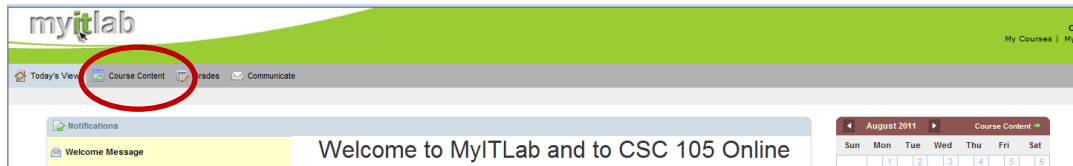


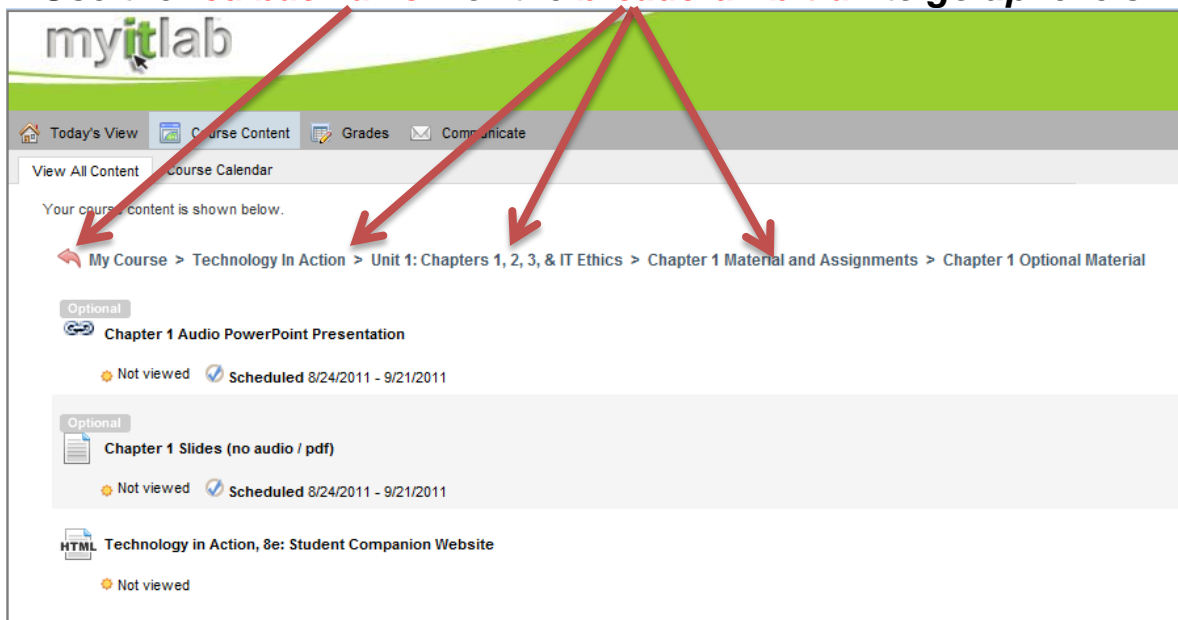
MyITLab Getting Around

To see all available content, click on the Course Content in MyITLab, and select View All Content



Locate the appropriate folder, either Technology in Action or Exploring Office 2010. Material is organized in folders by units as described in the syllabus.

You can drill down through the folders to find all available material. There is much that is useful, but not assigned for a grade. Use the **red back arrow or the **breadcrumb trail** to go up levels.**



The first time you access any of the e-texts, it will ask you for a course ID. Pull down the search by menu and search on "Instructor's last name" to find our books. Type Ferner into the search box and click Search:

Search by eText Course ID*, Search by eText Course ID*

Find your course.

Search By: eText Course ID*

	Course Title	Course ID	Instructor Last Name	Institution Name	eText Course ID*	Instructor Name	Institution
Join	CSC 101		Marni Ferner	UNIV OF NC - WILMINGTON	Ferner773358eb	Marni Ferner	UNIV OF NC - WILMINGTON
Join	CSC 105		Clayton Ferner	UNIV OF NC - WILMINGTON	Ferner760302eb	Clayton Ferner	UNIV OF NC - WILMINGTON

When it finds the text, click the link to Join the course. Make sure you have Marni Ferner selected. This step just links your e-text to your instructor's e-text.

The e-texts are very interactive:

- **Use the menu on the left to navigate directly to specific pages or to other sections.**
 - **Gold-colored highlights are active links**
- **Active Help Desk calls, Sound Bytes, and 'Watch This' icons are all links to interactive material included with your e-text. They are not included in your grade but may help you enjoy and understand the material better.**
- **You can also take notes and highlight text using the highlighter pen and the push pin as shown below:**

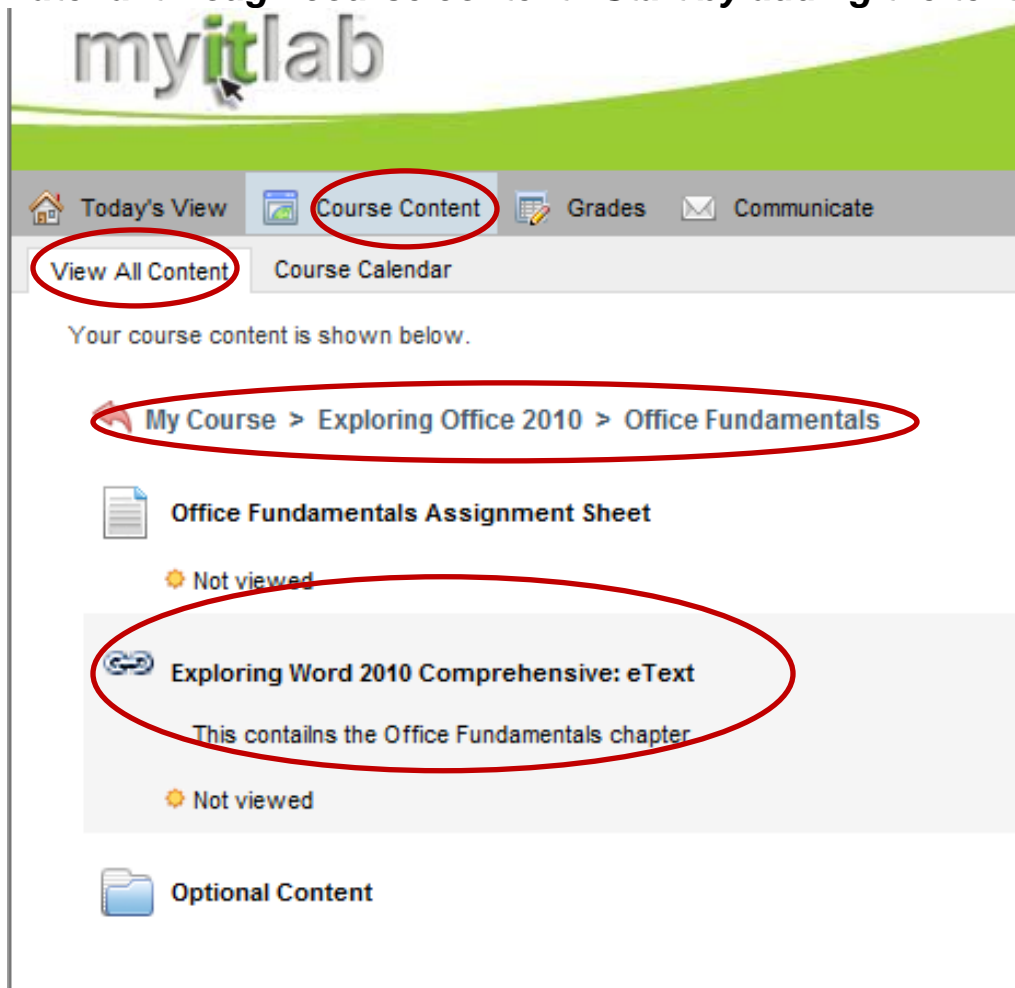
The screenshot shows the myitlab interface for a course titled "CSC 105 Intro to Computers and Computer Applications". The page is from Pearson. The main content area displays a section titled "Technology in Action" with a sub-section "Binary language". The text explains that binary language consists of two digits, 0 and 1, and that a byte is made of eight bits. A sidebar on the right contains an "ACTIVE HELP-DESK" section titled "Understanding Bits and Bytes". The "Table of Contents" on the left lists various topics, including "Chapter 2: Looking at Computers: Understanding the Parts". Red circles highlight the "Table of Contents", the "Binary language" text, and the "HELP-DESK" sidebar.

You can use the calendar to go directly to a quiz or test that is due. It appears on the calendar on its due date. Note that you will not see any of the optional or e-text material on the calendar.

In some cases, when you click to launch an activity, it will open in a new tab behind the active one in your browser. So if it seems as though you clicked and nothing happened, check the next tab:

The screenshot shows a browser's tab bar with three tabs: "myitlab Study Plan", "Activity Alert", and "Microsoft Exchange ...". The "Activity Alert" tab is highlighted with a red circle and a red arrow pointing to it, indicating that it is the active tab.

For the Exploring Microsoft Office 2010 material, you can find similar extra material through course content. Start by adding the textbooks:



Proceed to the Assignment Sheet and the quiz. Note that there are always two attempts for quizzes.

PreTest/Training assignments are activities that simulate the actual Office 2010 software. It is not necessary to use a computer having Office 2010 because these are simulations. It does help to have a two-button mouse for right-clicking on some tasks. Each pretest question will ask you to perform a task. Each task has three attempts. If you are unable to complete the task after three attempts, that question is marked incorrect and you move on to the next task. You can use the question list button in the lower right corner to skip a task and return to it later.

Chances are that you received a number of college information packages in the mail, some containing free application offers and other perks. How do you make a good college decision from the numerous possibilities that may be available to you? Before you decide, follow the guidelines below that are designed to help you choose.

Academic Standards

It may be very important to you to attend an institution with an excellent academic reputation. Some people feel that students who graduate from highly competitive colleges have a better chance of succeeding in their chosen fields with more opportunities available to them. It's not clear that this is true, and it has also been shown that students who attend community colleges and state colleges can have as high a degree of success in the professional world.

Fields of Study

Does the college offer the major or program that interests you? Make sure that the college offers a curriculum that meets your academic goals. Also make sure that it offers an acceptable alternative for you, in case you decide to change your major at some point.

Tuition and Fees

At first glance, it may seem that a particular college is too expensive for your family's budget. However, you may find that some private colleges have generous merit scholarship offerings and that combined with financial aid, can often cost just as little as your local state college. Do not rule them out. Please visit or call their financial aid officers for advice as to how you can make their college affordable for you.

Student Body

While some students prefer to attend a college with students who are culturally similar to them, others would prefer an institution with more religious, racial, and ethnic diversity. Make sure that you choose a campus with a student body that fits your preference and that the college offers activities that interest you. Decide whether you like a conservative or liberal environment, as the school may well be your home for four years.

Page: 1 Section: 1 Page: 1 of 1 Line: 1 Column: 1 Words: 474

Assessment _Student_Student | Word Unit 1 PreTest

(1.00 pts) WD Step 1.1.1: Use Keyboard Shortcuts to Navigate a Document and Insert a Page Break

On Page 1, insert a page break immediately to the left of the *Student Body* heading.

question list save for later submit

reset question attempts remaining 3 time remaining NoTimeLimit Unattempted questions remaining 50 of 50

100%

9:12 AM 5/17/2012

question list save for later submit

reset

question attempts remaining 3

time remaining NoTimeLimit Unattempted questions remaining 50 of 50

Once you complete a PreTest, a custom training lesson will be created for you based on the tasks that you missed in the PreTest. By completing the training for those tasks, you can earn 100% for the assignment. This means that the PreTest score by itself is the minimum grade you will receive. Training tasks completed by the due date will be added to the PreTest score.

Training is similar to the pretest, but you have unlimited attempts to get each task correct. You can view an audio demonstration or get step by step instructions before trying to complete the task on your own. Look for the show me and hint buttons in the lower right corner of the training window.

PearsonEd provides 24/7 support for their product at http://myitlab.com/Student_Support .