

ACDV B 195
RESEARCH PROJECT
Due April 15, 2009

1. Find a computer-related article in a magazine, newspaper, or on the internet. Your article should be no more than 6 months old.
 2. Write 2 paragraphs in Microsoft Word:
 - a. In your first paragraph write a summary of the article. Include the article's title, name of the publication or URL, author, date of publication or web access, and a brief summary of the article.
 - b. In your second paragraph write your opinion of the article or what you learned from reading it.
 3. Spell check, proofread, save your document to your disk, and close Word.
 4. Send your document attached to an email message. See directions on back of this form.
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Note: This assignment is worth up to 15 points:

- Up to 5 points for writing the summary paragraph regarding your computer article.
- Up to 5 points for writing your personal opinion paragraph.
- Up to 5 points for successfully sending your document via email.

Sending E-Mail Attachments

1. Start Internet Explorer Icon (blue “e”)
2. At the BC web site select Webmail or in the URL Address box type <http://webmail.bakersfieldcollege.edu>
3. Read the directions, then click the button that says “Click here to continue” or TAB to it then Enter
4. Type bc\your-username then TAB and type your password, ENTER
5. You will see your email in the right panel
6. To compose a new email, click the NEW icon or Alt + N
7. Type the email address of the person you are sending the message to in the TO: box; jkirst@bakersfieldcollege.edu
8. Click or Tab to the Subject Box; type a topic (e.g. Research Project)
9. To attach a file with your email, click or tab to the Attachments button.
10. Click or tab to the Browse button.
11. Find your document, select it, click OPEN or Enter.
12. Click or tab to the Attach button.
13. Click or tab to Close to return to your message.
14. Type a brief message. Sign your name.
15. Click the Send button or Alt + F, S.
16. Close Internet Explorer.
17. To retrieve a message, follow steps 1-5. Click the Show/Hide Preview Pane icon to see the email contents.