

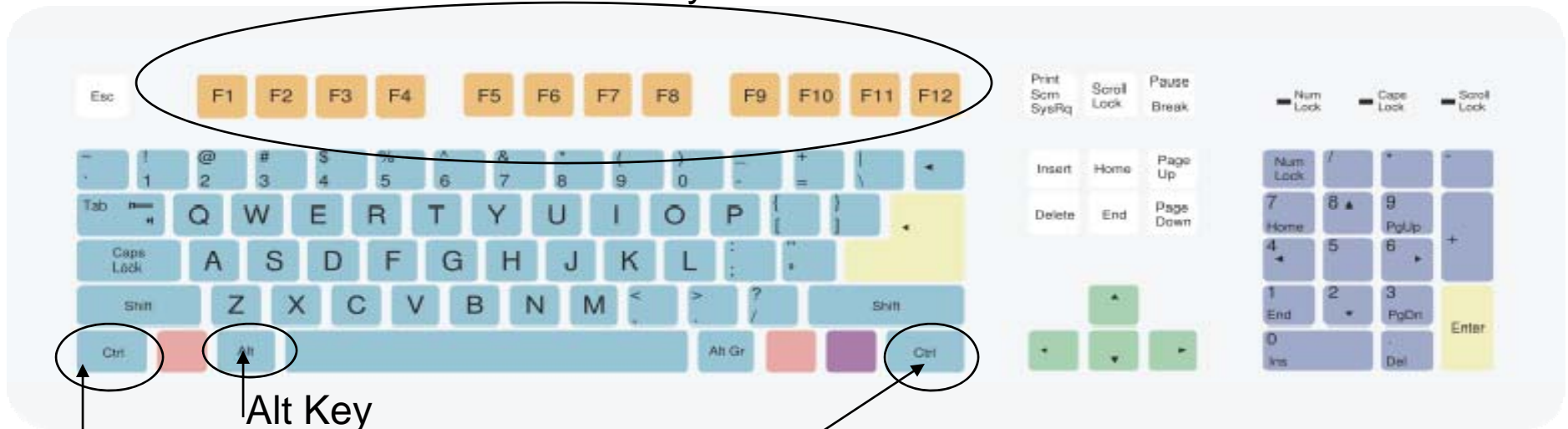
Wilson Chap. 11: Computer Skills

Remember to learn the terms on pages 153-154.

And, do the written assignment on iCollege.

The Keyboard

Function Keys



Alt Key

Control (Ctrl) Keys

- Typewriter keys
- Windows keys
- Application key
- Function keys
- Numeric keypad
- Cursor control keys
- Enter keys
- Other

The Keyboard (pg. 2)

- Function keys are the F1 - F12 keys along the top of a keyboard
 - function keys may have a different function for different programs
 - are assigned by programmers for frequently used activities

The Keyboard (pg. 3)

Keyboard shortcuts

- combinations of keys (that is, they use of more than one key)
- are alternatives to mouse movements and clicks
- Some common shortcuts that are found in many programs are:
 - Ctrl C = copy
 - Ctrl X = cut
 - Ctrl V = paste
 - Ctrl S = save
 - Ctrl O = open

The Keyboard (pg. 4)

More keyboard shortcuts

- Many shortcuts are: Ctrl + assigned letter
- Alt + underlined menu letter - opens that drop down menu
 - can select another underlined letter in that menu to choose a command
 - for example, in PowerPoint, type Alt F to open the File menu. Then type O to open another file
- you can learn shortcuts for a program that you use often

The Mouse

There are two buttons on a standard mouse

1. left button - click to select things on the display
2. right button - opens the shortcut menu



Advanced Searching Skills: Nested Searching

- Remember the Boolean operators: AND, OR, NOT?
- Nested searching is combining more than one Boolean operator and using parentheses to specify the order in which to apply the operators
 - (dogs OR cats) and birds - results must mention birds and must mention either dogs or cats
 - dogs OR (cats and birds) - results must mention both cats and birds or must mention dogs

Advanced Searching Skills: Proximity Operators

Proximity means the closeness of terms to one another

1. Adjacent - terms appear next to one another with no other words in between them
 - E.g., round ADJ robin = round robin or robin round
 - similar to phrase search but different because the order of the words is unimportant

Advanced Searching Skills: Proximity Operators (pg. 2)

2. Near - certain, predetermined number of words can be between the terms
 - searching for words that are close to one another by not adjacent
 - E.g., if near means up to 2 words can be in between then
round NEAR robin = round robin, robin round, round about robin, robin about round, round about my robin, or robin about my round

Advanced Searching Skills: Proximity Operators (pg. 3)

3. Within - can specify the number of words that can be between the terms
 - E.g., within3 means up to 3 terms in between the terms, so
 - round WITHIN3 robin = round robin, robin round, round about robin, robin about round, round about my robin, robin about my round, round about my large robin, or robin about my large round

Advanced Searching Skills: Proximity Operators (pg. 4)

- the words and procedure for using proximity operators may be different in different databases, use their help to use it correctly.
- for example, JSTOR and ArticleFirst (in GALILEO <http://www.galileo.usg.edu>) both allow proximity searching through their expert search. However, they use different operators.

Advanced Searching Skills: Truncation

A.k.a. wildcard searching, using a designated symbol (such as ? or *) to search for variations in the spelling or case of a search term

1. single letter truncation or embedded truncation searches variant spellings within a word.
 - for example, wom?n will match woman or women

Advanced Searching Skills: Truncation (pg. 2)

2. multiple letter truncation - placed at the end of a word or root to find plurals or words with the same root word
 - for example, libr* finds words such as library, libraries, librarian, Libra

Advanced Web Searching

- As mentioned in Chap 10, most search engines have a advanced search capability
- How do search engines rank their results?
Based on programming that looks at relevancy:
 1. where do the search terms appear (in the title, first paragraph, etc.)
 2. how many times do the search terms appear

Or, looks at popularity:

3. how many other websites link to the site

Advanced Web Searching: Preparing a Search

1. Format - think about types of materials: books, articles, images, video clips, audio clips, etc
2. Concepts - define your concept as clearly as possible. Instead of using a general term, be more specific: use George Bush instead of politician or Georgia instead of United States
3. Terms - select good terms to use and consider using truncation or an exact phrase

Advanced Web Searching: Preparing a Search (pg. 2)

4. Operators - combine your search terms effectively, use Boolean operators or an advanced search instead of a simple search
5. Fields - if you are searching a database that allows you to search in specific fields (like title, author, subject) which field should you be searching? This can be more effective than a keyword search that looks in all fields.

Advanced Web Searching: Preparing a Search (pg. 3)

6. Time - think about the currency of the information. Do you need more current information or does the date of publication not matter?
7. Review, refine and revise. View your results and narrow or broaden your search if necessary.
8. Expand your horizons. Use all sources of information. Use the catalog, databases, and search engines.

HTML

- editing programs makes creating webpages easy
- Examples of editing programs: Microsoft's FrontPage or Macromedia's Dreamweaver
- You can also type the tags in by hand - called handtagging - all you need is a text editor like Notepad
- However, it is good to know some basic underlying principles and structures of HTML

HTML (pg. 2)

HTML consists of:

1. tags enclosed in angle brackets <...>
(required)
2. attributes that define features of the tag (optional)
3. values for the attributes (optional)

HTML (pg. 3)

Examples:

`<html> </html>` = opening and closing tags for a html document, no attribute or value is required

` ` - font is the tag, size is the attribute and 16 is the value

Note: Words inside the brackets (the tags, attributes and values) are not displayed on the screen.

HTML (pg. 4)

- In order for html files to be seen on the web, they must be stored on a web server that is connected to the internet.
- There are many ways to get free web space: through your institution/workplace, through your ISP, through websites like Yahoo or Netscape.
- My website at Yahoo's geocities:
<http://www.geocities.com/carm573/>

HTML (pg. 5)

- CSS = Cascading Style Sheets - control the format and style of all of your webpages from one place. By linking your individual webpages to one CSS, you can make formatting changes that would affect all of your webpages
- More on HTML later!

XML

- supposed to enhance HTML by being more flexible
- an XML page must have a CSS in order for the XML page to display correctly
- I do not use XML and will not be teaching it for this class.