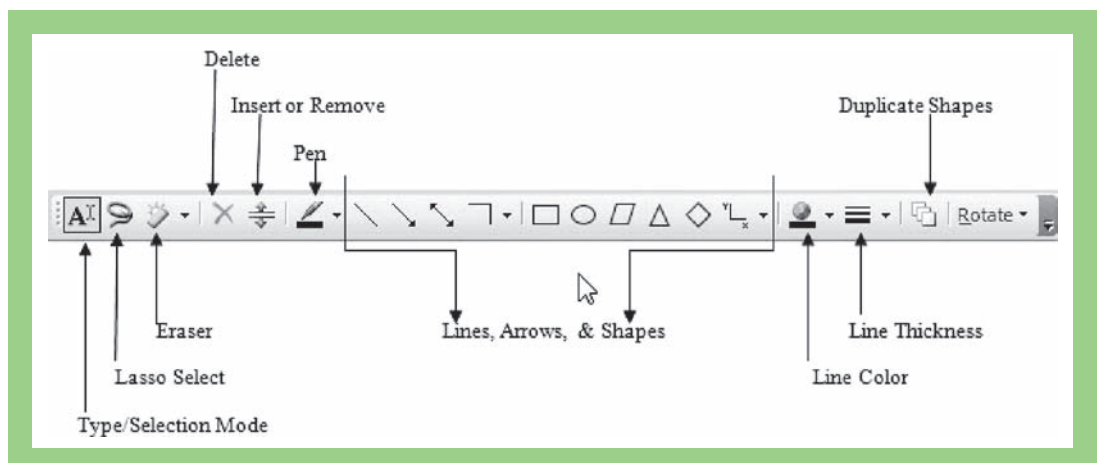
Figure 1–17 OneNote Drawing Tools

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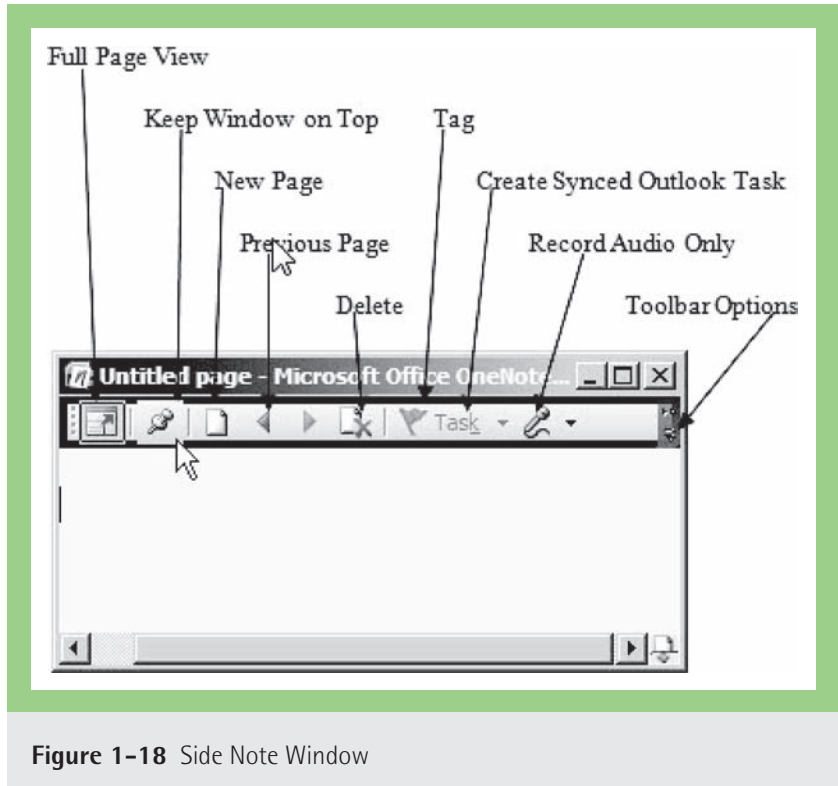
Figure 1–18 Side Note Window

button ![icon] as shown in **Figure 1-18**. You can adjust the size of the window and pull up other toolbar options at any time.

To open a Side Note window:

1. **Press** the **Windows logo key** ![key] + **N.**

If you opened the Side Note, close it.

Moving Pages, Sections, and Notebooks

Moving large pieces of information is easy in OneNote. Following are some ways you can do this. Be aware that the target notebook must be open to move content to it.

To Move This	Do This
A page or subpage within a section	**Drag** the page tab up or down in the page task pane.
A page to another notebook	**Drag** the page tab to the desired section tab in the notebook header or in the Navigation Pane.

A section within a notebook	**Drag** the section tab left or right in the notebook header; or **Drag** the section tab to the desired location in the Navigation Pane; or **Right–click** the section tab, and then click **Move.** In the **Move Section To** dialog box, click the location where you want the section to go, and then **click Move Before** or **Move After**.
A section to another notebook	**Drag** the section tab to a new location in the Navigation Pane; or **Right–click** the section tab, and then click **Move.** In the **Move Section To** dialog box, click the notebook where you want to move the section, and then click **Move Into**.
A notebook on the Navigation Pane	**Drag** the notebook title up or down the notebook list.

Other Features

It is easy to send a piece of information, a table, or picture to another Office Program:

1. **Select** the pages or section you want to send.
2. Go to **File** and click **Send To.** You can choose one of the three options listed as shown in **Figure 1-19.**

Notes can also be tagged:

1. Pick a note to tag.
2. **Click Tag** ⭐ Tag ▾ .
3. A star ⭐ will appear in the note's container.

If you click the down arrow, a menu will appear as shown in **Figure 1-20.** Many more choices become available on this menu.

If you are working in Internet Explorer, you can send an image or text to OneNote.

1. **Select** an **image** or **portion of text** or even the whole page.
2. Under **Tools** ⚙ Tools ▾ , **click** the drop-down arrow.
3. Choose **Send to OneNote**.

Send To	▶	📎	Mail Recipient (as Attachment)
Password Protect this Section…			Microsoft Office Word
Open Backup			Blog

Figure 1–19 Sending Pages from OneNote to Another Application

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Figure 1–20
Drop-Down
Menu for the Tag
Toolbar Button

Select **More** and this menu appears

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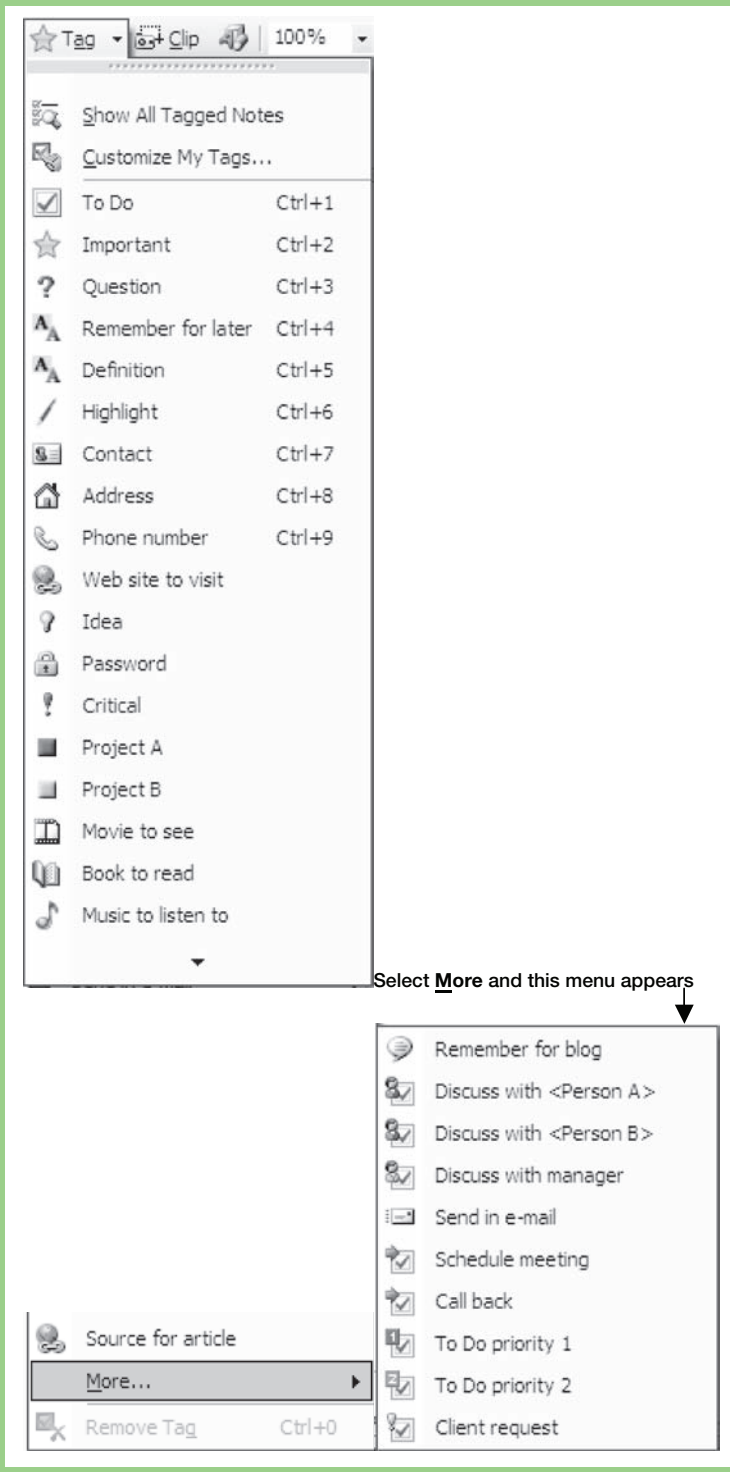
This section has highlighted just a few of the many things you can do with OneNote. If you use this program as it is meant to be used, you will end up with a large collection of information. Even if you use all the tools possible to organize your information, you may need to search for some information.

1. **Go to** the **Search** text box `Search All Notebooks`; click in it.
2. **Type** the word(s) you are looking for.
3. **Click** the **magnifying glass**.
4. A list of the matches appears, highlighted in yellow. **Click View List**, and a partial description of each match appears on the right side of the window.
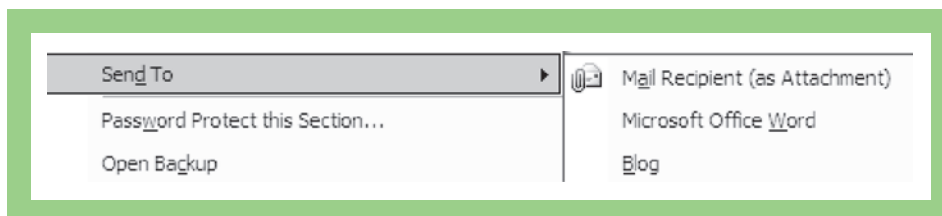
Additional Tips

Some additional tips described here will prove helpful as you work through this book to develop your computer and information literacy.

1. Do not try to complete all of the book exercises at once. Sometimes it is helpful to come back later, especially when the exercises are not going well or when fatigue sets in.
2. Pay attention to messages on the screen. They are the computer's way of trying to provide help.
3. Use the software sequences found at the end of each lesson on an application program to complete the exercises or assignments for that software program. It is not necessary to memorize the commands, mouse clicks, or sequences of events. Use the screen clues, prompts, and online help to guide you through the sequence.
4. Explore additional functions by referring to other reference sources such as online help, manuals, or reference books. The functions highlighted in this book were chosen to help you complete the exercises and learn some basics of how the programs work. Many more functions are available within each of the software programs presented here.
5. Always back up your files. This point is especially important for the beginner so that hours of work will not be lost. Open a document and then save it immediately; don't wait until you have finished it or finished your session on the computer.
6. Practice doing assignments from all courses using your computer. It takes practice to develop computer literacy. The more you use the computer, the easier and faster tasks will become.
7. Be patient. Learning a new vocabulary and developing new skills take time and energy.
8. Start collecting information for your e-portfolio using OneNote.

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Summary

This chapter provided an orientation to computer and information literacy. It described how this book is organized and the conventions used to denote user actions. Some helpful information about getting started using the school or laboratory facilities was also presented. Instructions related to creating a PDF file and compressing files were included as well. Also described were the basics of using OneNote—getting started, opening new notebooks, adding pages or sections, using the drawing tools, and taking screen clippings. Finally, resources for learning more about OneNote were described.

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References

Association of College and Research Libraries. (2000). *Information literacy competency standards for higher education.* Chicago: Author. Retrieved January 29, 2009, from http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm

EXERCISE 1 Log In, Download, and Send an Email Attachment

■ **Objectives**
  1. Log in to the email program.
  2. Download and send an email attachment.

■ **Activity**
  1. **Log in** to the mail program you will be using for this course. You will receive an email with an attachment from your professor.
  2. **Open** the email and follow the instructions contained in it. It will contain a compressed file. Download the compressed file using the directions provided in this chapter. Extract the contents of the file. What was in the compressed file?
  3. Send an email to your classmates and professor that contains the following information:
     a. A brief introduction of you, your interests, and so on.
     b. A picture of you attached to the email.
  4. Read and respond to your classmates' emails.

EXERCISE 2 Information Literacy Competency Standards for Higher Education

■ **Objectives**
  1. Develop a personal definition of information literacy.

■ **Activity**
  1. Go to the Web site of the Association of College and Research Libraries.
     a. **Type http://www.ala.org/ala/mgrps/divs/acrl/index.cfm**
     b. **Click Standards and Guidelines** on the left side of the screen.
     c. Move down the list and **click Information Literacy Competency Standards for Higher Education (Jan. 2000)**.
     d. Review the standards by selecting **Standards**, **Performance Indicators**, **and Outcomes**.

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e. Review the material on information literacy and information technology at this site.
2. From this material, develop your own definition of information literacy.
3. Place this definition in OneNote for later addition to your e-portfolio. Keep a weekly journal of the skills you are developing in this course.

EXERCISE 3 Electronic Reference Formats

■ Objectives
1. Find sources for styling electronic references.
2. Recognize the appropriate format for electronic references used by the American Psychological Association (APA).

■ Activity
Use OneNote to keep a notebook of your findings regarding how to format electronic references. If necessary, review the processes described earlier in this chapter. In the Word chapter, you will learn how to use templates and the References tab to automatically format your papers and references in the correct style.

1. Go to the Dartmouth Institute for Writing and Rhetoric.
   a. **Type http://www.dartmouth.edu/~writing/.**
   b. **Click Sources & Citation at Dartmouth**.
   c. Download a copy and review it. (Note: You will need the **PDF add-in utility** on your computer. If necessary, review the process for adding the PDF utility that was described earlier in this chapter.)
2. Go to APA Style.Org.
   a. **Type http://www.apastyle.org/elecref.html**.
   b. **Click Electronic media and URLs**.
   c. Review the article.
3. Review the following sources:
   a. **Type http://www.dianahacker.com/resdoc/**.
      i. Hold the mouse pointer over **Sciences Section** and click **Nursing and health sciences**.
      ii. Review the sections on databases and indexes, Web resources, and reference books.
   b. Go to "The Owl at Purdue" and review its **APA Formatting and Style Guide**.
      i. **Type http://owl.english.purdue.edu/owl/resource/560/01/**.
      ii. Scroll down and choose **No. 10: Reference List: Electronic Sources**.
      iii. Review the materials.

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EXERCISE 4   Compare Four Information Literacy Tutorials

■ **Objectives**

1. Review three different information literacy tutorials.
2. Compare and evaluate them.

■ **Activity**

1. Compare the following four information literacy tutorials in terms of their ease of use, ease of navigation (i.e., ability to move around them), content, and value to you.

   a. Information Literacy Tutorial: University of Wisconsin-Parkside Library
      Type http://www.uwp.edu/
      Under **Quick Links**, **click Library**
      Click the **Information Literacy Tutorial** under Guides and Tutorials
      Click Start the Tutorial button

   b. Information Literacy Tutorial: Five Colleges of Ohio
      Type http://www.ohio5.org/
      Click Library Resources and Initiatives
      Click Information Literacy Projects
      Click Information Literacy Tutorial

   c. Information Literacy Tutorial: Penn State University Libraries
      Type http://www.libraries.psu.edu/psul.html
      Under **Get Help** on the right side of the screen, **click Tutorials**
      Click Information Literacy & You
      Click Searching Online Databases
      Now, **click Using Web Resources** on the left side of the screen
      Review other sections as desired.

EXERCISE 5   Explore the Uses of e-Portfolios

■ **Objectives**

1. Describe the essentials of an e-portfolio.
2. Describe the relationship between information literacy and e-portfolios.

■ **Activity**

1. Go to the e-portfolio site at Penn State:
   a. Type **http://portfolio.psu.edu/**.
   b. Click the **About** link.
   c. View some of the other links such as **Collect**, **Select**, and **Reflect**.

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2. What is an e-portfolio?
3. How does it relate to information literacy?
4. If you are interested in learning more about e-Portfolios, check out this site: http://www.elearnspace.org/Articles/eportfolios.htm.

ASSIGNMENT 1 Learning About Your School's Computer Policies

■ Directions

Use your school's intranet site to find the answers to the following questions:

1. Find your school's Web site. What is its Uniform Resource Locator (URL)?
2. Is there a technical support center? Is it known by another name?
3. What are the policies and procedures of the academic computing center?
4. Can you download these policies?
5. How does a student set up network and email accounts?
6. Which operating systems and software does the center support?
7. Is there a laptop lease/buy program at your school?
8. Does your school have an e-Portfolio system for students?
9. Is there an e-learning center? If so, which classes are available?
10. What are the hours for technical support?
11. What was the most valuable thing you learned from this assignment?

Turn in a summary of what you learned answering these questions.