

7 月 26 日電腦教學講義 (低班)

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Looking for detail of this class and more (you can follow the links on Emily's site as well)

→ <http://www.chinesewaytogo.org/waytogo/msclass/computer.htm>

2. Windows basics

2.1 The operating system (OS) on my computer:

Windows 98, ME, 2000, XP, Server 2003, Non-Windows OS: Apple's OS 9, OS X, Linux, Unix

2.2 How much memory on your computer? → My computer – right button click – Property – General

2.3 Get familiar with desktop, file structure: drive → folder → file, start, my network places, floppy

2.4 What programs do I have / do I need ? MS office products, browser, video player (Real, WMP) ...

3. Internet basics

3.1 Search engine, google, language tool, get more information from the web

3.2 Register an online email account, hotmail, yahoo, chat/messenger services (msn, yahoo, icq)

3.3 Save target as, save web page (Html only, complete, mht, text), watch out virus

4. Email / MS Word Excel intro.

4.1 Compose email (online, outlook), how to add attachment, attachment size

4.2 Introduction to MS World, Excel (XP), problem with MS Works

5. The Website Workshop

5.1 HTML intro. – HTML is the language used to make up web pages, it's more link tagging rather than programming. The easiest way to see the HTML and to learn good pages' codes → right mouse click on the web page you are interested in, select "view source". Learn HTML by yourself: the free online tutorial (e.g. <http://www.htmlprimer.com>), "googling" (using Google) to find more quality tutorials.

The syntax of HTML are bunch of paired tags in < >, e.g. <html> </html>, <title></title>, nested. Web browsers, say IE, interpret the tags and display the contents in between according to the tag info.

You can use web page editor: MS FrontPage, Macromedia Dreamweaver, Homesite, Netobjects

Fusion..., and they are wyswyg. Even MS Word can generate HTML pages from your word docs.

What is bad about your web page editors? → Jumbo codes, trash tags, not all-browser friendly.

For the junior class, you can just use MS word to make all your html web pages.

Web images: jpg, gif, bmp, image size (image compression). Web media: real, wmv, quicktime, flash.

5.2 Set up Rogers email accounts and free web space:

A regular plan user can have 7 email accounts and 70 MB web space in total, but you can only activate

10 MB space for each new email account – NOT 70 MB for one address !!

My case: alexteaches@rogers.com → <http://members.rogers.com/alexteaches/>

Rogers email: using Outlook Express / the new web email service: <http://webmail.rogers.com>

The good: large inbox, large attachment allowed. The bad: once I am no longer with Rogers??

Rogers web space: for simple static web pages, no support for programming, only a few cgi

Where and how to set up these: <https://services.rogers.com> , your primary username / password

5.3 Upload your web pages:

ftp: what is ftp – file transfer protocol, your Rogers ftp account

command line ftp (using DOS black windows) handy ftp program – **ws-ftp** lite edition (free), you can find it from www.download.com, or from the computer section on Emily’s site.

the default web page for each directory: index.htm, default.htm, depends on web server setup

Once you uploaded your web pages, **refresh** browser (**F5**) to see your work live on site

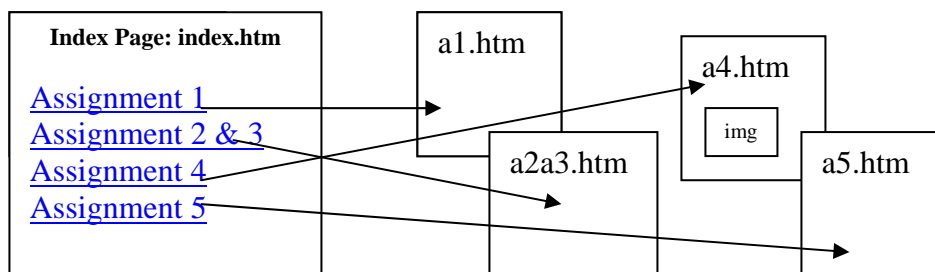
6. Homework

6.1 find out the Operating System running on your computer, how much memory your computer has, and MS office version (if you have)

6.2 Create your Rogers email account, and web space, e.g. alexqu@rogers.com and the corresponding web address should be <http://members.rogers.com/alexqu>

6.3 Make an index page with links to your homework pages, and build web pages for your assignments, each assignment can take one web page for its own, or a few related assignments share one web page. Upload them to your newly-created Rogers website, and send me your web site address.

- Do not just create ONE giant web page having everything loaded on, it has to be like this:



- Assignment 4’s web page should contains the information you find out for section 6.1 (your Operating System, memory size, MS office version), you can put more if you want.

You can put as much extra stuff as you want onto these pages, your index page will look better with some text and images about yourself. Watch out the image size!

During class, I showed you how to use MS Word to convert your assignment documents into web pages. You can use any web page editor programs you prefer.

Note: if you are using Bell Sympatico, you can obtain free space as well, check out Bell Sympatico’s support site. Geocity, yahoo personal web space and other free web space sources are ok, too.

6.4 Email me your website address to alexteaches@rogers.com from your new Rogers email account.