

Information Literacy

02

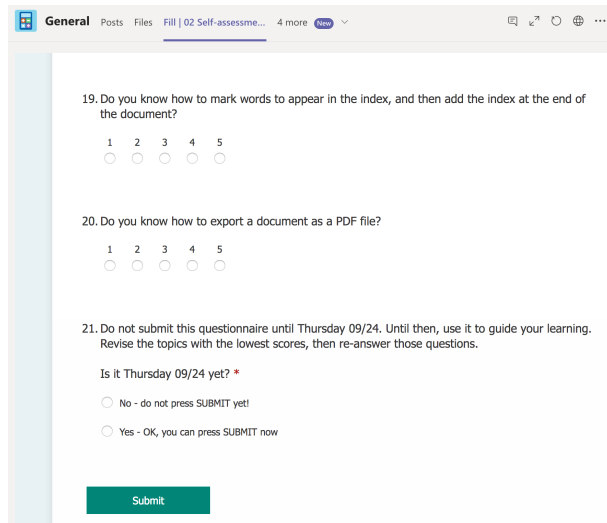
word processing

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

be sure to complete the questions first 😊



The screenshot shows a Moodle quiz page titled "General" with a breadcrumb trail: "Posts Files Fill | 02 Self-assesse... 4 more New". The quiz contains three questions:

19. Do you know how to mark words to appear in the index, and then add the index at the end of the document?

1 2 3 4 5

20. Do you know how to export a document as a PDF file?

1 2 3 4 5

21. Do not submit this questionnaire until Thursday 09/24. Until then, use it to guide your learning. Revise the topics with the lowest scores, then re-answer those questions.

Is it Thursday 09/24 yet? *

No - do not press SUBMIT yet!

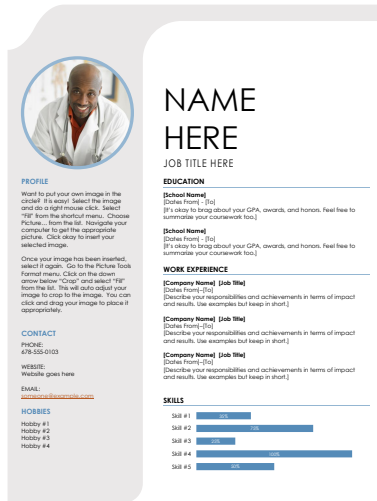
Yes - OK, you can press SUBMIT now

Submit

if you completed the assignment, try one of these challenges

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

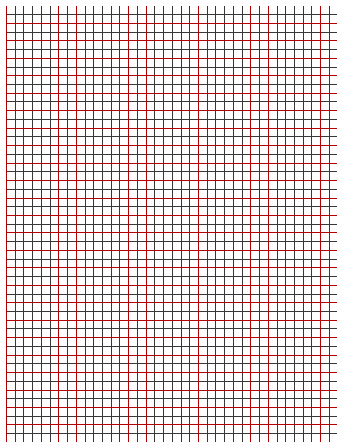
- find one with Google, or...
- <https://incompetech.com/graphpaper/>
- create A4 paper of your choice

use generated paper as document background

add header

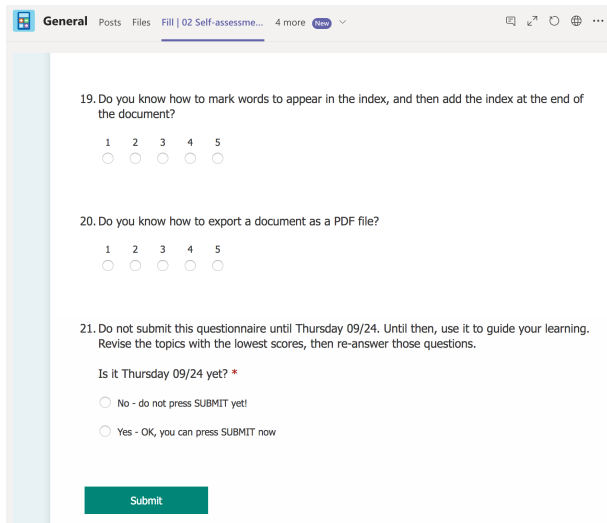
- Project, Engineer, Notes
- Page, Date, Time

Project: _____ Page: _____
Engineer: _____ Date: _____
Notes: _____ Time: _____



quick review: e-mail self-assessment

be sure to complete the questions first 😊



The screenshot shows a Moodle forum post titled "Fill | 02 Self-assesse...". The post contains three multiple-choice questions (19, 20, and 21) with five radio button options each. Question 19 asks about marking words for an index. Question 20 asks about exporting a document as a PDF. Question 21 is a warning not to submit until Thursday 09/24, with two options: "No - do not press SUBMIT yet!" and "Yes - OK, you can press SUBMIT now". A green "Submit" button is at the bottom.

General Posts Files Fill | 02 Self-assesse... 4 more New

19. Do you know how to mark words to appear in the index, and then add the index at the end of the document?

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Is it Thursday 09/24 yet? *

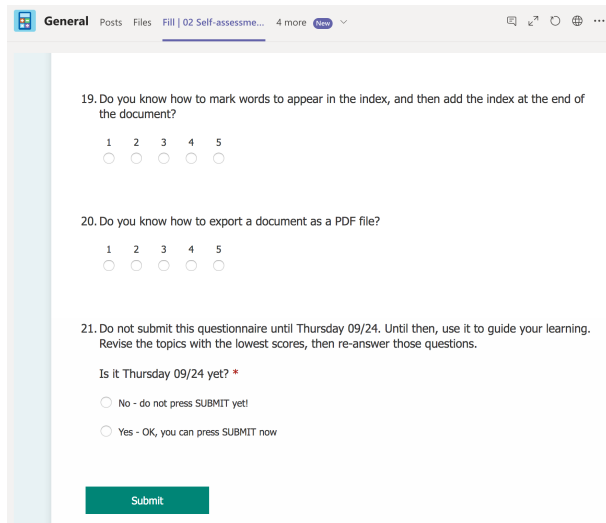
No - do not press SUBMIT yet!

Yes - OK, you can press SUBMIT now

Submit

quick review: word processing self-assessment

be sure to complete the questions first 😊



The screenshot shows a Microsoft Teams chat window with a poll titled "Fill | 02 Self-assesse...". The poll contains three questions, each with five radio button options. The first question asks about marking words for an index. The second asks about exporting a document as a PDF. The third asks about the submission deadline (Thursday 09/24) and includes a "Submit" button at the bottom.

General Posts Files Fill | 02 Self-assesse... 4 more New

19. Do you know how to mark words to appear in the index, and then add the index at the end of the document?

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20. Do you know how to export a document as a PDF file?

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21. Do not submit this questionnaire until Thursday 09/24. Until then, use it to guide your learning. Revise the topics with the lowest scores, then re-answer those questions.

Is it Thursday 09/24 yet? *

No - do not press SUBMIT yet!

Yes - OK, you can press SUBMIT now

Submit

please submit today's assignment before 23:59 tonight

this assignment is worth 1/15 of your final score

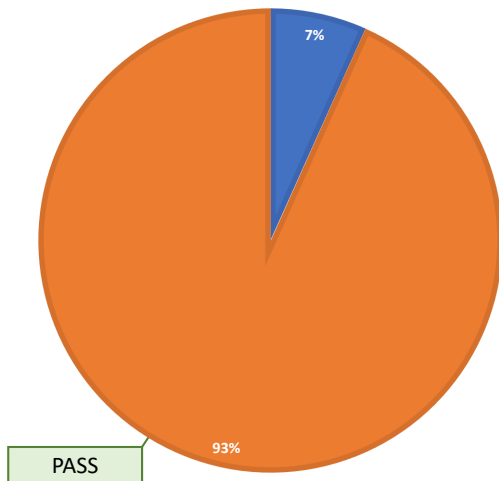
- or about 6.7%

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



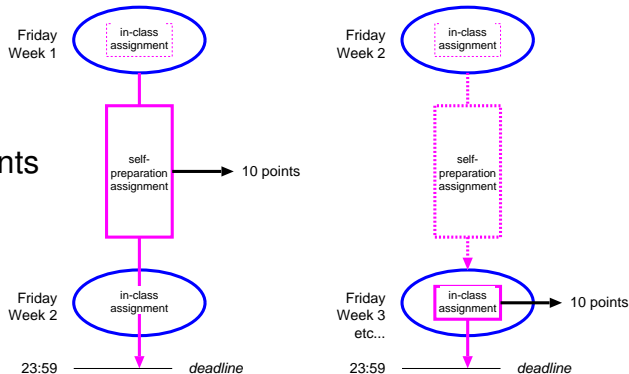
note that from this week the points allocation is different

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

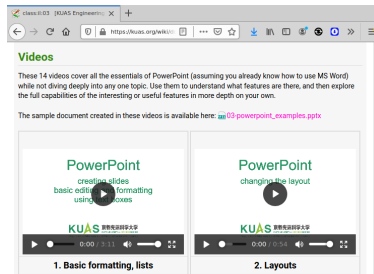
<https://kuas.org/~piumarta/il>

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



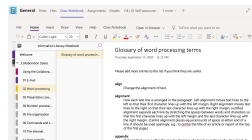
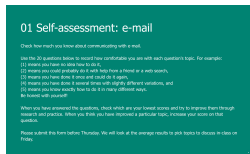
check your own learning progress during the week

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



ask for help whenever you need it

but most importantly...

have fun!

see you next week

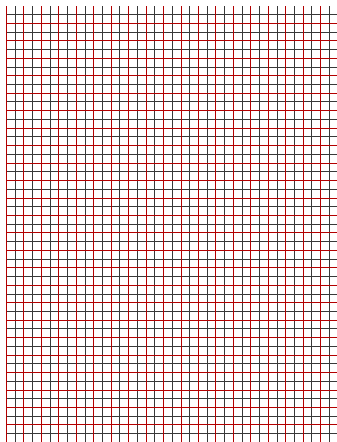
create your own lab notepaper

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
```

Project: _____ Page: _____
Engineer: _____ Date: _____
Notes: _____ Time: _____

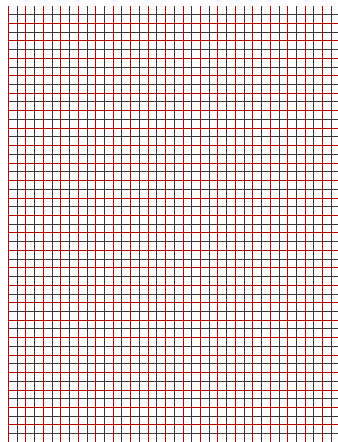


create your own lab notepaper

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%

Project: _____ Page: _____
Engineer: _____ Date: _____
Notes: _____ Time: _____



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

Project: _____ Page: _____
Engineer: _____ Date: _____
Notes: _____ Time: _____

