

**CS 200 Assignment 1 – Setup, Tables and Word Processing**  
**Due Tuesday May 19<sup>th</sup> 2020, 11:59 pm**

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Readings and Resources

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<b>On Learn:</b>	Course Information / Course Outline  CS 200 Course Resources / Course Environment  CS 200 Course Resources / iMac Quickstart for Experienced Windows Users
<b>Texts:</b>	<b>The Mac is Not a Typewriter</b> , by Robin Williams  <b>The Non-Designers Design Book 4th Ed.</b> , by Robin Williams, especially Chapter 11, “The Categories of Type”
<b>Other Resources:</b>	MS Word’s <b>online documentation</b> . Select <b>Word Help</b> from the <b>Help</b> menu and search for “Tables”.

Documents you prepare for assignments in this course should follow the guidelines outlined by Williams’ books. The material from these books will appear on examinations.

Files

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<b>WP_Starter.docx:</b>	This document will be used for question 4 of this assignment. You will demonstrate your understanding of the basic word processing concepts from class.
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Assignment Objectives

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To become familiar with the Mac labs and the course environment (**course web site**, **Learn**, **MS Teams**, **Twitter**).

To get settled into **MS Word**.

To begin learning application features by using on-line help and exploring the interface and menus of an application.

To start thinking about the importance of how documents look and how to make your printed documents visually effective.

## Your Tasks

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- 1) (10%) The following is a list of tasks you will need to do during the first lab of the term. Information about how to accomplish each can be found in Course Resources > Course Environment on Learn.
  - a) Access the course home page at [www.student.cs.uwaterloo.ca/~cs200](http://www.student.cs.uwaterloo.ca/~cs200) and then log into Learn, [learn.uwaterloo.ca](http://learn.uwaterloo.ca).
  - b) Go to the MS Teams Channel, General, and post a brief hello to your classmates. This is a good forum for communicating with your classmates and course staff.
  - c) Fill in the Experience Survey quiz, under the Assessments tab.
  - d) Complete the Introduction quiz under the Assessments tab.
  - e) Read the Academic Integrity file under Course Information. Submit the file to the **Assignment 1 Academic Integrity Dropbox** on Learn. This acknowledges that you accept the policy.
  - f) Email Barbara a brief introduction of yourself, as discussed in lecture, to [bmzister@uwaterloo.ca](mailto:bmzister@uwaterloo.ca). Your subject line should be CS 200 YOURUsername Introduction.

- 2) (70%) The following questions are about the use of tables in Microsoft Word. Structure your answer as if you were writing a guide for a beginner. Be concise!

At least 4 of your answers must include screenshots or a table related to your explanation.

- a) What is a table? Include in your answer a short description of at least 3 parts that make up a table, and examples of the types of data that can be stored in a table.
- b) Provide two examples of when it is useful to use a table in a word processor, and explain why.
- c) How do you create tables in MS Word? Explain at least 2 different ways to do this.
- d) Once you've created a table, how do you add and delete rows and columns?
- e) How do you merge existing cells together? How do you split a cell into multiple cells?
- f) Describe three different ways you can change the appearance of your table (ex. shading, borders, etc.), and explain how to do this.
- g) How do you sort data in a table?
- h) Describe another task (that you have not explained yet) that a user might want to do with tables in MS Word, and explain how to do it.

Name this document username\_a1q2.docx.

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#### Marking

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75% of this question will be marked for substance and clarity of the topic.

25% of this question will be marked on overall visual appearance and the proper use of MS Word (as discussed in **The Mac is Not a Typewriter**). For example, you will lose points if the layout of your document is difficult to read or if you use spaces and the return key to format a paragraph instead of using proper paragraph attributes.

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- 3) (15%) Create a new word document to answer the following questions related to the following two paragraphs.

“Students of Socrates learn that wisdom is grounded not in knowledge per se, but in the knowledge first of all that you know nothing. They learn it a lot, in fact. For notwithstanding the profound truth of the sentiment, the great man used the idea to get himself out of many a tight spot. [...]

The recent bout of fakery in the financial sector is just the beginning of a depth of fraudulence that threatens to sink the whole sphere of our working lives. The root cause, I suspect, is that the value of craftsmanship has sunk steadily. But its fall has been masked by an equally steep rise in the value of salesmanship.”

Extract of the article **The selling of the self**, by Guy Dammann, appeared in the Guardian Weekly 03.04.09.

In any word processor, there are many different typefaces available to choose from. From reading Robin Williams’ **The Non-Designer’s Design Book**, you have seen that they can be divided into six categories: old style, modern, slab serif, sans serif, script and decorative.

- a) The two paragraphs use two different typefaces. For each, identify the category in which the typeface belongs, giving at least two reasons for each paragraph in terms of its serifs, stress and thick/thin transition. You cannot receive full marks for this question without providing a justification.
- b) Which paragraph typeface is more readable? Which is more legible?
- c) Identify the category of the main typeface you used in your response to Question 2 (username\_a1q2.docx). Do you find it to be particularly readable, particularly legible or both? Provide a short justification.
- d) Save this document as username\_a1q3.docx.

- 4) (5%) Open the document WP\_Starter.docx. You will find a title, a couple of paragraphs, a list of items and a set of data. Format the document with the concepts discussed in class (ruler settings, margins, and tabs) to look like Appendix 1 in this assignment (see page 4). Do not use tables to format this text. Make sure to also follow all the rules set out in **The Mac is not a Typewriter**. Save this as username\_a1q4.docx.

**Student Union**  
**University of Waterloo**  
**Memorandum**

Date: September 30, 1998

To: Dean Daly

From: Jane Smith, Student Union President

Re: University of Waterloo's Sixtieth Anniversary

Here are a few ideas that council has been discussing since our last meeting. I hope that these ideas will prove helpful for your plans for the celebration of the anniversary.

1. Dean Wall: This will give the students a sense of our history. We think that it would be great to honour the Deans of the last forty years.
2. Graduate Gift: Never before have the graduating students presented the faculty with a gift. We believe this is an excellent way to celebrate.
3. Money: With so many students concerned about not having enough money for university, why not begin a new scholarship to honour sixty years of education at this university.

Department	Focus	Amount	Date
Arts	Writing	\$5,000	June 1, 2016
Science	Research	\$6,000	May 31, 2016
Math	Adding	\$31,415.92	March 14, 2016
Engineering	Building	\$7,000.00	February 21, 2016

## Submission Instructions

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Create a folder called `username_Assign1`

Move each of the assignments files (`username_a1q2`, `username_a1q3`, `username_a1q4`) to this folder

Compress/Zip this folder and name it `username_Assign1.zip` and submit it to the **Assignment 1 Dropbox** on Learn.

Don't forget to submit the **Academic Integrity** document, complete the **Experience Survey**, the **Introduction Quiz**, post on the **General Channel in Teams**, and send Barbara an introductory email for **Question 1**.