

Unit 1 – Principles of Data Management

Homework #1

Due: Wednesday September 9, 2020

Submission date for credit with -10 points: Friday September 11, 2020

Last date for submission for credit (-20 points): Wednesday September 16, 2020

- _____ 1. This exercise is to be sure that you are comfortable with some key computer basics: 1) screen capture, 2) copy and paste of a captured picture, 3) insertion of a picture into a Word file, and 4) saving a Word file to pdf.

SCREEN CAPTURE:

- ___ a. Launch WORD and start a new document. Save this new document using the following naming convention: **lastname_hw01.doc** **Example: bigelow_hw01.doc**
- ___ b. Do not exit WORD. Instead, minimize WORD. We'll come back to this later.
- ___ c. Visit any site of your choosing. How about one with a pretty picture?
At this site, do a **screen capture** of a picture (you will be sharing it with me).
Tip – your captured picture will be a file on your desktop at this point. Exit this site.

COPY AND PASTE OF A CAPTURED PICTURE:

INSERTION OF PICTURE INTO A WORD FILE:

- ___ d. From your desktop, double click on your captured picture. This should launch the software on your computer that is for viewing images.
From the main menu at top, click on **EDIT > COPY**
- ___ d. Activate WORD so as to return to your word document. Type your name and exercise 1.
Below this, create an empty table that has 1 row and 1 column. E.g. :

Carol Bigelow
Exercise 1

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- ___ e. Position your cursor **INSIDE** the table you just created.
From the main menu at top, click on **EDIT > PASTE**.
Tip – You can position the cursor at any corner of your picture to re-size as you like.
- ___ g. Again, do not exit WORD. Instead, minimize. You will be adding additional text to this file later.

2. **This exercise gives you practice with the ideas of Unit 1, Sections 2 (“Plan Ahead: General Guidelines”) and 3 (“Questionnaire/Survey Development Basics”)**

2a) **Give it a try!!!** Design a questionnaire/survey that queries 12 items.

- Going to the movies
- Gender identification
- Age
- Diet
- Race/ethnicity
- Going to church
- Medical history
- Education completed
- Parents’ education completed
- Political party affiliation
- *An item of your choosing (have fun!)*
- *A second item of your choosing (have fun!)*

2b) Print out 2 hard copies and pilot test your survey on 2 willing guinea pigs

2c) Now make corrections to your survey instrument

2d) Next, corrections in hand, develop an accompanying data dictionary

Put your answers to exercises #2c (these are your survey items) and #2d (your coding manual) in the word document that you created in exercise #1.

2e) Administer your corrected survey to 5 new willing guinea pigs. You’ll be using these completed surveys later in Unit 3, *MS Excel for Epidemiology*.

3. **WRAP UP. This exercise gives you practice with saving your completed work as a pdf and submitting your work to the ASSIGNMENT tab in Blackboard Learn.**

SAVING A WORD File as PDF (You are actually printing to a pdf):

3a) In word, save your completed work as a pdf file, taking care to ensure that the pdf you created is named as follows: *lastname_hw01.pdf* (eg – **bigelow_hw01.pdf**)

Tip for Mac Users: Sometimes, the resulting pdf does not actually have the extension “.pdf”. If you encounter this glitch, the solution is just to rename it.

3b) Launch Blackboard Learn. Navigate to this course, BIOSTATS 690C – Fall 2020.

3c) From the navigation bar at left, click on **Assignments**. The following should appear:

Upload Assignment: Test Assignment

Cancel Save as Draft Submit

1. Assignment Information

Name	Test Assignment
Instructions	Please type a 3 page paper.
Due Date	
Points Possible	100

2. Assignment Submission

Attach File **3**

Type Submission

3. Add Comments **4**

Comments

Character count: 0

4. Submit **5**

Cancel Save as Draft Submit

Step 1 (next to the red “3” in the picture) – Click on **Browse my Computer**. Next, navigate the directories on your computer to the location of your pdf homework submission. Click.

Step 2 (Optional, next to the red “4” in the picture) – In the comment box, write a 1-2 sentence message to me, letting me know how this assignment was for you. Straightforward? Confusing? Do you have suggestions for improvement?

Step 3 (just below the red “5” in the picture) – At bottom right, click **Submit**.