A1: Office 365 I

Important:

Read the Chapters 1 to 5 from the background material before you start doing the exercise. It is recommended to complete the assignment 1 in a computer lab for you to become familiar with the university's IT environment.

There are labs around the campus, you can find the list of them via the university intra page https://www.tuni.fi/it-services/handbook/2708/3348? Students get in to the labs using the student card.

Objectives of the assignment

The assignment tasks introduce the student to the university's IT environment and file management in Office 365. After completing the assignment the student will

- …know how to log in the university's computer system (if the tasks are done in a computer lab)

- …know how to create and save a response document with Word- word processing program and submit it in WETO-system

- …manage the basics of e-mail, address book and OneDrive in Office 365

- …manage the basics of Moodle

Tasks and Grading of the Assignment

The assignment has 6 tasks. The maximum total points for the assignment are 10 points.

Task 1 Completing the course (1 p)

Task 2 Saving a file & basics of university's computer use (2 p)

Task 3 Basics of e-mail use in Office 365 (2 p)

Task 4 Basics of address book use (1 p)

Task 5 Basics of OneDrive in Office 365 (2 p)

Task 6 Using the Moodle discussion forum (2 p)

What needs to be submitted?

Pdf-document A1.pdf

At first – Tip

Turn on the computer. If you're doing the tasks in a computer lab (as we recommend), log in with your tuni user account. Find MS Word –word processing program on your computer and open a blank document. Type in the beginning of the document a sentence including information of your where-about and what kind of computer and operating system you're using (picture 1). For example:

Kuva 1

This task has been done in computer lab ML9, on a Dell-desktop using Windows 7.

Give the same information in the beginning of all your incoming solution documents during the course (where the task has been done: *computer lab X/at home/…*, which computer: *HP laptop/ MacBook/…*, which operating system: *Windows 10/Windows 7/…*). Information may be useful while the tasks are being reviewed.

Solve all the tasks in the same document, therefore, type the titles *Task 1, Task 2, Task 3, Task 4, Task 5*, *Tehtävä 6* on their own lines after the sentence you just typed.

Save the solution document as A1.docx. Once you've solved the tasks in the document save it as a pdf-file and take it to Weto: *Assignment 1: Office 365 I.*
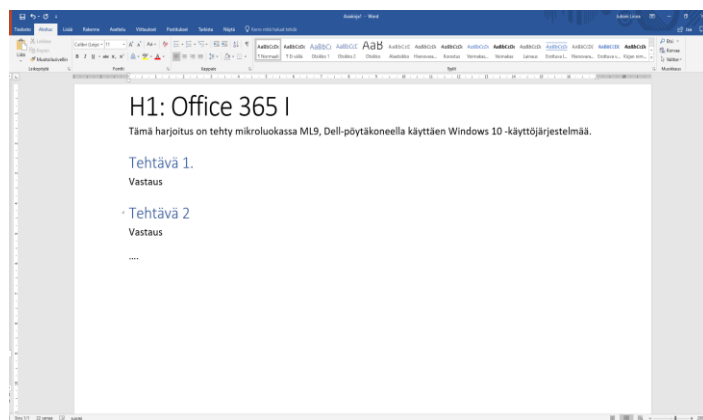
Task 1 (1 p): Completing the course

Let's make sure you will find all the relevant information on the course. Type short answers to the questions below. The questions have to do with the 2019 autumn course.

    (a) How is the course rated? (rating method and rating scale)

    (b) What is the course key for Moodle discussion forum?

    (c) Have a look at the course schedule and tell

- when is the deadline for the theme I assignment 1 (this assignment) solution document?

- when will the A1 solutions be shared for peer evaluation?

- when do the A1 solution peer evaluations need to be ready?

Task 1 solution: Short text answers for each of the 5 sections (a)-(e).

Tip 1. Solutions to the questions can be found on the course pages and from Weto pages.

Task 2 (2 p): Saving a File & Basics of University's Computer Use

Type short (1-3 sentences) answers to the questions regarding **Windows –operating system** below. **Tip 2**

    (a) You can temporarily save files to your desktop or to C: drive's *temp* -file in the university's computer labs. Mention at least 3 locations where in the computer lab's computer you can save files *permanently*?

    (b) Thesis.docx and flower.png are file names and their file extensions are docx and png. What are file extensions and what is their meaning?

    (c) What is a clipboard and what can it be used for?

    (d) Which command can be created by Ctrl + z? What about by Ctrl + y?

    (e) With which key combination you can copy a selected item to clip board? In addition, with which key combination can you cut and paste?

    (f) When using the seach function, how do you search for a file on your computer you remember only the name of? What about a photo you remember only the date of?

Task 2 solution: Short (1-3 sentences) text answers for each of the 5 sections (a)-(f).

Tip 2. Solutions to the questions can be found by testing and in the Theme I background material. A specific term can be searched in the background material, for example, by a quick command Ctrl + F.

Task 3 (2 p): Basics of E-mail Use in Office 365

Open a browser of your choice and log into the Office 365 –service. Then open the **Inbox** -file in your e-mail and give short (1-5 sentences) answers to the following questions. **Tip 3**

    (a) Open the email you received from the teacher with the title *"E-mail regarding the task 3a"*. Read the instructions it contains regarding this section. **Tip 4**

    (b) At the top of the Inbox there is a *Filter* -dro-down menu. It has already *All* initially selected.

- According to which factor are the mails sorted in Inbox as a default? How can you sort them alphabethically according to the Sender?

- Attachments may take up a lot of space in your e-mail. When your inbox begins to full up you want to get rid of bulky messages. How do you get the most bulky message sorted to the bottom?

(c) How do you create an auto-signature for your messages (without signing each time)?

(d) The quota of the university's Outlook-email is 50 Gt. When your inbox fills up you won't receive any more emails and you might not notice

Postilaatikon käyttö

10.40 Mt käytössä. 49.50 Gt:n rajan jälkeen et voi lähettää sähköpostiviestejä.

anything at first. How much of your inbox space have you used up? Add a picture of your inbox quota - similar to the one here - as an answer. Cut the image to show only the quota according to the example.

Task 3 solution: Give short (2-5 sentences) text answers to sections (a), (b) and (c) and to section (d) a small image similar to the picture.

Tip 3. If your inbox is empty because you have redirected your messages elsewhere cancel the forwarding of messages during these tasks and send a few messages to your inbox in order to complete the task.

Tip 4. Email will be sent 2.9. If you haven't received your own by 3.9., email Aulikki (aulikki.hyrskykari@tuni.fi). The background material will be helpful with this and other tasks.

Task 4 (1 p): Basics of Address Book Use

Save at least 4 names and email addresses in your address book [Tip 5] (unless contacts already exist in your address book). Create a contact list of the names and name it (something else than the example name OurTeam).[Tip 6] Create a contact list, not a group! Groups will be visible to all university students and staff. Note that after adding your contacts they may not appear immediately in the contact list creation window. They should appear after refreshing the browser window. It may take a while.

Take a picture of the contact list you created with the addresses you added in your address book. (Picture 3).
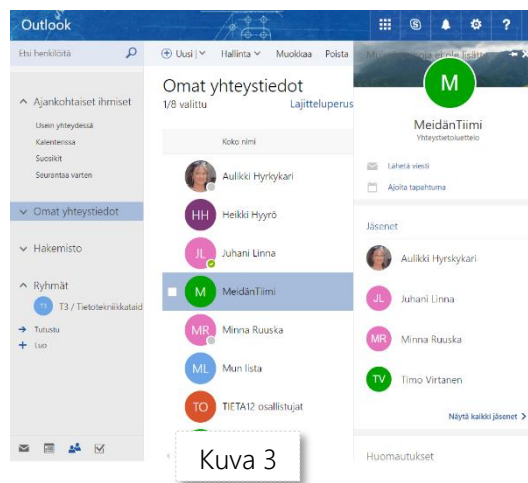
Task 4 solution: A picture of the contact list you created according to the example (Picture 3).

Tip **5:** Contacts can be found on the People (Henkilöt) "tab". Click the grid in the upper corner and select People (Picture on the right). Then **New / Contact**.
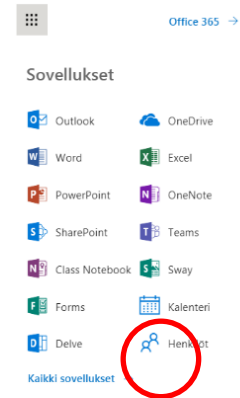
Tip **6:** Creating a contact list: **New / Contact list**, name the list (in the example OurTeam), add contact information (when you begin to type a name of a group member in **Add members** -field you get the person's information from the university register or your address book).

Pay attention. When you send an email you can use the group name in the recipient field (i.e. OurTeam) the same way as a person's name. The email is sent to all group members.

Pay attention 2. Added people won't be notified nor will they be aware of being in a contact list. Therefore, names can be added freely.

Task 5 (2 p): Basics of OneDrive in Office 365

You already learned from the background material that there is OneDrive cloud storage space in your Office365-account. Once you are logged in you can save and access files from any computer in the browser using Office365.

Files exported to OneDrive can be shared with other users of the university's Office365 users. Let's practise using OneDrive by first downloading and then exporting 3 pdf-files that someone has shared with *all university students*. (share the the file with others if you).

(a) First download the 3 files that Aulikki shared with everyone within the organization in the folder *Shared*.^Tip 7 Create a folder *Study_guides* on your own computer and save the pdf-files in the folder. ^Tip 8 Take a screenshot of the folder. Make sure the name and the "last edited" date of the folder are shown. (compare with the picture below. Naturally, in your own folder the date is different.).
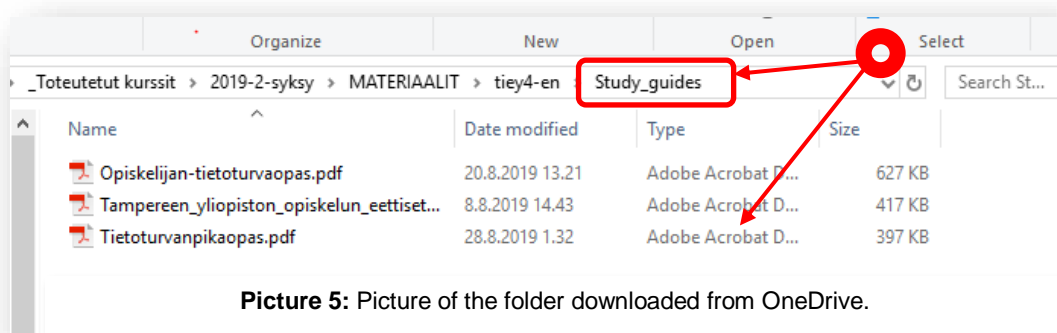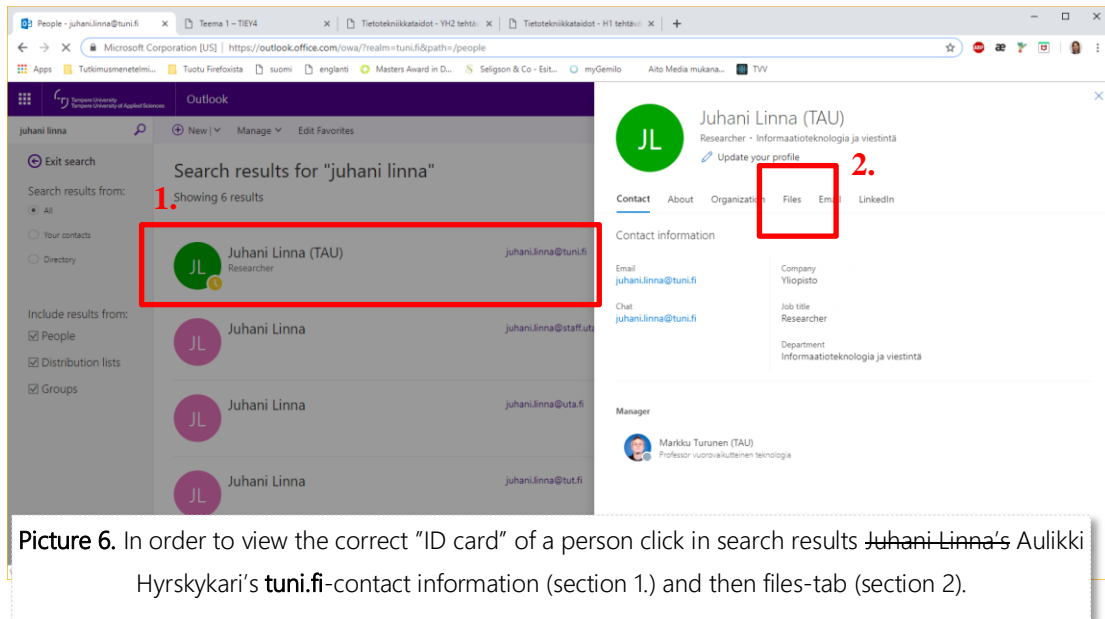

Picture 5: Picture of the folder downloaded from OneDrive.

(b) Create a new folder and name it as TIEY4 in your own cloud storage (OnerDrive) ^Tip 9 Open the folder and create 9 subfolders A1, A2, … A9.

Save your solution document A1.docx OneDrive in the subfolder A1. Take a screenshot of the document as in the picture 7. The screenshot should show the "Files > TIEY4 > A1" -path and the name of the author (at least partially) at the top.
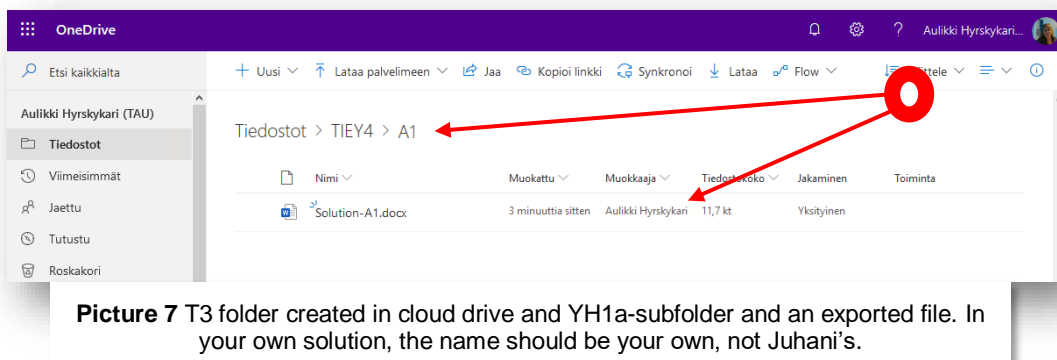
Task 5 solution: Screenshots as shown in the examples; in section (a) according to the picture 5 and in section (b) according to the picture 7. Pay attention, the screenshot of section(a) can look very different from the picture due to the operating system and the storage location.

Tip 7. First, look for the profile of the person who shares files with others at the People-"tab" (type in the search field "Aulikki Hyrskykari"). Then open her tuni.fi id card. (Picture 6). Click (*Files*) tab and save the quick guides you want by, for example, opening them by clicking them in the browser and then saving them.

Picture 6. In order to view the correct "ID card" of a person click in search results ~~Juhani Linna's~~ Aulikki Hyrskykari's **tuni.fi**-contact information (section 1.) and then files-tab (section 2).

Tip 8. You can download files from OneDrive either one or more at a time or selecting the entire folder. Here is one way of doing it: Hold down the cursor over the file and select in the context menu (right-click) **Download**. This allows you to open the files either in the application program (where you can save them into your folder) or by exporting them to the browser's download folder. In the download folder you can retrieve the files into your own folder that you named **Study_guides**).

Tip 9. You can create a folder by the **New / Folder**-command at the top.

Picture 7 T3 folder created in cloud drive and YH1a-subfolder and an exported file. In your own solution, the name should be your own, not Juhani's.

PS. You can delete, move or rename files in your cloud drive. Even though it isn't required in the solution, find out for yourself how to rename a recently to a cloud drive uploaded file via the browser (right-click the mouse).

Task 6 (2 p): Using the Moodle discussion forum

Try writing a message in this course's Moodle sand box. Type at least 2 sentences, start a new thread (**Add new thread**) and reply to some previous message to see your message in the thread you chose. You can also reply to your own thread you just started. The subject is free.

Take a screenshot of the discussion, which shows that you did try out the sand box (similar to the one below). Cut the
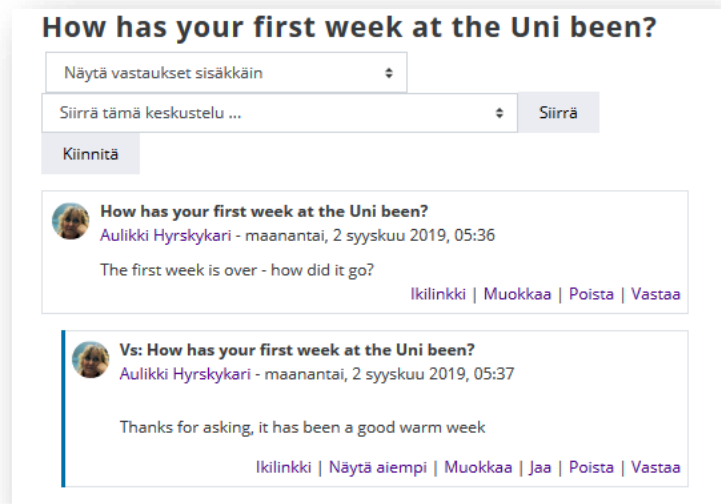
Task 6 solution: A picture taken from the sand box