

Due Date:

Week of September 19th. 2019 at the end of your scheduled lab period. Please see Brightspace for the exact due date for your lab section.

Marks:

5 Marks

Submission Guidelines:

Open a blank Microsoft Word document. Save the file using your first and last name and the lab number as the file name. Submit the file to Lab 1 assignment in brightspace. After submitting the file, you are required to demo the done work to the course professor. Failure to do that will result with Zero evaluation.

Example: **Matthew_Smith_CST8101_Lab 1.docx** and submit via ***your lab instructors Brightspace site.***

Objective:

The purpose of this lab is to learn how to:

1. Take screen captures
2. Caption screen captures using Microsoft Word
3. Learn how to caption screen shots in Microsoft Word documents
4. Connect to the ACSecure Network Wirelessly
5. Connect to other printers in the College
6. Install any Operating System Essential Updates
7. If you already don't have an anti-virus product installed, install one and ensure that its' virus definitions are updated.

Tools:

- Laptop running Microsoft Windows 10.x
- Algonquin College Network User Id and Password
- Network Connection to the World Wide Web
- Microsoft Word or other wordprocessing software

Procedure:

The following instructions will show you how to:

- Take screen captures
- Caption screen captures
- Connect to ACSecure wirelessnetwork
- Connect to the printers at the College

- Install any operating system updates
- Scan your laptop for viruses.

If at any time that you are unsure about what to do, feel free to ask your lab instructor for help.

Using Windows Snipping Tool to capture Screen Shots

To open Snipping Tool, select the **Windows Start** button, type **Snipping Tool**, and then select it from the search results.

The window of the *Snipping Tool* application looks similar to the screenshot below.

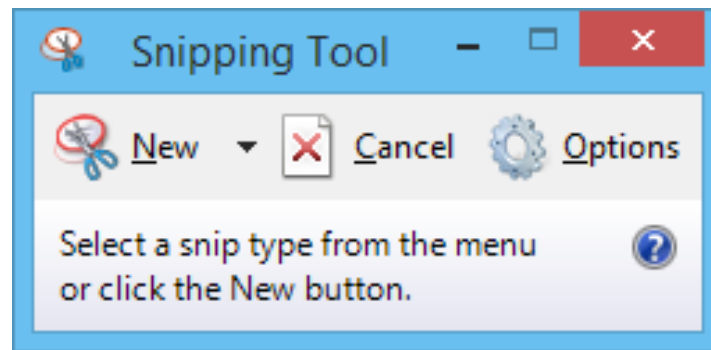


Figure 1. Windows Snipping Tool.

Snipping Tool's Main Interface

The *Snipping Tool* window has three important buttons: *New*, *Cancel* and *Options*.

- The *New* button allows you to select the type of screenshot that you want to take and then take a screenshot.
- The *Cancel* button allows you to cancel the current action.
- The *Options* button allows you to customize different aspects of the application.

How to Take a Custom Screenshot

There are four types of captures available when pressing the *New* button:

The *Free-form Snip* enables you to draw an irregular line around an object or area.

- The *Rectangular Snip* allows you to take a screenshot shaped as a rectangle, by dragging the cursor around an object.
- *Window Snip* allows you to select a window (e.g. your Internet browser) or dialogue box (e.g. error message received from an application) and capture it.
- *Full-screen Snip* enables you to capture the entire screen, like the old-fashioned *Print Screen* key.

Saving Screen Captures:

To save the screenshot, press the *Save Snip* button,

1. Select the location where you want it stored
2. Give the screen capture an appropriate file name
3. Choose the file type: PNG, GIF, JPEG or HTML. Then, press *Save*.

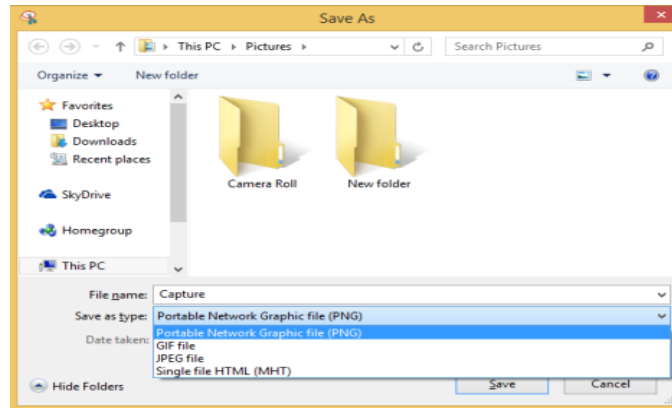


Figure 2. Saving a screen capture

Once you have saved your screen captures, you can insert them in your Microsoft Word documents at a later date.

How to Caption Screen captures

A figure can be a sketch, a graph, a picture, a screen capture, blueprint, or a wiring diagram, and provide visual impact and can effectively communicate your primary finding to the reader. Figures should be labeled with a number followed by a descriptive caption or title. Captions should be concise but comprehensive.

The **Insert Caption** feature in Word does most of the heavy lifting for you, when you want to add a caption to a picture or a figure.

1. Right-click on the picture or figure you want to add a caption to, a menu similar to the one shown in Figure 3 should appear.

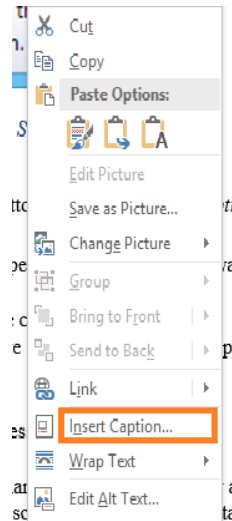


Figure 3. Insert Caption

2. To see the default label (Figure), type your caption in the **Caption** box. Note you will have to put a period after the figure number in order for it to appear correctly in the document.

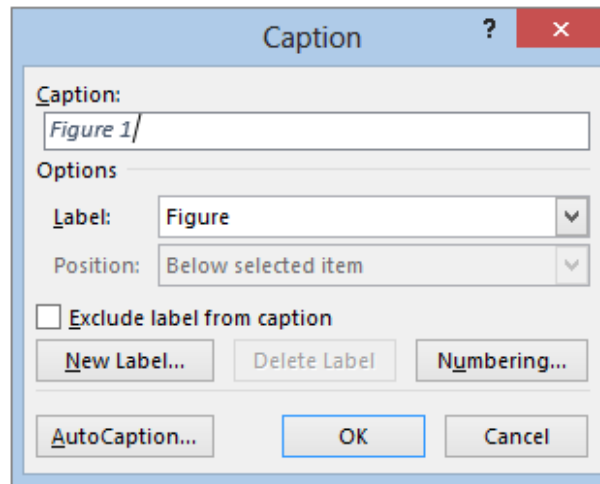


Figure 4. Caption Dialog Box

Connecting to the Wireless Network

**Note: These Instructions assume that you have an Algonquin College Network User Id and password.*

Once you have a network account, you can connect to the College networks including the wireless networks. Wireless networking is provided throughout the Woodroffe campus. To connect to the campus wireless network, you require:

- a) Your network account username and password

- b) A wireless laptop with updated wireless drivers
- c) A connection profile set up on the device
- d) A strong wireless signal

The wireless network on Campus that we will be using for your course is: ACSecure - the wireless network

To connect to the wireless network:

1. Click on the wireless icon on your lower desktop or upper right icon



Figure 5. Wireless Icon

2. Select 'ACSecure', then 'Connect'
3. Once you're connected, you will be prompted to enter your Algonquin network username and password
4. Accept the certificate when you are prompted
5. Once you sign in with your network ID, the device will be configured to connect to 'ACSecure'. This should only take a minute or two.
6. Once you have connected to the ACSecure Network, take a screen capture using the Windows Snipping and paste it into your Lab 1 Word document.

[To connect to the Wireless Printers at the College](#)

You will need to install PaperCut and the Findme print queue to print on campus – the steps below show you how to install PaperCut onto your laptop.

[Installing Paper Cut](#)

On your computer, select Start > Run. Note: On Windows 10, select the Windows key + "r".

1. In the text area, enter **\\lacprint** and press enter. **Note:** You may be prompted to login at this point. When you enter your username include woodroffe. For example if your username is smit0123, you would enter woodroffe\smith0123. See Figure 6 below to see how to enter your credentials.

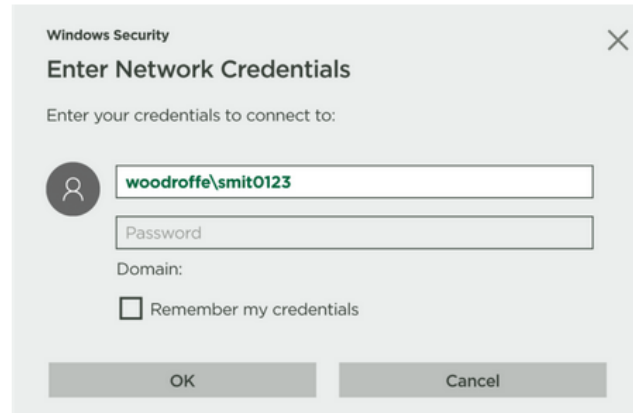


Figure 6. Entering Network Credentials

2. When the Explorer Window opens, select **PCClient > win**.
3. Double-click on the **client-local-install** application file to run it.
4. Select **Next** a couple times, and Papercut will install in the background.

Note: When it is installed, a Papercut window will pop-up and prompt you for your Algonquin username and password.

With PaperCut installed, you can now install FindMe Print Queue.

Installing Findme Print Queue

On your computer, select Start > Run. Note: On Windows 10, select the Windows key + "r".

1. In the text area, enter **\\woPrint2** and press enter. You will see a list of printers as shown below. **Note:** If you are required to enter your username, use the Woodroffe\



Figure 4.. List of Printers on woPrint1

3. Double click on **WO_FindMe_Printer**, and select **Install Driver** from the menu.

There will be a long pause before the next step - do not click again or close your browser.

4. Follow the prompts to install the print queue.

You now have successfully installed the print queue. Once you have connected to the print queue, try to connect to the printer in room T-111 and print a test page.

Updating the Operating System

In this exercise, you will be installing any outstanding Operating System updates, you must keep the operating system up to date at least weekly.

In Windows 10, select the Windows key + "I" to open the settings menu then select Update & Security icon.

If any updates are found, you can review them before you apply the updates to your OS and software. Once the updates are installed; you can take a screen capture, like the one in shown in Figure 7 below.

Update status

Your device is up to date. Last checked: Today, 2:43 PM

Check for updates

Update history

Figure 7. Windows Update Status

Some Windows 10 editions will allow you to defer upgrades to your PC until it more convient for you to install updates. . If your version of Windows 10 allows you to defer upgrades, continue to the next paragraph below. If your version of Windows 10 does not allow you to defer updates, you can skip ahead to next section of the lab entitled Anti-Virus Software. If you are not sure whether your version of Windows 10 defers updates; consult with your lab instructor.

One reason to defer updates is to prevent them from being installed and your laptop being automatically restarted at an inconvenient time. For example, it would be very inconvenient for you if your laptop downloaded and installed updates when you are in the middle of writing an online test or exam!

Changing Active Hours

Scroll further down the Windows Update window and you will find a link to **Change active hours**.

Choose the start time and end time for active hours, I suggest you set your start time to be one hour before your earliest class begins and your end time to be one hour after your latest class ends, then select **Save** or on someversions of Windows it may be a check mark.

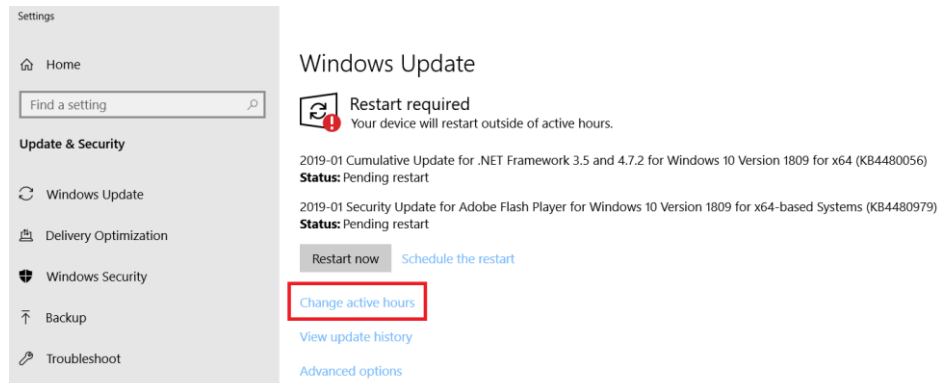


Figure 8. Windows Changing Active Hours.

When you have set your active hours, take a screen capture showing your active hours and paste it into your Microsoft Word document. Your screen capture will be similar to Figure 9 below.

Once you have taken your screen capture, you may close the window Advanced options window.

Active hours

Set active hours to let us know when you typically use this device. We won't automatically restart it during active hours, and we won't restart without checking if you're using it.

Start time

9	00	AM
---	----	----

End time (max 18 hours)

5	00	PM
---	----	----

Save	Cancel
------	--------

Figure 9. Active Hours

Anti-Virus Software

A number of anti-virus products are on the market, some are better than others. Things to consider are:

1. The ability to detect viruses. Some free A/V products do not update their virus definitions very often.
2. The ability to scan new files on your computer. New things on your computer can come from the network, a USB key or even from PDFs or pictures on web pages. This is sometimes called "real-time" protection.

3. The resources used. Some products will use a lot of memory, CPU or disk I/O possibly interfering with normal computer use. This may encourage you to disable the product.

If you already have a non-trial version of a fully featured anti-virus product, you may use it in place of Microsoft Windows Defender. You must show the virus definitions is fully up to date and a recent full scan (within two days) has been done.

If your system came with a trial version of anti-virus software, you should uninstall it, unless you plan to purchase it. If you need to uninstall the anti-virus program, open the “Control Panel” and choose “Uninstall a program” or “Programs and Features” depending on your Control Panel view.

If you are using another anti-virus program, ensure that its' virus definitions are up to date then you can perform a full virus scan on your hard drive. Once the scan is complete, you can take a screen capture showing the scan is complete.

This portion of the lab is going to assume you are using Microsoft's Windows Defender program that came with installed with Windows 10. If you are using another anti-virus product, you can skip this portion of the lab exercise and continue to the next part of the lab, Lab 1 submission!

Start the Defender program and choose “Settings” (the tab furthest right). Verify the following options are on:

- “Real-Time” protection.
- Cloud-based based protection I leave it to you if you want to turn on this option.

Once you have finished choosing your settings, click on the Update tab, if your virus definition's need updating, click on the Update button located on the right-hand side.

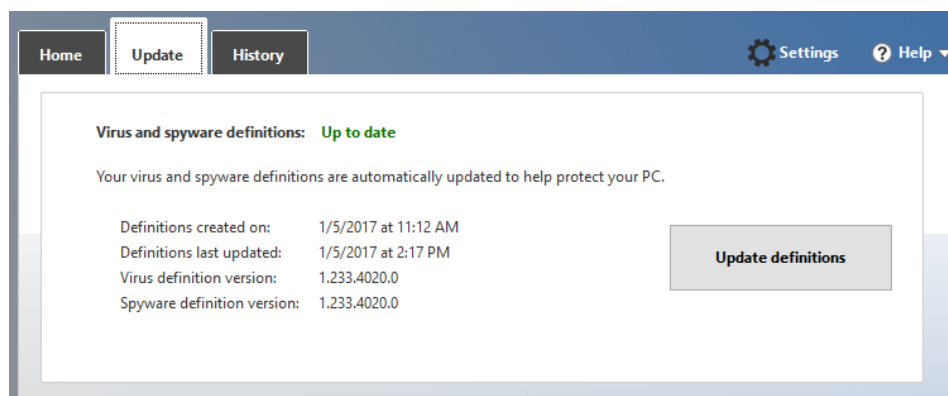


Figure 10. Virus definition

Once your virus definitions are updated, click on the home tab and perform a Full Scan on the hard drive.

Once a Full Scan of the hard drive has been having been completed, take a screen capture of the completed scan, like one in Figure 9, and place it into your Lab 1 document and save your Lab 1 document.

Lab 1 Submission

Once you have completed the lab, you are going to submit your completed Lab 1 Word document file to your lab teachers' CST8101 Computer Essentials Brightspace site.

The submitted document must be in MS-Word format. If you submit the file in any other format, you will lose a mark(s) for this assignment.

To submit the lab assignment follow these steps:

1. Log in to Brightspace and click on your CST8101 Computer Essentials Lab section link.
2. Click the Activities link, located on the top of the page in the menu ribbon. Then click on the assignments link.

Course Home Content Calendar **Activities** Progress Tools Help

Figure 11. Brightspace menu ribbon

3. You will see a table with a Blue Lab 1 link in it. Click on the blue Lab 1 link.

Submission Folder	Score	Submissions	Feedback	Due Date
Lab Assignment				
Lab 1	- / 5	0	-	Sep 20, 2018 8:30 PM

Figure 12. Lab assignment submission table.

4. Scroll down to the Submit assignment area.

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

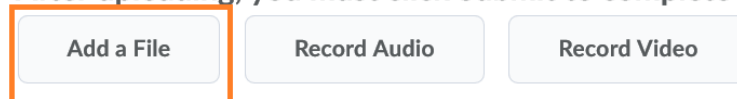


Figure 13. Adding a file to submit.

- Click on the Add a File button and select the location of your completed Lab 1. Attach the completed lab assignment by clicking on the Upload button or by dragging it to appropriate area.

Add a File - 18F_CST8101_301 Computer Essentials - Algonquin College

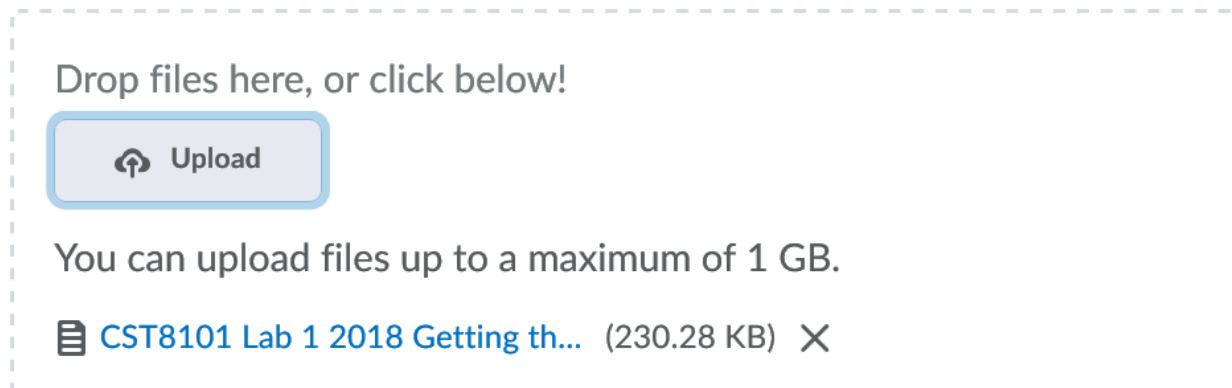


Figure 14. Uploading lab assignment.

- You have multiple attempts to upload this assignment. The last submission will be the one marked.
- Once you have uploaded the file, scroll down until you see the submit button. To submit your lab assignment, click the submit button.



Figure 15. Lab submission button.

CST8101 Lab 1 Marking Guide

1 Mark	Screen capture showing your laptop is connected to the ACSecure network
1 Mark	Screen capture showing all windows essential operating system updates are installed on the laptop and the operating system is up to date.
1 Mark	Screen capture showing active hours.
1 Mark	Screen capture showing an anti-virus program is installed, the hard drive has been scanned and is virus free
1 Mark	Screen captures are captioned and file name was in requested format. Lab 1 was submitted on time and in the correct format.
5 Marks	Total

