**My Dream Computer System & Office - Part 1**

**TASKS:**

1)To purchase your perfect computer system and accessories to create a home office

2) To create a 3-column chart in Microsoft Word to illustrate the purchases

3) To stay within a pre-determined budget amount

4) To use Microsoft Word to create your one-page chart (Partial sample on next page)

**BUDGET:** $3,500 **COMPUTER SYSTEM OPTIONS:** *(Select one)* Desktop, Laptop (Notebook), or Tablet

**ITEMS 1-11 are the minimum requirements:**

1. A computer system with at least 6GB RAM & 1TB HD (hard drive)
	1. Check what software might be included
2. Wireless router
3. Monitor, if not included with your desktop
4. A color and black & white (B/W) wireless printer
5. An extra set of color and B/W ink cartridges for your printer
6. One case of white 8 x 11.5 paper (10 reams)
7. Office desk
8. Office chair
9. High speed internet for a year (Road Runner, DSL, Google Fiber etc…)
10. Software package with a word processing, spreadsheet and presentation program (Full version not trial version)
* *No, you can’t use free online programs like Google Drive or Prezi.*
1. Anti-virus software (at least a 1 year subscription)
2. Any other stuff you would want for your office

**SOME WEBSITES TO HELP** (No, you don’t have to use these.)

|  |  |  |
| --- | --- | --- |
| [www.tigerdirect.com](http://www.tigerdirect.com) | [www.dell.com](http://www.dell.com) | [www.apple.com](http://www.apple.com) [www.alienware.com](http://www.alienware.com)  |
| [www.staples.com](http://www.staples.com) | [www.officedepot.com](http://www.officedepot.com) | [www.bestbuy.com](http://www.bestbuy.com) |
| [www.microsoft.com](http://www.microsoft.com) | [www.officemax.com](http://www.officemax.com) | <http://memory-card-guide.articles.r-tt.com/> |
| <http://www.videojug.com/interview/how-to-choose-the-best-computer-system-for-your-needs>*(I am not sure this video will load, but it was short and to the point.)* |
| <http://www.videojug.com/interview/how-to-choose-between-a-laptop-and-desktop-computer-system?sourcelink=fixedheader>(*I am not sure this video will load, but it was short and to the point.)* |
| <http://www.computerworld.com/s/article/9019061/Five_Hidden_Costs_of_Computing> |

**ANTIVIRUS SOFTWARE:** [**http://anti-virus-software-review.toptenreviews.com/**](http://anti-virus-software-review.toptenreviews.com/)

**HELPFUL HINTS**

Make sure the processor speed is at least or better than I5 or the equivalent.

Remember your system has a 1TB HD and 6GB of RAM. (It can have more.)

Remember the memory, graphics, and keyboard design will vary based on your needs.

A gamer would want different things than someone who is considered an occasional/light user.

Someone who watches a lot of online TV, movies & videos would want a good graphics/video card, CPU and internet speed that can handle the data transfer rates (buffering).

A good router should cost you at least $70-100. A really good router, with faster transfer rates, can easily cost $150 to over $200. (Cisco, Belkin, and Linksys are all good routers.)

**Partial Chart Sample**

**HOT LINK YOUR URL’S! HOT LINK YOUR URL’S! HOT LINK YOUR URL’S!**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Cost** | **Item URL** |
| Desktop Computer  | $899.00 | <http://www.vizio.com/all-in-one/overview> Vizio CA24-A2 All-In-One PC - 3rd Gen. Intel Core I7-3610QM 2.3GHz, 8GB DDR3, 1TB HDD, 32GB SSD, 24" Display, NVIDIA GeForce GT 640M LE, Windows 7 Home Premium 64-bit, Keyboard, Touchpad & Remote |
| Copy Paper(Case = 10 reams) | $43.99 | <http://www.staples.com/Staples-Copy-Paper-8-1-2-x-11-Case/product_135848>  |

The Item URL column can be completed two different ways…

1. The **desktop computer item** illustrates what to do if the URL provided does not take you directly to the item.
2. The **copy paper item** illustrates a direct hot link to the item, thus no detailed description is needed.

**MY DREAM COMPUTER SYSTEM & OFFICE TIMELINE**

*During this unit we will take some class time to read article(s) on computers.*

Jan 8 – 10 - Part 1 – Rough Draft Chart

Class time provided for you to work on your rough draft chart.

* *Part 1 will be turned in with the final draft via Edmodo.*

Jan 13 – 14 Prepare for Part 2 – These items will be practiced in class….

* How to use preset templates and designs from Word for the cover page, table of contents, creating section headings to use in table of contents, designing (with formulas) & inserting a spreadsheet that track your expenditures and a chart, adjusting the numbering in the footer not to appear on the title page etc…

Jan 15 – 21 - Part 2 - Paper

*Jan 21 – Due by the end of your CPU APPS class, submitted via Edmodo*

The directions and rubric for Part 2 will be available and discussed in class on Jan 15, 2014.