

COMPUTER APPS [Armato]
Homework #1 – Survey – 10pts

In a networked environment, computers may have access to hard drives that reside “on the network”. That is to say, in addition to the “local” hard drive (the one built in to it), the computer you are sitting at might be connected to hard drives that are located in other places; another room, another building, or even another country. Here at Ai you can connect to several different “network drives” (also called “servers”). They are all used for different purposes. Today we will be introduced to the *Graphic Design* drive. Any network drive, like *Graphic Design*, allows you to transfer files from one computer to another. Any computer in the school can connect to it. Since you won’t always be able to sit at the same computer in the lab, and if you ever have to move from one lab to another, you can use a network drive to temporarily park your files while you move from one computer to another.

Your assignment is to retrieve a file from the *Graphic Design* drive, modify it, and then e-mail it to me from your OLS email account.

- If necessary, log-in to the computer using **stu** as the *username* and the *password*
- Mount the network drive
 - From the **Go** menu, select **Connect to Server...**
 - Select the **172.18.131.224** server and click **OK**
 - If asked, use “stu” as the *username* and *password*
 - Scroll down in the list and single-click on **Graphic Design**
 - Single click on the **OK** button. You should now see an icon labeled “Graphic Design” on your desktop
- Copy the survey file to your computer
 - Double-click the **Graphic Design** drive to view its contents
 - Now find the **Armato-CompApps** folder and double-click it
 - Click-and-drag the **Survey.doc** file and release it over the **Student Drive** icon
 - Close all Finder windows
- Fill-out the survey
 - Double-click the **Student Drive** icon to view its contents
 - Double-click the **Survey.doc** file to open it with Microsoft Word
 - Fill out the survey
 - From the **File** menu, select **Save As...** and add your last name into the file name (ex. ArmatoSurvey.doc)
 - Quit MS Word
- Log in to your OLS email account, and send me an email with the filled-out survey file attached.

DUE Week 1.2 (Wed, 1/14) by the beginning of class

You must send me the completed survey, as and email attachment, by 5:00 pm on Wednesday. *This email must be sent from your OLS account.*