everett Labs

Lesson 1: Open Source Solutions

We will initiate a discussion of technology: how we interact with technology and the significance of these online networks. Introduce students to issues surrounding technology—access to technology, security, etc—and provide tools on how to select the appropriate program to suit project goals. In addition, students will be introduced to open source and proprietary softwares. In this introduction we will look at how to use the various operations of word processing and spreadsheet editing software programs. Who is ready for a little discussion!

Outcomes for this lesson:

- Demystifying technology by allowing students to discover and discuss the power of techhnology. Hopefully

Resources

- **Tech Camp-GIIP and Community Organizing**
- **Electronic Frontier Foundation**
- **Open Knowledge Foundation**
- **Digital Rights Management**
- **Ubutu**
- **Windows**
- **Microsoft Office**
- **LibreOffice**
- **Getting Started**

USEFUL!
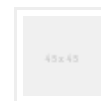
How to you take screenshots, compress files, etc.

Contact the Team!

Lab Leader

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TE Blog

Alfred: Be a Wizard

technology related problems will be less intimidating!

- Introduce students to issues surrounding technology, technologies use, and provide examples of innovative solutions to address some of these problems. Reveal some of the problems that are likely to arise when they are in the position of someone trying to help others with the ups and downs of technology.
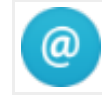
with Libre Office Writer
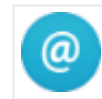- **HW submission site**

Homework

- **Submit HW**

Lesson:

1. *Introductions!*
    - Let's learn each others name, year , major (or potential major), and favorite fruit!
2. *Go over syllabus.*
    - Due to possible unforseen circumstances, this syllabus is subject to change as the quarter progresses. [attach final syllabus!]
3. *Create Moodle accounts*
    - open a new tab in our browser
    - type or copy and paste this url: submit.everettprogram.org
    - follow the steps on the right of the screen to create and account
        - be sure to WRITE DOWN- multiple questions- your user name and password. You will be using this site to upload your homework and see your grades on each assignment.
    - The leaders and facilitators will be walking around the room to help you set this

account up!

4. *Our tech philosophy*
    - Goals:
        - We desire toe create problem solvers.
        - We are going to give ya'll a toolbox for programs from which to choose to use however you please!
    - What do you guys think? What is your opinion?

5. *Let's discuss technology and how society uses it*
    - How do you use tech? What use do you use it for? What ways has it helped and harmed your life?

6. *Let's discuss technology access*
    - What do you think of technology access among class lines? What is differences uses of each generation? What do you think of the costs of technology?

7. What is proprietary software?
    - According to the Linux Information Project, '**proprietary software** is software that is owned by an individual or a company (one that has usually developed it). There is almost always major restrictions on its use, and the source code is almost always kept secret.'
    - Some examples of it is the adobe suite, apple programs, microsoft office, final cut pro, etc.

8. *What is open sourced software (OSS)?*
    - According to Open Source Initiative, '**OSS** is software that can be freely used, changed, and shared (in modified and unmodified form) by anyone. The many people who make this software distribute it under licenses that comply with Open Source Definition.'

- Some examples are Libre Office, ubutu, Linux, etc.
9. *How to use spread sheet and word processing softwares!*
   - In class we are going to work with google docs and spread sheets. Watch these screen cast on functions you can use on google docs and spreadsheets.
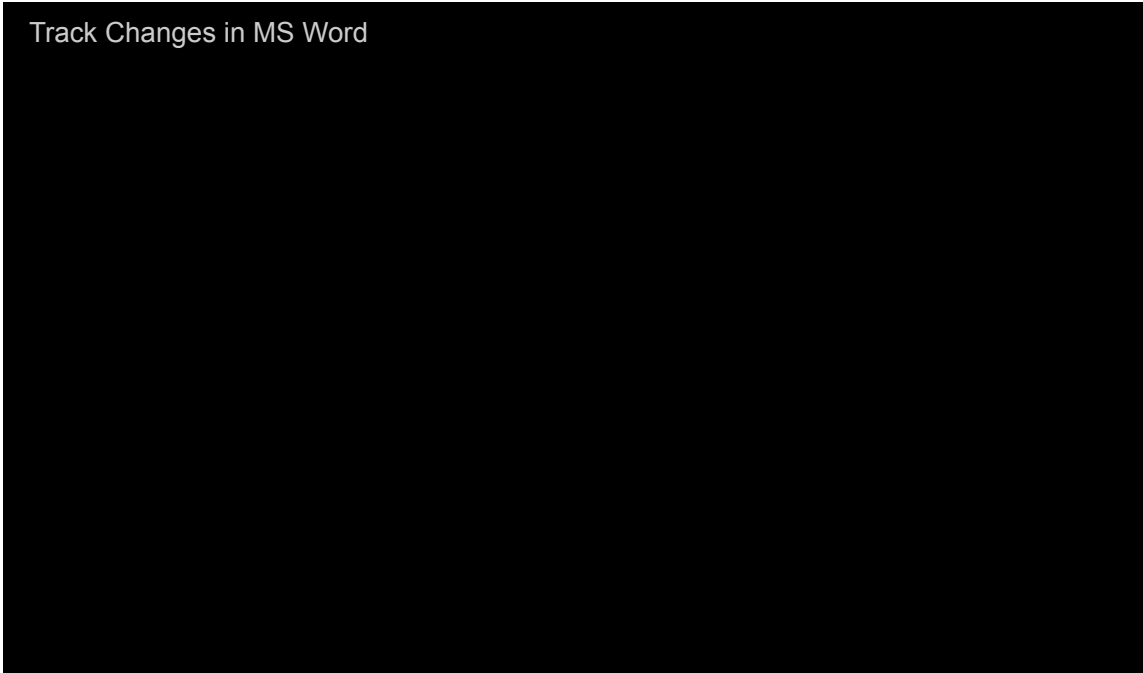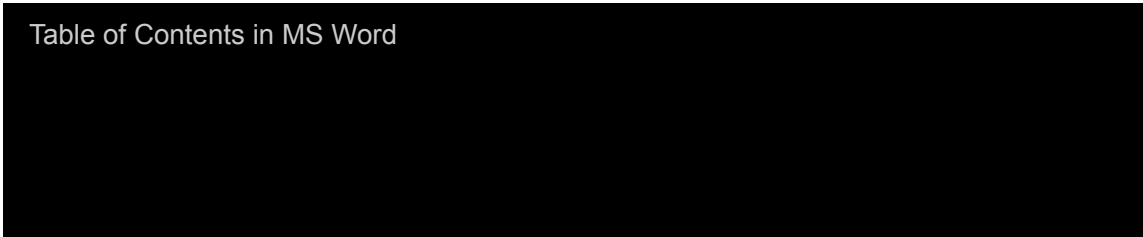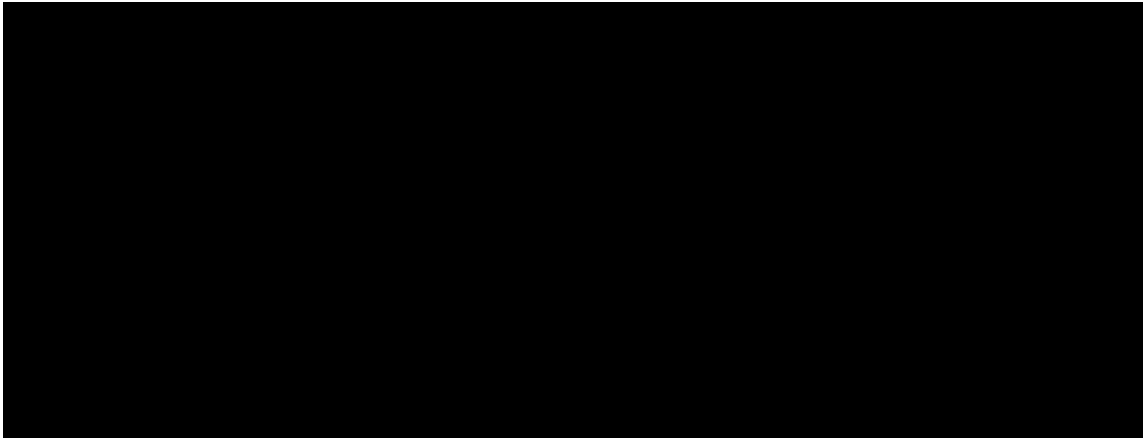
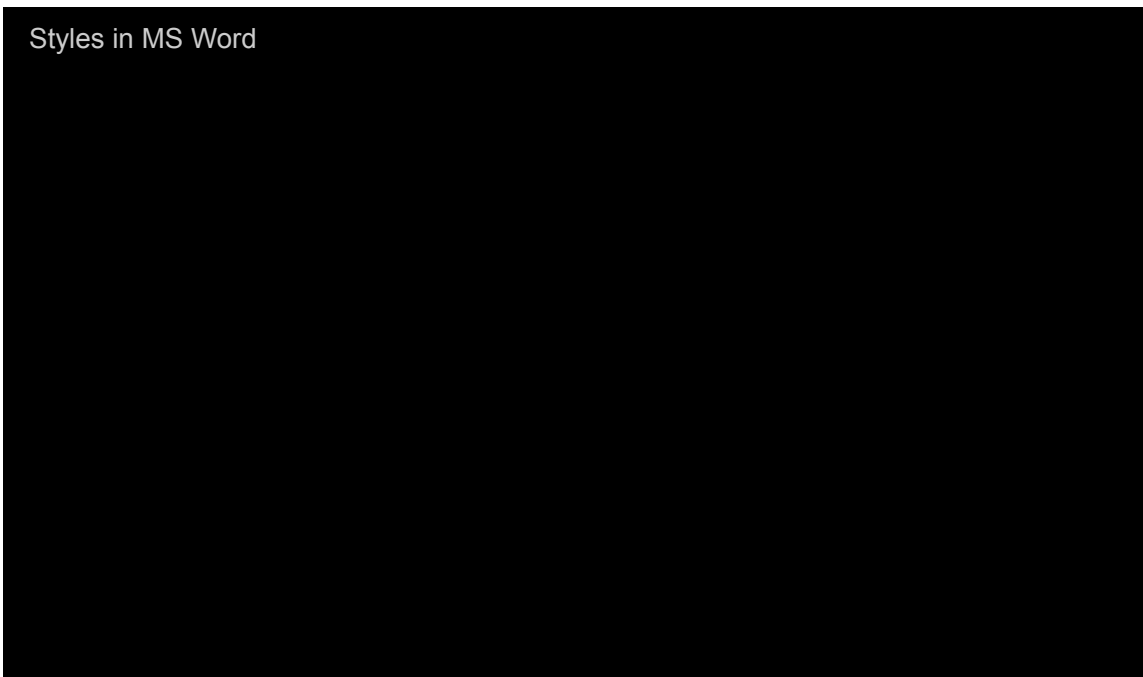## Track Changes

Track Changes in MS Word

Table of Contents

Table of Contents in MS Word

Find and Replace
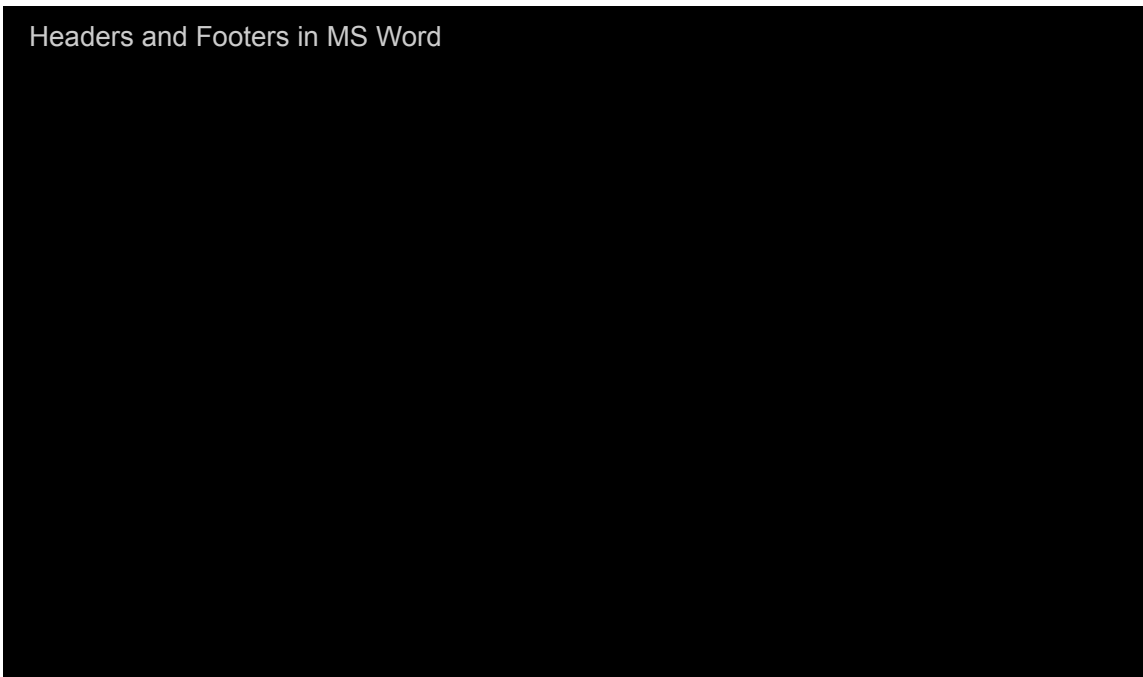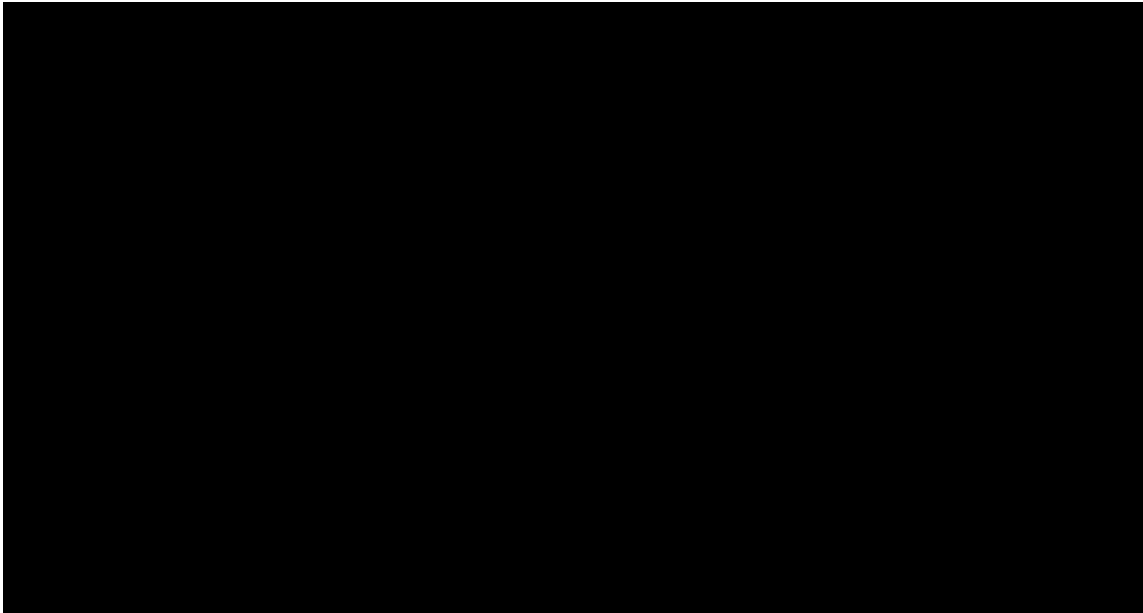
Styles in MS Word

Styles

Styles in MS Word

Headers and Footers
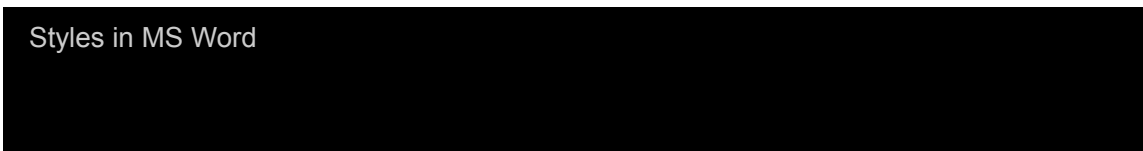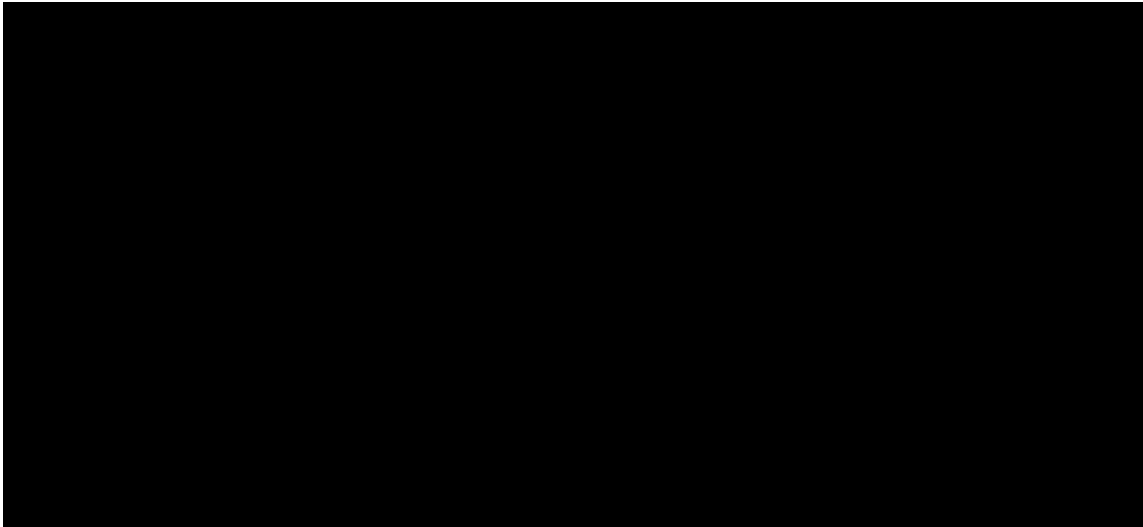
Headers and Footers in MS Word

Excel

Excel Resources

- **Excel Basics**
- **Microsoft Excel's Key Board Shortcuts**
- **Excel Key Board Shortcuts -Mac**
- **Excel Key Board Shortcuts- PC**
- **OfficeLibre Spread Sheet's Key Board Shortcuts**
- **Google Spreadsheets Key Board Shortcuts-Mac**
- **Consolidating multiple worksheets onto one excel worksheet**–> this one is super cool! It is the use of equations working in place of pivot table usage.
- **How to merge two excel spread sheets into one youtube tutorial**

Saving in Compatible Formats!

- If you are sharing an excel or office spread sheet save it as a CSV file.
    - This makes the file compatible for all types of computers and softwares
- If you are sharing a document save it as PDF to preserve the format for all computers and

softwares.

- If you are sharing a document from word, officelibre, page or text editor save it as .doc or .docx if possible.
    - Although, proprietary has pros and cons, most institutions, computers, and softwares are compatible with word files.

Explain the homework! Feel free to ask clarification questions!

Lesson Presentation:

Homework

Assignment

Open-Source Software (OSS)

Imagine you are working at a new and underfunded community organization. They are responsible for producing documents and presentations to share their research with funders and potential partners as well as applying to new grants and developing budget spreadsheets. They cannot afford to purchase a version of Microsoft Office for over $200 but have work that needs to be done. You have been sent some text over email to edit and a spread sheet to make some calculations.

In order to do this work please do the following:

- Download and install an open sourced alternative to Microsoft Office like **LibreOffice**.
    - steps for **Windows installation**
    - steps for linux installation **short version** or **long version** (go to graphic installation section]
    - steps for mac **with out images** &/or with images (**Mac libreoffice installation instructions**)
        - READ ME: An awesome student brought it to my attention that mac has two versions LibreOffice Still and Fresh. After alittle research online I found out that the Fresh version is newer and has a few kinks/bugs users need to work with. Whereas Still is older more tested and less bugs. It is your choice on which one you want to install. Make sure the one that you use is the one

that will follow the features needed to complete the assignment!

- Take a cropped screen shots of the document application system installed on the computer you are working on

- Make sure that you are downloading the correct version!!

- Do the following tasks. Take screenshots when noted (cropped please with all relevant into). (See instructions for taking screenshots **here**)
  - with **lesson 1 hw doc**: fix 4 grammer mistakes in the paragraph through tracking changes, highlight the passage you deem important, change the font, font size, create a title that is bold and italicized and underlined. *This file is in a .txt file, you will need to copy and paste this onto officelibre in order to do the work above!*
  - on another document: add a header [have the company name then tag line below [starts with Defending…]] and footer [with the company address and url] with the non profit logo of electronic frontier foundation. Save it as a template.
  - on **hw 1 speadsheet**: use the formulas and answer the questions in on the bottom of the sheet, on another sheet make a separate table [make this look pretty with bolded titles, black outlines, etc…] of the members first name, last name, and city, and make a vertical bar graph of the donations on a separate sheet. The graph should have the members name on the X-axis and donation amount on the y-axis. *This is a CSV file that can easily be copied and pasted to officelibre spreadsheets!*
  - ways to take cropped screens shots on:
    - Mac: Command + Shift + 4

- PC: Alt + Print Screen

- Label each screen shot and document in this fashion: First initial Last Name. HW1.Date.
  - ex. alonga.HW1. 9.18.14.zip [for your zip file]
  - add a .1a 1b 1c etc for the screenshots
    - ex. alonga.HW1. 9.18.14.1a
    - ex. alonga.HW1. 9.18.14.1d
- SAVE EACH FILE IN A READABLE FORMAT
  - EX. doc, .ppt, .xlc [2003 Microsoft Office]
  - EX. Rich text
- Please submit: the spreadsheet with the changes on it, the document with the changes on it, template with header footer and logo, and screen shots of the document application system installed on the computer you are working on. PLACE ALL OF THESE ITEMS IN A COMPRESSED ZIP FILE! Learn how to do this by reading this **article**.

Submit Homework

Questions?
Comments?
Suggestions?
Something
Broken?
Email the Site
Admin at
techdirector@everettprogram.org