



Intro to Office Tech



checklist



Name: _____

Date: _____

Adviser
Sign off

Practice using your web email client from a Linux workstation: **www.careertech.us** _____

1. Go to the web client for email transmission: logon from website above
2. Make sure your client can send and receive successfully by sending a test email to yourself.

Watch Internet videos and use **Open Office Write** to type up assignment: _____

1. Watch Internet Vocabulary – write 10 facts you learned
2. Watch The Internet – write 20 facts you learned
3. Type your 30 facts up using Open Office Write – e-mail to teacher

Take 1 (or more) digital photos of yourself, and 3 (or more) of Career Tech. Sign out digital camera, batteries, and memory stick. _____

1. Transfer the photos from the camera to a card reader on a computer in the graphics lab (running windows XP or 2000).
2. Create a folder for your data.

Transfer your data from your folder to your CD-RW disk and to main server (FTP). _____

1. Use **Nero Burning ROM or Win XP** to burn disk. This disk is to be used as a portfolio for the duration of your stay at Career Tech. Please get a blank CD-RW disk and turn it in to Susan (for your portfolio file) after each use.
2. Use **FTP** (file transfer protocol) to move your pictures to your Linux desktop for the next assignment.

Create a newsletter using **Open Office Draw** (Linux) containing: _____

1. At least 4 graphics (your photos) to support the writing (see below)
2. At least 4 columns or text boxes of writing.
3. Place 4 articles in the boxes: something about yourself, detailed directions to a local business, an additional 2 articles of your choice.
4. Print out your 2 page newsletter on one 8 x 11 sheet; front and back.

Email a copy of your newsletter to your advisor: [firstname\(lastinit\)@careertech.us](mailto:firstname(lastinit)@careertech.us) _____

1. Export your newsletter as a **.pdf** (Adobe Acrobat Reader) file from Open Office Draw. Then attach to an email to above address.

Using your calendar in **Kontakt**, create a 2-week calender to plan your school tasks. _____

1. List in detail all your assignments in a month or week at-a- glance view. Use **Ksnapshot** (print screen key) to screen capture and then attach and send through email to the above address.

Scan this checklist into a windows workstation: _____

1. Place it on the appropriate server in your directory. Show staff the completed checklist from your computer (or attach to email to staff).