Information Literacy 02
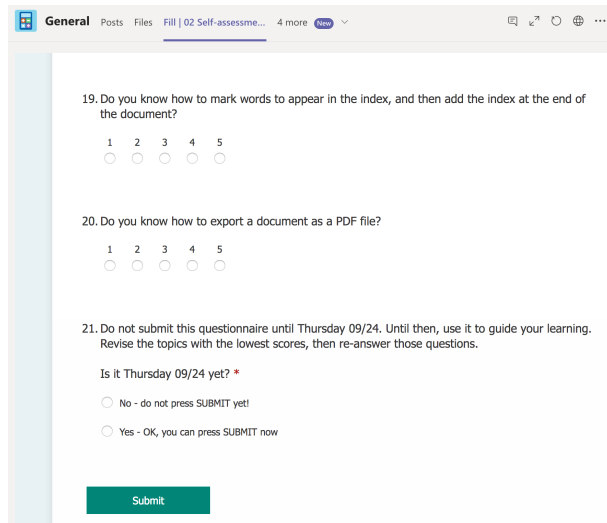
word processing

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京都発世界人財

if you haven't already, submit your self-assessment quiz

be sure to complete the questions first 😊

create a CV

- you will need one not so long from now
- MS Word has CV/*résumé* templates
  - use one if you like
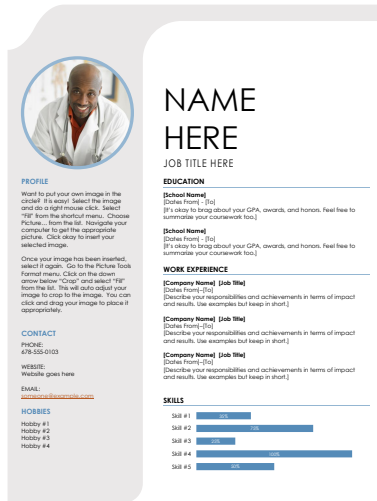
if you completed the assignment, try one of these challenges

create your own lab notepaper
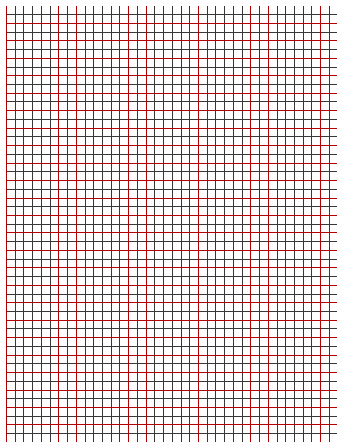
online square, graph, etc., paper generator
- find one with Google, or...
- https://incompetech.com/graphpaper/
- create A4 paper of your choice

use generated paper as document background
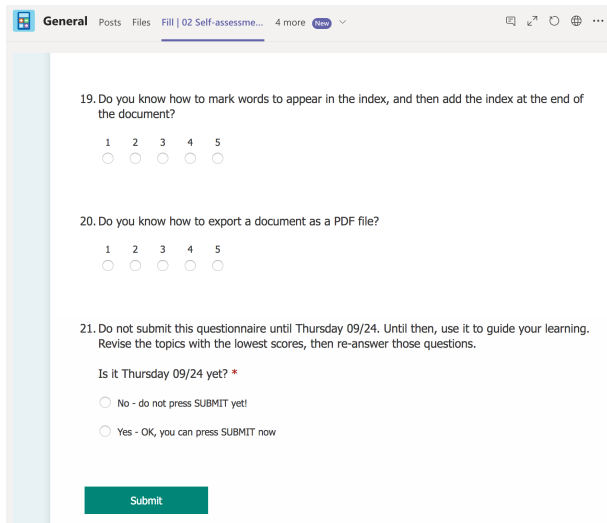
add header
- Project, Engineer, Notes
- Page, Date, Time

quick review: e-mail self-assessment

be sure to complete the questions first 🙂

quick review: word processing self-assessment

be sure to complete the questions first 😊

please submit today's assignment before 23:59 tonight

this assignment is worth 1/15 of your final score
- or about 6.7%

use MS Teams
- open the assignment in Teams
- attach your completed work
- press "turn in"
- **say "hello"** in 'Self-introduction' channel

1/15 OF FINAL SCORE

■ this week ■ other weeks

7%

93%

PASS
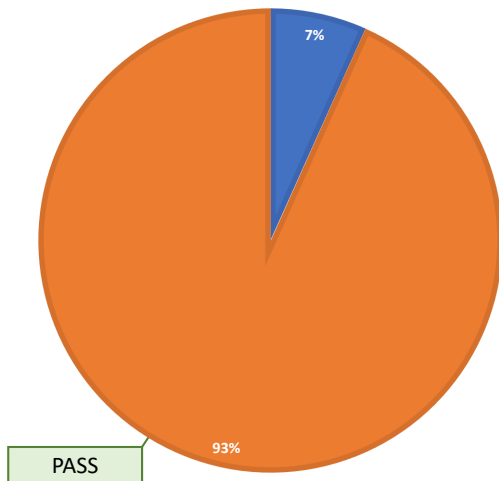
note that from this week the points allocation is different

today:

- self-preparation assignment = 10 points
- in-class: self-preparation 'catch-up'

after today:

- self-preparation = learning
- in-class assignment = 10 points
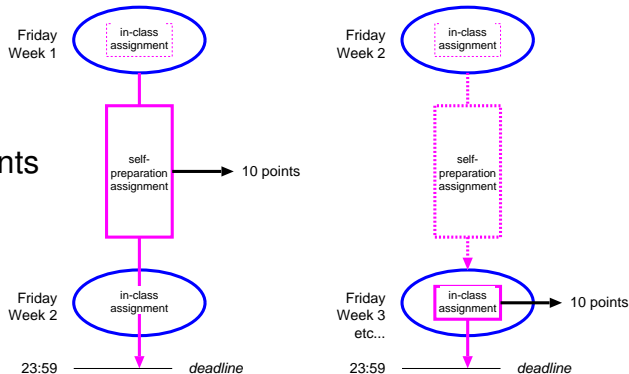
the materials for next week will be online soon

material will be available from the course web page in the next hour or two

`https://kuas.org/~piumarta/il`

as soon as you can: watch the videos about PowerPoint

- one video per topic
- one or two minutes per video
- about 20 minutes in total

complete the self-preparation assignment

- reproduce the document shown in the videos

check your own learning progress during the week
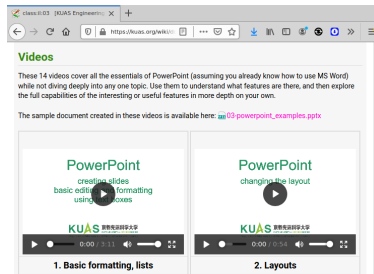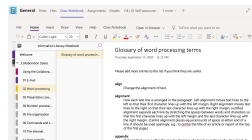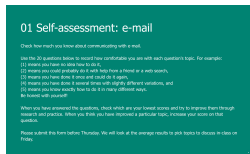
use the self-assessment questionnaire

1. answer the questions (honestly), do **not** press "submit"
2. pick a question with a low score
3. revise the topic, update your score, repeat from 2.
4. on Thursday evening, press "submit"

ask questions in the Teams "Q&A" channel

share any good resources you discover in the class notebook

9

ask for help whenever you need it

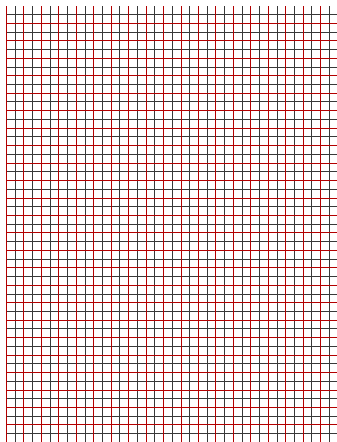but most importantly...

have fun!

see you next week

create your own lab notepaper

convert PDF file to PNG file

- Win: app store 'Any PDF to JPG'

- Mac: Preview.app

- Lin: `apt install poppler-utils`
       `apt install netpbm`
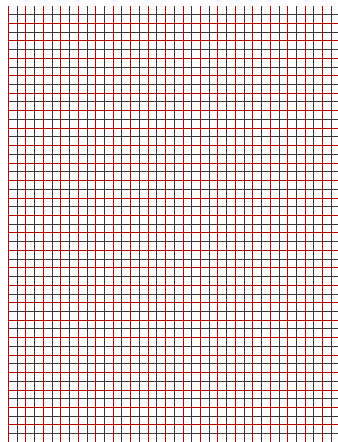   `pdftoppm in.pdf | pnmtopng > out.png`

create your own lab notepaper

use image as background for entire paper

- set all margins to 0mm
- edit the header
  - set your paper as background image
  - set position to 0mm right of page
  - set position to 0mm below page
  - set size to 100% × 100%

create your own lab notepaper

place the info block at the top

- insert text box using 'drag horizontal'
- set width to 100%
- set position to top-left
- add left tab in ruler to align left fields
- add right tab in ruler to align right fields