Level 2 Interface

Level 2-Interface

LEVEL 2 Word Processing
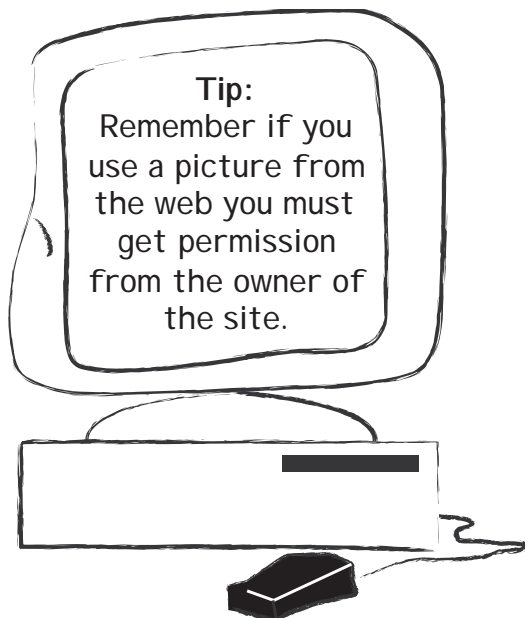
Mini WP 4

Use Find & Replace

This command is very useful especially in long documents. It can be used to change a word. For example pretend you had been doing a project about horses and then decided to chage it to light horse. You would do a find for horse and tell the computer to change horse to light horse. It does it automatically and you don't have to go looking for the word!

Mini WP 5

Insert Pictures

This is a great command for putting pictures and drawings, into your word proessing document. Using the insert command you find the image you want to insert (it has to be a file on your computer) and you press insert!

Tip:
Remember if you use a picture from the web you must get permission from the owner of the site.

Mini WP 6

Insert Graphs and Charts (Objects)

Remember those graphs and charts you made during Mini SS4? Now's another time to use them! If they are on a different topic from what you are working on now, it's a great chance to get some more practice creating some new ones!

Mini WP 7

Adding a Document Password

Passwords for documents are often used so that people can't make changes to your project. This is used to make sure a document is safe and no one makes unwanted changes or deletes your work.

Tip:
Make sure you write down all of your passwords somewhere safe so you can always open your files!

Mini DP 4

Use the polygon, rectangle, circle and the eclipse or bezigon tool

These are just some different tools to practice using. They help you draw different shapes other than just straight lines!

Mini DP 5

Insert and format text, clip art, and charts.

This set of commands lets you change colors, textures and make the images look exactly how you want them for your project. You can use the images in presentations, word proessing documents, spreadsheets and data bases! Make sure you do one piece at a time. i.e. just the text, then just a chart, etc.

Mini DP 6

Use transform commands to change the color, invert, rotate, reflect, etc.

These commands follow the format command because they let you move the image or text around, flip it up, down and side to side as well as change colors and textures. These are the kind of things graphic artists, digital cartoonists and movie makers learn to use. It takes time and patience to perfect these skills, but it's worth it! Keep playing with your drawing or painting program and see all the cool things you can draw and design! Remember, for your Major Projects original images (that means you drew it) are very important for a good score!

LEVEL 2 Spreadsheets
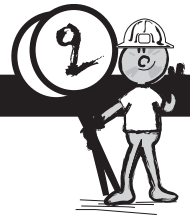
Mini SS 5

Insert objects and pictures

All the different pictures and charts you have already made can be used again! Make sure they have something to do with your Mini SS 5 first!

Mini SS 6

Add a workbook password

This is like the password you used in word processing. People typically want to make sure their computer work is safe and that is why they put a password on it.

Mini SS 7

Use formulas

This is going to take some reading and some practice to get good at. But this is where working with Spreadsheets can save you a lot of time. By using formulas in your workbook, the computer can do things like add, subtract, average, etc.
It does everything automatically once you have told it what you want it to do!

Tip:
Use the HELP menu and follow the instructions carefully!
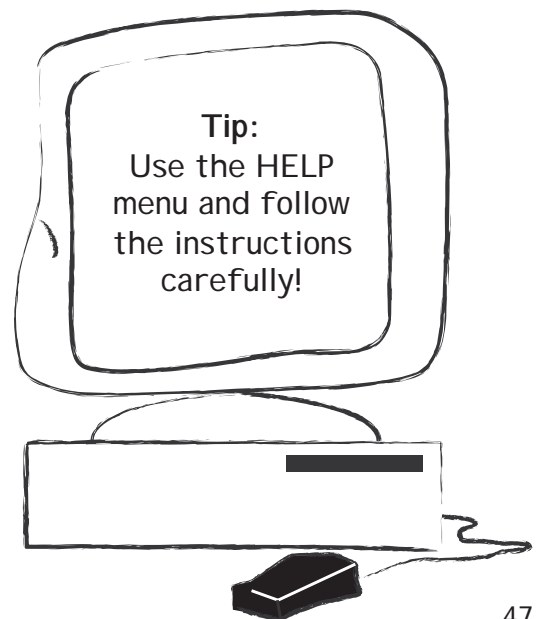
Mini P 4

Insert objects and pictures
Embed objects and pictures and display them as icons
(Learn about the source and destination program)

Mini P 5

Insert graphs and charts
Embed graphs and charts and display them as icons
(Learn about the source and destination program)

Mini P 6

Create a new document using the Templates/Wizards (Word)
or Stationary/Assistants (ClarisWorks/AppleWorks)
Create a new document using an original background you made.

Level 2 Interface

Databases

Databases are an electronic filing system organized so that you can use your computer to quickly find specific information or "data".

Databases are organized by fields, records, and files.

A good example of a data base is a telephone book:

Field is a single piece of information (i.e. telephone number).

Record is a set of fields (i.e. a person's name, address, telephone number).

A File is a collection of records (i.e. the telephone book).

You can use a database to keep track of your friends names and addresses, record all of your CD's, keep track of all of your cattle by name, brand, weight, etc., have a photographic inventory or your stamp, baseball, hockey card, doll or antique spoon collections.
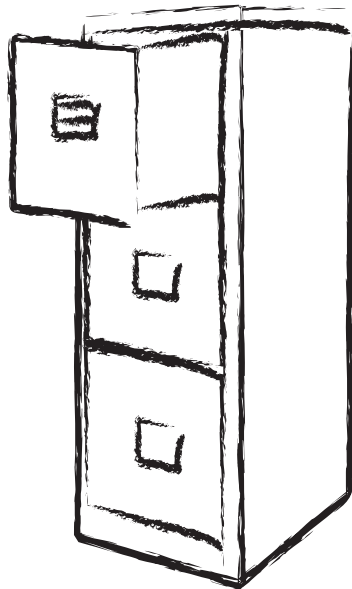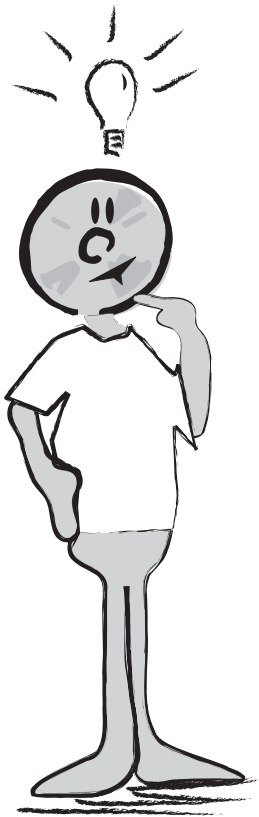
Software Needed
Any database application:
Microsoft Word, ClarisWorks, AppleWorks, FileMaker
Pro,Cardbox, LotusWorks, etc

LEVEL 2 Databases

Mini DB 1

Decide on layout and information to be stored
Create and save a database file

First thing is to decide what you want the database to do and
then prepare to set up your fields with field names. Next step
is to look at the layouts you will need. The different layouts
include letters, mailing labels, and reports.

Mini DB 2

Set up fields and field names

At this point your plan should be complete and the names of the
fields decided. They can be edited later, but you need to have a
pretty good idea right now about what data you are going to
collect and record.

Tip:
Just like your
other projects,
databases take
planning, planning,
planning!

Format and save a database

Formatting your database simply means that fonts, fields, sort options, and layouts are in place. Once this is done and you are happy with the document, you can prepare to enter your data.

Enter data

Whether it's a record collection, a list of all your friends and family, a database of your herd of horses or goats, or a list of all of your collector game cards, it's time to start entering your data!

See the sample below of possible fields and data for a ranch.

Record 1:

field	data
name	Sadie
breed	quarter horse
weight	840
height	13.2
gender	female

Important things to remember from Level 2:

Project Checklist

Topic

Plan

flow chart_____

mind map_____

storyboard_____

Software

Hardware

Peripherals

Scoring

rubric_____

checklist_____

score card_____

Plans for my Level 2 Interface Major Project: