Renton Technical College
Commercial Building and Industrial Engineering
Computer Fundamentals (Fall 2011)

Research and Demonstration Project

Points Possible: 100 points total (including Project Planning Form points)

Your demonstration project should

- Show the class how to do a specific task with a computer
- Include a completed example
- Show the step-by-step procedure for completing the example
- Be useful for people in the maintenance industry or for college students
- Be 10 to 15 minutes long (plus up to 5 minutes of questions & answers)
- Include at least two resources for further information (to be posted online)

Examples of Possible Demonstration Projects

NOTE: This is a brainstorming list. If you are interested in a topic that is not listed here, you should explore the topic and discuss it with your instructor.

Microsoft Software that we have in the computer lab

- Word – advanced features not shown in the textbook, such as:
  - mail merge
  - automated table of contents or index
  - comments and tracking
  - creating forms
  - citations and bibliographies
  - Specific useful template(s) for maintenance and/or school –that you have created or found (e.g. by talking with someone in the industry; not just a template that is included with Word)
- Excel – intermediate or advanced features not shown in the textbook, such as:
  - working with dates and times
  - advanced charting features
  - analysis of what-if scenarios
  - using macros
  - Specific spreadsheet useful to maintenance workers
  - Specific function(s) not demonstrated in the textbook

  →Check out the list of functions on the Microsoft Web site: http://office.microsoft.com/en-us/excel-help/excel-functions-by-category-HP010342656.aspx
- PowerPoint (features not covered in the textbook)
- Access
- One Note
- Publisher

Keep in mind

Your topic might be something that you already know a lot about.

OR

It could be something that you don't know about now but would really like to learn about.

This could be a great opportunity to expand your knowledge and skills. It may provide something to add to your résumé.

- Paint
- Visio: overview of what it can be used for; demonstration of specific function(s)

Other programs available online:

**NOTE: If software must be downloaded, then you will need to use your own notebook/laptop computer. We will not be able to download software onto RTC computers for the demonstration.

- Open Office (free, open source suite; includes word processing, spreadsheet, presentation, etc.)
- Google SketchUp
- Online storage systems, such as DropBox
- Web page design (Angelfire, Google Sites etc.); HTML basics
- Windows Live (Sky Drive: Word, Excel, PowerPoint, One Note)
- Windows 365
- Google Docs (documents, spreadsheet, presentation, drawings, forms)
- Google Apps
- Zoho (online presentation, project planning, word processing)

Other ideas for demonstrations

- Buying computer hardware, such as a desktop or notebook computer, PDA, smart phone, printer, or scanner
    - Show specific steps to take and criteria to use in making the decision
- Building or upgrading a computer (show components)
- Security software

Procedure

1. Think of 2 or 3 topics you would be interested in exploring for your project.
2. Do some preliminary research to see how it would work.
    a. Can you find at least 2 good resources for your topic?
    b. Is anyone else planning a similar project?

    There will be only one person per specific topic. But we could have 2 or 3 students demonstrate various functions in Word or Excel or Visio, etc.

    We need to coordinate these demonstrations.
3. Complete your Project Planning form.
4. Discuss your project with your instructor. Bring your completed Project Planning form to this conference.
5. Sign up for the date that you will do the demonstration for the class.
6. Research the topic more, if necessary. You will need at least 2 good resources.
7. Prepare the demonstration and practice until you can do it comfortably.
8. Post your resources (at least two) online. (Instructions for posting will be discussed in class.)
9. Practice more to refine your demonstration.
10. Be ready to begin promptly at your designated demonstration time.

At the beginning of your demonstration, show the class a **completed example**.

Then, **show us the steps** in how to complete it.