Planning with PDAs

OBJECTIVES

↗ **Use a variety of input methods to input information into a PDA.**

↗ **Change time and time zone settings on the PDA.**

↗ **Access and navigate applications on a PDA.**

↗ **Make calculations with a calculator on a PDA.**

↗ **Input notes or memos, task items, contacts, and calendar items into a PDA.**

Careful planning can help anyone be more successful. Most students and working people have **deadlines**, which are times by which certain things must be done. Many people keep a list of tasks they must complete. Everyone must keep track of contacts. **Contacts** are people you know or communicate with. Contact information includes important names, addresses, e-mail addresses, and phone numbers.

Fortunately, PDAs (personal digital assistants) can help users keep track of information. A **PDA** is a computer that is small enough to fit in your hand. That's why many models are called *Pocket PCs* and others are called *Palms*. They are small, so you can take them anywhere.

Get Aboard Apollo 17

Any important activity or adventure should be well thought out. Think about the Apollo missions. You can't fly to the moon without careful planning.

Let's go "back to the future." Imagine that you have been asked to join the *Apollo 17* astronauts on the final trip to the moon. They will be glad to have you and your PDA along for the ride. You can help them carry out some important experiments and keep track of key deadlines.

Courtesy of NASA

Lesson 78 Learning about PDAs

Objectives

In Lesson 78, you will:

↘ Learn about tasks you can do using PDAs.
↘ Learn about the most popular operating systems for PDAs.
↘ Learn to use a stylus.
↘ Find the Today or Welcome screen.
↘ Adjust date, time, and time zone settings.

Preparing for the Flight

You must learn a few PDA basics before joining the *Apollo 17* team. PDAs require an operating system (OS) to make them work. PDAs are classified by their operating systems. The three most popular operating systems for PDAs are listed in Table 9.1.

Table 9.1

Operating System	Sample PDA Models
Windows Mobile for Pocket PC (from Microsoft)	Pocket PCs HP iPAQ Dell Pocket PC ViewSonic
Palm OS (from PalmSource)	Tungsten Zire
RIM	Blackberry

The OS allows PDA applications to work. Each application allows users to solve a problem or keep track of a different type of information, such as:

- The time, date, and time zone settings

- Meeting notes, communications, and conversations of importance

- Personal contacts: names, phone numbers, e-mail addresses, mailing addresses, phone numbers, and fax numbers

- Task lists

- Deadlines, schedules, meetings, and appointments

- Expenses

PDA features are combined with digital phone features in devices called **smart phones**. With smart phones, users can make calls, play games, and send e-mail. Some smart phones have digital cameras that allow users to

take pictures. With many smart phones, users can send text messages, download music files and ring tones, and use the phone like a walkie-talkie. Two smart phones are shown in Figure 9.1.

Courtesy of palmOne Inc.

Figure 9.1 Smart phones have phone and PDA features.

Applications

PDA buttons and software icons are used to start applications. PDAs, like spaceships, have lots of buttons. Fortunately, hitting the wrong button on a PDA won't endanger your life! It's okay to experiment if you are unsure what the button will do.

PDA hard buttons are pressed with your fingers or thumbs. Buttons allow one-press access to important PDA features. Some PDAs also have keyboards or number pads. PDA soft buttons and icons are used with a stylus. A **stylus** is a pencil-like tool that activates the soft buttons when you touch them. A stylus is also used for handwritten input on a PDA.

Soft buttons

Hard buttons
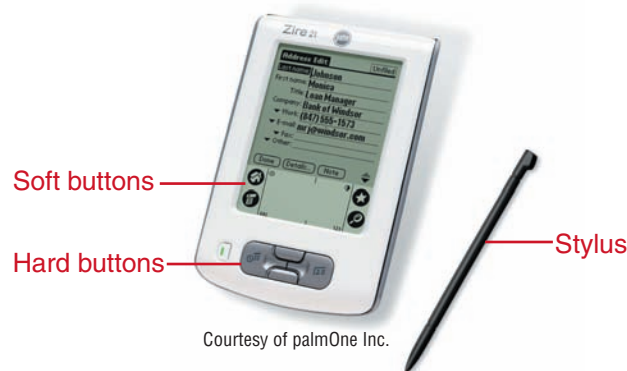
Stylus

Courtesy of palmOne Inc.

Figure 9.2 A stylus is used to activate PDA soft buttons.

If you have a brand new PDA, you'll need to set it up for first-time use. Setup instructions for Pocket PCs and Palm PDAs are provided in the user guide that comes with the PDA.

Time Zones

The sun doesn't rise and set at the same time everywhere in the world. In fact, at this very moment it may be midnight in one time zone and high noon in another zone on the opposite side of the world. There is an imaginary line from the North Pole to the South Pole. This line stretches past a scientific observatory just outside London in a place called Greenwich, England. Time is measured from that spot. This time setting is called *Greenwich Mean Time (GMT)*.

GMT
+ GMT
– GMT

H.M. Nautical Almanac Office

Figure 9.3 World Time Zones
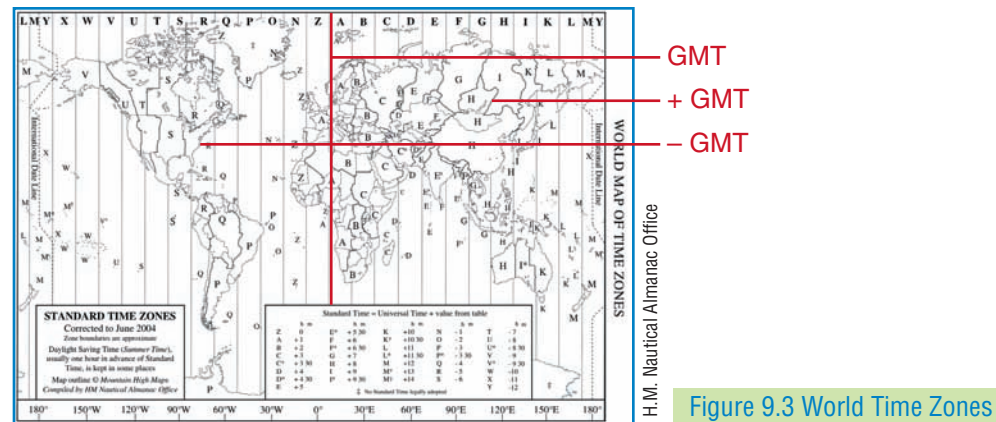
78A LEARN: Change Date and Time Settings

Read and follow the instructions for your PDA. Look for either the ***Pocket PC*** heading or the ***Palm OS*** heading.

Pocket PC

1. Start your Pocket PC. The Today screen should appear as shown in Figure 9.4. If the Today screen does not appear, tap **Start** and choose the **Today** icon.

Clock icon
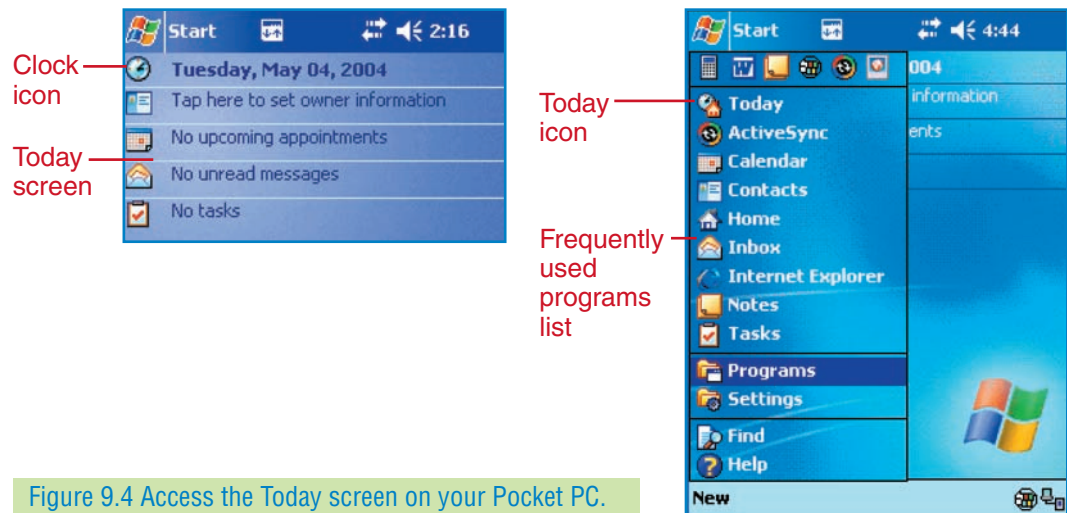Today screen
Today icon
Frequently used programs list

Figure 9.4 Access the Today screen on your Pocket PC.

2. Notice that the time is shown at the top of the Today screen. To access the date and time settings, tap the **Clock** icon as marked in Figure 9.4.

3. Locate the time zone setting. Tap the down arrow next to the time zone box. Select your time zone from the list as shown in Figure 9.5.
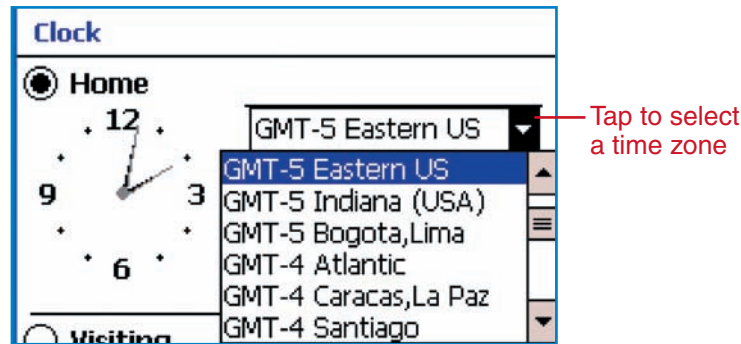

Tap to select a time zone

Figure 9.5 Update the time zone setting.

4. To set the hours and minutes of the time, tap the hour or minutes. Then tap the up or down arrow until the correct time is shown. Tap **AM** or **PM** to change that setting.

5. Tap the down arrow by the date. Tap the arrows by the month to select the current month. Tap a date on the calendar to select the day as shown in Figure 9.6.
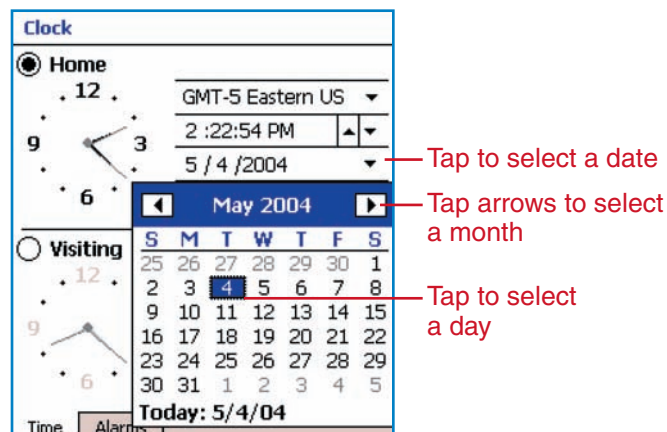

Tap to select a date

Tap arrows to select a month

Tap to select a day

Figure 9.6 Set the date.

6. Tap **OK** in the upper-right corner of the screen. Tap **Yes** when asked if you wish to save the clock settings.

Palm OS

1. Start your *Palm OS* PDA. Tap the **Home** or **Applications** button. The options will vary depending on the version of *Palm OS* your PDA uses.

2. Notice that the time is shown at the top of the screen. The **All** category should be shown at the top right of the screen, as in Figure 9.7. If it is not, click the down arrow in the top right of the screen and choose **All**. To access the date and time settings, tap the **Pref** (Preferences) icon marked in Figure 9.7. You may have to scroll down to find the icon.
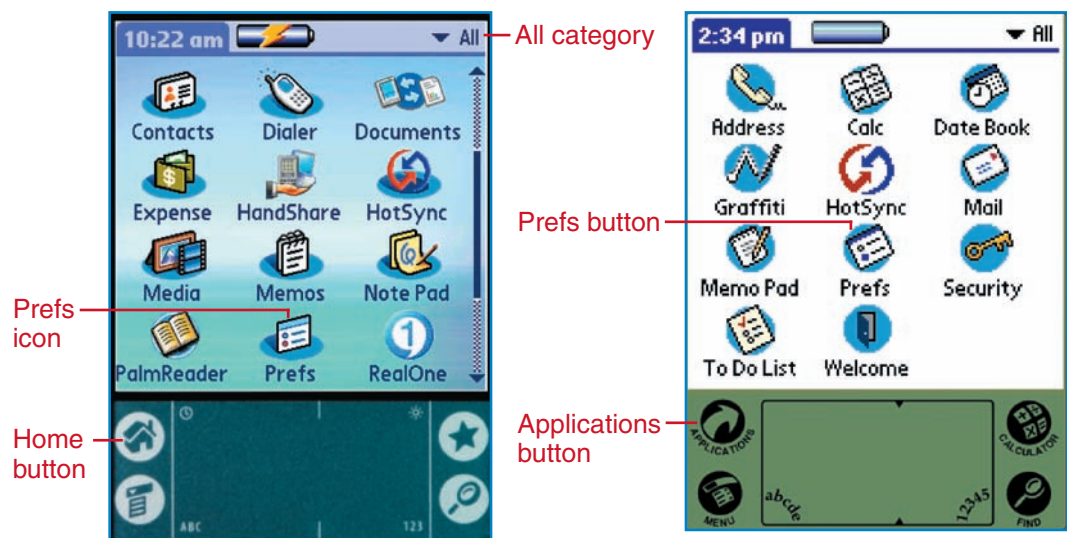

Figure 9.7 Choose the Prefs icon from the Home or Applications screen.

3. Tap the **Date & Time** option. Tap the **Location** arrow or **Set Time Zone** box. Choose a city that is in your time zone. For example, choose **Atlanta** for the Eastern time zone as shown in Figure 9.8.
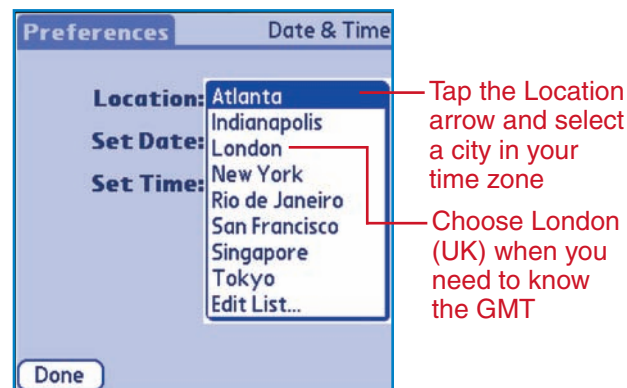

Figure 9.8 Choose a location in your time zone.

4. Tap the **Set Time** text box to open the Set Time window. Tap the hour or minutes. Then tap the up or down arrow to increase or decrease the time. Tap **AM** or **PM** to change this setting. Tap **OK** to close the box.

5. To set the date, tap the **Set Date** box to reveal a calendar as shown in Figure 9.9. Tap the arrows by the year to move ahead or back by year. Tap a month. Tap the current day. Tap **Today** to close the window.
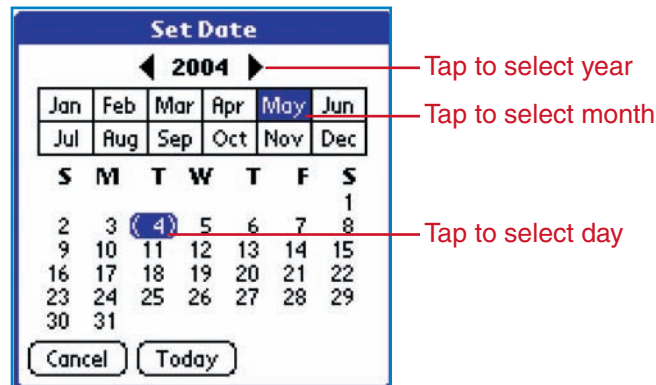

Figure 9.9 Change the year, month, and day settings in the Set Date window.

6. Tap **Home** or **Applications** to return to the list of program icons.

78B APPLY: Calculate Hours Away from GMT

Pocket PC and Palm OS

1. Go to the screen where you can set the time for your PDA. Make a note of the time (that you set to be correct in Activity 78A).

2. Change the time zone to **London** for *Palm OS* or **GMT London** for Pocket PC. Make a note of the time. Subtract the time in your time zone from the time in London to find the number of hours you are away from GMT (Greenwich Mean Time).

3. Reset the time zone to your time zone.

✓ **CHECK POINT** Compare your answer with that of a classmate. If your answers do not agree, try the exercise again.

Lesson 79   Finding Your Applications

Objectives

In Lesson 79, you will:
↘ Open PDA applications using icons and hard buttons.
↘ Navigate PDA menus.
↘ Calculate expenses with the *Calculator* application.
↘ Close applications.

Data files: *CD-79-Expenses*

Before your first official meeting with NASA, examine some of the tools on your PDA. You need to learn how to use some of them quickly! Like programs on a PC, applications on a PDA allow you to accomplish certain tasks. Here is a short list of popular PDA programs:

- *Notes* or *Memos*
- *Contacts*
- *Calendar*
- *Tasks*
- Camera and video tools
- E-mail
- Instant text messaging
- Phone number dialers (on smart phones)

- Word processors, spreadsheets, and presentation applications
- *Calculator*
- Financial management software
- E-book readers
- Backup and synchronization tools
- Games
- Alarm clock

79A LEARN: Open and Close Programs

Pocket PC

1. Tap the **Start** icon. Choose **Programs** from the list. The Programs window will open as shown in Figure 9.10.
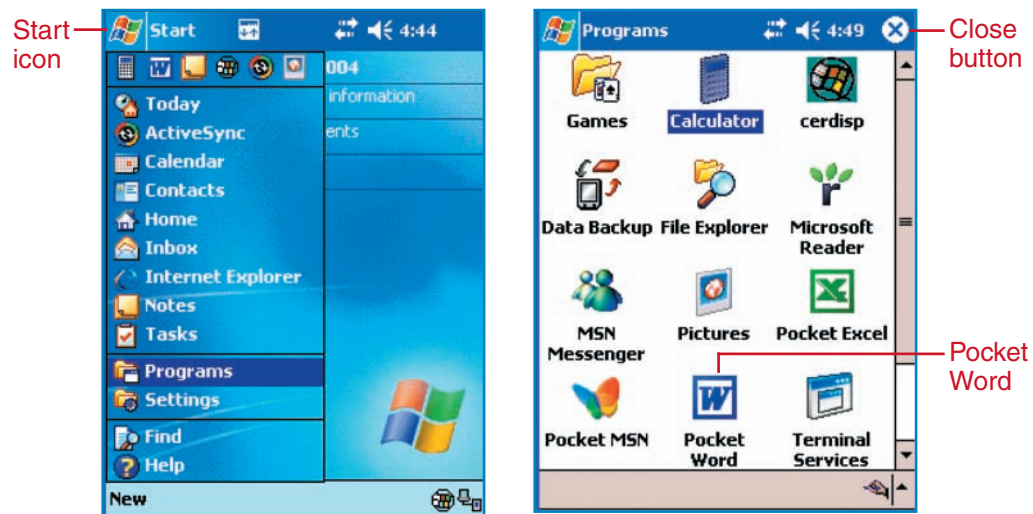
Start icon

Close button

Pocket Word

2. Tap the **Pocket Word** icon. Tap the **New** button at the bottom of the screen to open a new document. Close *Pocket Word* by tapping **OK** and then the **Close** button.

3. Tap the **Start** icon. Tap **Notes** on the list of frequently used programs. Tap the **New** button to open a new document. Close *Notes* by tapping **OK** and then the **Close** button.

4. Tap the **Calculator** icon to open the *Calculator* program. Tap the number **7**. Tap the **+** symbol. Tap the numbers for **45**. Tap the **+** symbol. The sum of these two numbers, 52, should appear on the screen. Tap the **C** (Clear) button to clear the numbers. Practice adding, subtracting, multiplying, and dividing numbers as you would using a typical calculator. Close the *Calculator* by tapping the **Close** button.

5. The hard buttons on your PDA open applications. (See Figure 9.2 on page 316.) Press a hard button and make a note of the application that it opens. Close the application. Repeat for all the hard buttons on the PDA.

Palm OS

1. To access the list of program icons, tap the **Home** or **Applications** button.

2. Tap the down arrow at the top of the screen. This will reveal a list of categories of applications on the PDA. Choose **Main** as shown in Figure 9.11 on page 323.

3. Tap the down arrow again and choose **System** to reveal the system applications. These applications help you manage your operating system.
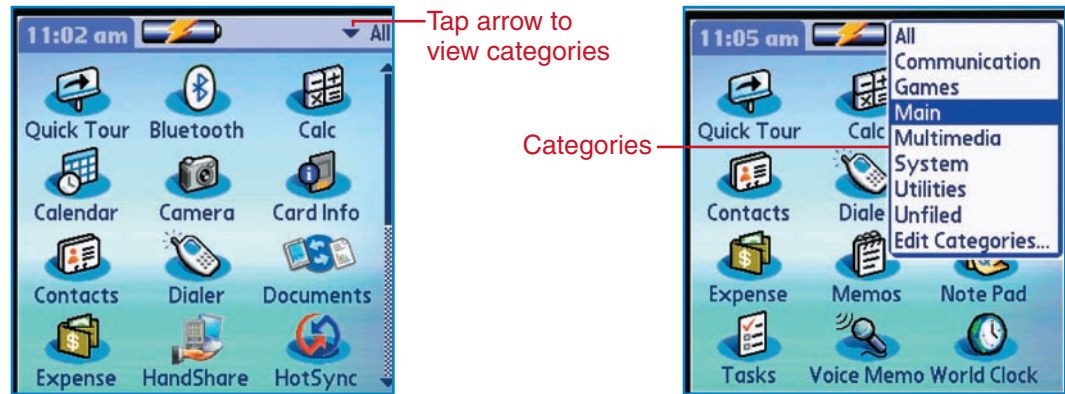
Tap arrow to view categories

Categories

Figure 9.11 Tap the down arrow to view categories in *Palm OS.*

4. Tap the **Home** or **Applications** button several times to reveal several lists of applications. These lists are organized by similar application categories. Continue tapping until you come to the **All** list again.

5. Tap the **Memos** (also **Memo/Memo Pad**) icon. Tap **New** at the bottom of the screen to open a new file. Tap **Done** to close the memo.

6. Tap the **Home** or **Applications** button again. Tap the **Calc** (Calculator) icon. Tap the number **7**. Tap the **+** symbol. Tap the numbers for **45**. Tap the **+** symbol. The sum of these two numbers, 52, should appear on the screen. Tap the **C** (Clear) button to clear the numbers. Practice adding, subtracting, multiplying, and dividing numbers as you would using a typical calculator.

7. Tap the **Home** or **Applications** button. Tap the **Quick Tour** (or **Welcome**) icon. Read each screen. Learn as much as you can from the tour.

8. The hard buttons on your PDA open applications. (See Figure 9.2 on page 316.) Press a hard button and make a note of the application that it opens. Return to the **Home** or **Application** screen. Repeat for all the hard buttons on the PDA.

79B APPLY: Calculate Expenses

Pocket PC and Palm OS

You have been asked to join the *Apollo 17* mission to the moon. NASA has given you a $250 expense account to buy a few important items. You will use the *Calculator* program to add the amounts for the items.

1. Start *Word*. Open *CD-79-Expenses* from the data files. Print the document and close *Word*.

2. Follow the instructions in the document to find your total expenses and the amount of money you have remaining.

✔ **CHECK POINT** Compare your answers with those of a classmate. If they do not agree, add the numbers again.

Lesson 80   Entering Notes and Contacts

Objectives

In Lesson 80, you will:

↘ Enter data using the on-screen keyboards.

↘ Create and edit notes or memos.

On-Screen Keyboards

Data can be input into your handheld computer using a stylus. Both *Palm OS* and Pocket PCs devices provide on-screen keyboards. The following on-screen keyboards are shown in Figure 9.12:

- The **Standard keyboard** has lowercase letters and punctuation marks.
- The **Shifted keyboard** has capital letters and symbols.
- The **Numeric keyboard** has numbers, special characters, and symbols.

Standard keyboard   Shifted keyboard   Numeric keyboard

Figure 9.12 On-Screen Keyboards

80A LEARN: Input Mission Notes Using On-Screen Keyboards

Pocket PC

1. Tap **Start** then **Notes** to open the Notes program. Choose **New** at the bottom of the screen to open a new note.

2. Open the on-screen keyboard by tapping the up arrow at the bottom right-hand corner of the screen. This will reveal the input options. Choose **Keyboard** as shown in Figure 9.13. The Standard keyboard will appear on the screen.

Tap for Numeric keyboard

Shift key

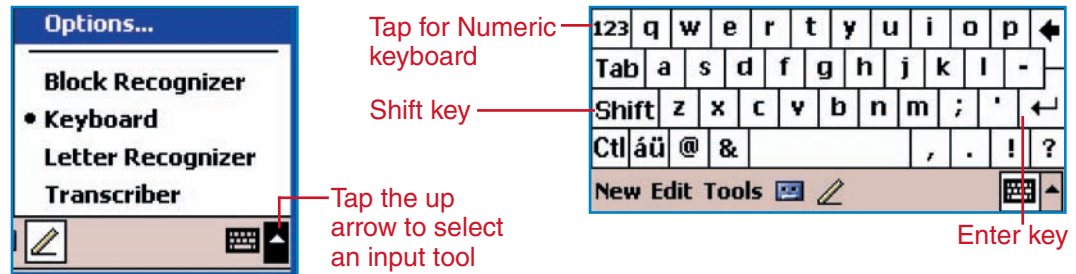Tap the up arrow to select an input tool

Enter key

Figure 9.13 Choose Keyboard from the input tools.

3. Tap the **Shift** key to reveal the Shifted keyboard. Tap **Shift** several times to see how letters change from uppercase to lowercase. The Shifted keyboard also contains some punctuation marks such as the slash (/) and the colon (:).

4. Tap the **123** key in the upper-left corner of the keyboard to reveal the numeric keyboard. Notice that several symbols and punctuation marks are also on the numeric keyboard. Tap the **123** key to return to the Standard keyboard.
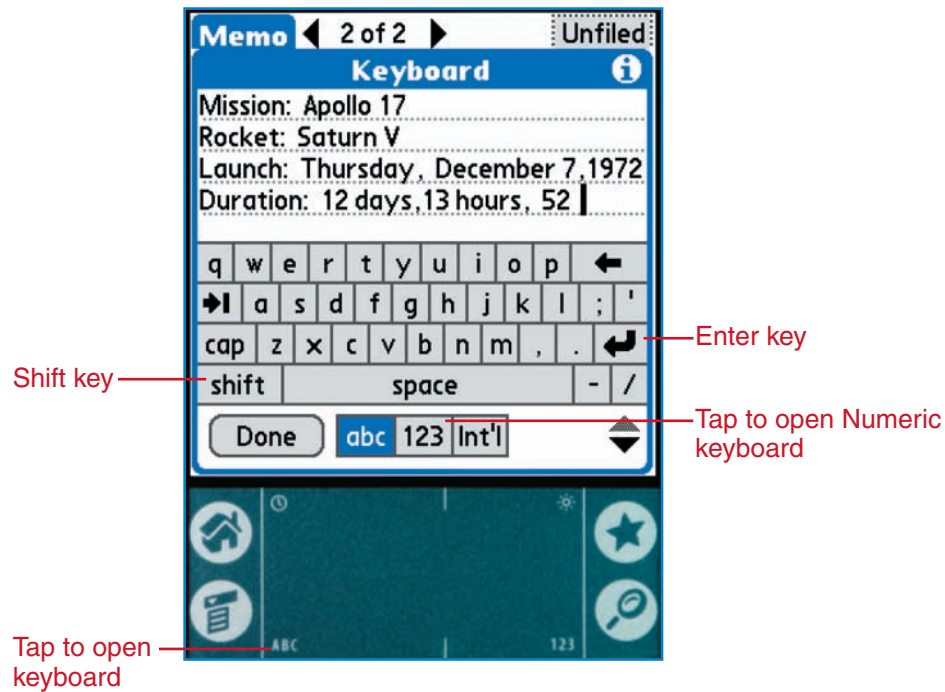
5. Enter the information shown below using the on-screen keyboards. Switch between the Standard and Shifted or Numeric keyboards as needed. Tap the **Enter** key at the end of each line.
```
Mission: Apollo 17
Rocket: Saturn V
Launch: Thursday, December 7, 1972
Duration: 12 days, 13 hours, 52 minutes
On the Moon: 75 hours
3 EVAs: 22 hours, 4 minutes
```

CHECK POINT Your note should look similar to Figure 9.14.

6. Tap **OK** to close the note. The name of the note, *Mission*, should appear in the *Notes* list. Tap the **Close** button to exit *Notes*.

Figure 9.14 Use the on-screen keyboard to enter text.

Palm OS

1. Open the **Memos** (or **Memo Pad**) application. Choose **New** to open a new memo.

2. Tap the **ABC** area of the input panel in the bottom-left corner of the screen. This will open the on-screen keyboard as shown in Figure 9.15.

3. Tap the **Shift** key to switch to the Shifted keyboard. Tap the **Shift** key several times to see how the letters change from uppercase to lowercase. The Shifted keyboard also contains some punctuation marks such as the colon (:) and quotes (").

4. Tap the **123** key at the bottom of the keyboard to reveal the Numeric keyboard. Notice that several symbols and punctuation marks are also on the Numeric keyboard. Tap the **abc** key to return to the Standard keyboard.

Figure 9.15 Enter text using the on-screen keyboards.

5. Enter the information shown below using the on-screen keyboards. Switch between the Standard and Shifted or Numeric keyboards as needed. Tap the **Enter** key at the end of each line.

```
Mission: Apollo 17
Rocket: Saturn V
Launch: Thursday, December 7, 1972
```

```
Duration: 12 days, 13 hours, 52 minutes
On the Moon: 75 hours
3 EVAs: 22 hours, 4 minutes
```

✓ **CHECK POINT** Your note should look similar to the partial note shown in Figure 9.15, page 326.

6. Tap **Done** to close the keyboard. Tap **Done** again to save the memo. The memo name, *Mission: Apollo 17*, should appear in the *Memos* list. Tap the **Home** or **Applications** button to exit *Memos*.

Organizing Notes and Memos

The notes about the *Apollo 17* mission should be in the *Notes* or *Memos* list. As you create other notes or memos, they will be listed in alphabetical order on a Pocket PC and in numerical order on a Palm PDA. The first line or phrase from each note is generally used as the title. Add a new note and see how it is organized on the list.

80B PRACTICE: Add a New Note

Pocket PC and Palm OS

1. Create a new note or memo. Enter the following information using the on-screen keyboards. Tap the **Enter** key at the end of each line.
   ```
   Landing Site
   Taurus-Littrow highlands
   ```

2. Close the note or memo.

80C PRACTICE: Edit a Note or Memo

Pocket PC and Palm OS

1. Open the *Notes* or *Memos* application. Tap the *Landing Site* memo or note name to open the note. Open the on-screen keyboard.

2. Tap at the end of the first line. Tap the **Enter** key on the on-screen keyboard to add a blank line after the first line.

3. Tap at the end of the last line. Key **and valley**. Tap the **Enter** key. Key **20.16 degrees North, 30.77 degrees East**. Close the note.

Lesson 81 Using Graffiti and Entering Contacts Data

Objectives

In Lesson 81, you will:
❯ Enter data using *Graffiti 2* or *Letter Recognizer*.
❯ Create and edit *Contacts* entries.

Graffiti and Letter Recognizer

Graffiti is a character recognition program for use on PDAs. It allows users to input information into a PDA by handwriting on the screen. *Graffiti 2* is a later version of the *Graffiti* program. Created by Palm, *Graffiti* allows you to use a shorthand way of writing letters of the alphabet. A similar option, called *Letter Recognizer*, is available on Pocket PCs. If you have good penmanship, you may find using *Graffiti* or *Letter Recognizer* more convenient than using the on-screen keyboards.

The writing area on a PDA is called the input panel or area. When using *Graffiti* or *Letter Recognizer*, letters and numbers are written in different areas. Letters are written on the left side, and numbers are written on the right side. The input area for Palm PDAs and Pocket PCs are similar, as shown in Figure 9.16.

Palm OS Input Area

Pocket PC Input Panel

Write here to create a lowercase letter Write here to create a capital letter Write here to create a number

Write here to create a capital letter Write here to create a lowercase letter Write here to create a number
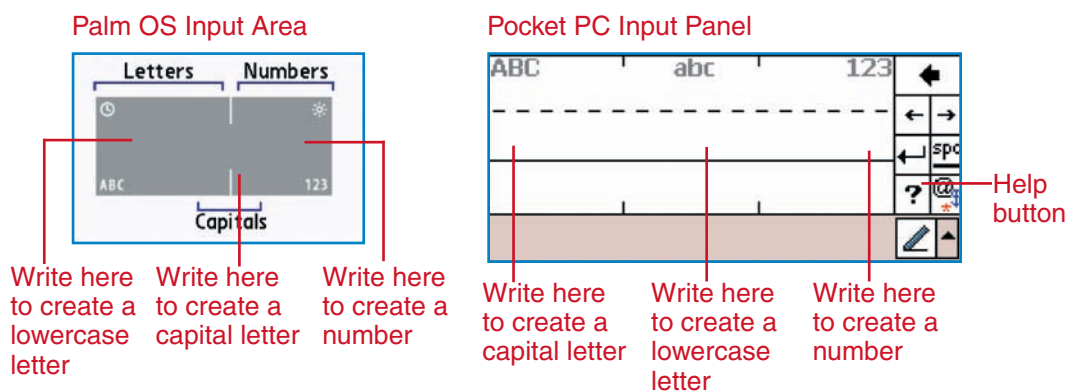
Help button

Figure 9.16 PDA Input Panel or Area

Special gestures or strokes make *Graffiti* and *Graffiti 2* easy to use. These gestures are used to add space between words, backspace to erase errors, or create new lines. See Table 9.2 on page 329 for the most popular gestures.

Table 9.2

Gesture	Action	How to
	Backspace gesture: Erase one character to the left.	Touch the stylus down on the screen and make a quick stroke to the left.
	New line gesture: Create a new line as if pressing the ENTER key on a keyboard.	Touch the stylus down and drag diagonally from right to left.
	Space gesture: Add a space between words.	Touch the stylus down, then slide horizontally to the right.

81A LEARN: Handwrite Letters and Numbers

Pocket PC

1. Open the *Notes* program. Open a new note.

2. Tap the up arrow at the lower-right corner of the screen and choose the **Letter Recognizer** option.

3. Tap the **Help** button (marked in Figure 9.16 on page 328). Choose **About Letter Recognizer**. Choose the first link, **Letter Recognizer Overview**. Read the information on this screen. Tap the **Forward** button to access other screens. Read all the information provided about *Letter Recognizer*.

4. Tap the **Demo** button. The on-screen keyboard will appear as shown in Figure 9.17.

Two ways to write the letter

Demo button

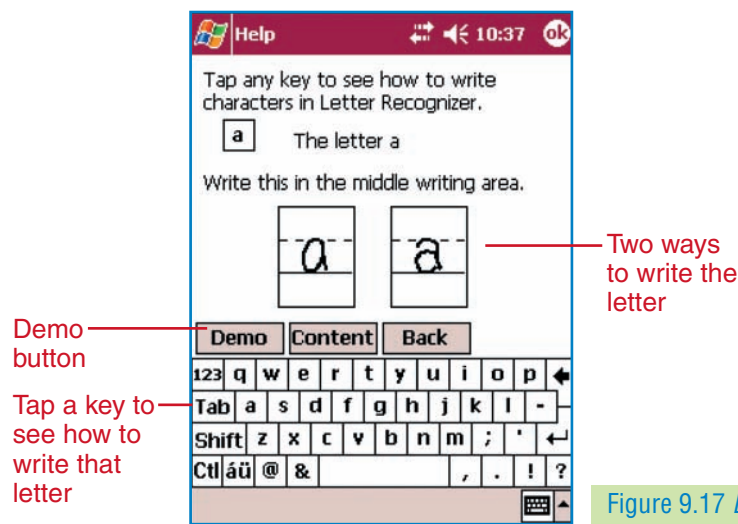Tap a key to see how to write that letter

Figure 9.17 *Letter Recognizer* Demo

5. Tap a letter on the on-screen keyboard to learn how to write that letter. Tap each letter of the alphabet to see how it is written. Notice the placement of the letters on the lines as well as how the letter is formed. After you have finished viewing the demo, tap **OK** to close Help. Close the note.

Palm OS

1. Tap the **Home** or **Applications** button. Open the *Quick Tour* or *Welcome* program. (You may also have a **Graffiti 2** program icon that will provide the same information.)

2. Choose the **Entering Data** option. Read all the information provided about the *Graffiti* writing system. Tap the arrows to move forward and backward through the screens. On the Letters screen, practice writing letters as shown in Figure 9.18. You may have to tap a **Try It!** button to reach the screen.

Letters you write appear here
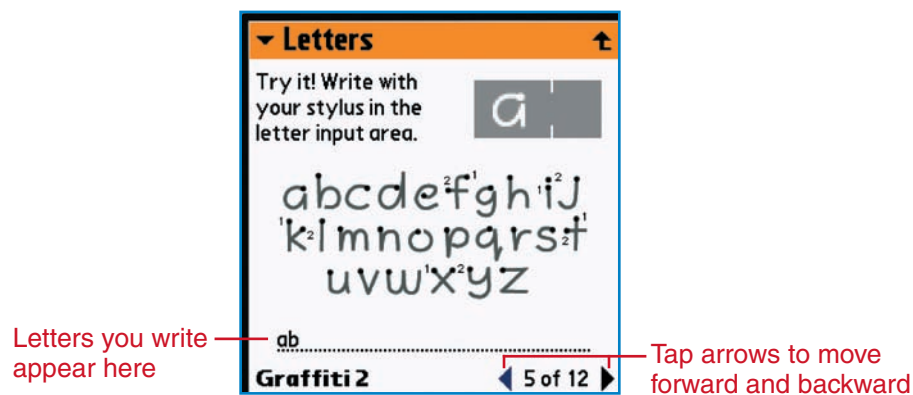
Tap arrows to move forward and backward

Figure 9.18 Learn the *Graffiti* alphabet.

3. Continue through the practice screens. Also practice writing capital letters and numbers. When you are finished practicing, tap **Done** to close the program.

81B PRACTICE: Write Letters and Numbers in Notes

Pocket PC and Palm OS

1. Open your *Notes* or *Memo* program. Use *Graffiti 2* or *Letter Recognizer* to complete this activity.

2. Write **Alphabet Practice** on the first line. Move down two lines. Practice writing each letter of the alphabet. First write the letters in lowercase. Then write the letters as capitals.

3. On a new line write **Numbers**. Move to a new line. Practice writing the numbers **1** through **20**. Close the note or memo.

Contacts

One of the most powerful programs on a PDA is the *Contacts* application. This software allows you to organize names, addresses, phone numbers, e-mail addresses, and other data with ease.

In a briefing with NASA, you will learn more about the crew you will be joining on *Apollo 17*. Do you have difficulty remembering names? Many people do, so write the crew's contact information in the *Contacts* application.

81C LEARN: Enter Contacts Data for the Crew

Pocket PC

1. Open the *Contacts* application and tap **New**.

2. In the Name field, enter **Eugene A. Cernan** as shown in Figure 9.19. Use *Graffiti 2* or *Letter Recognizer* to enter the data.
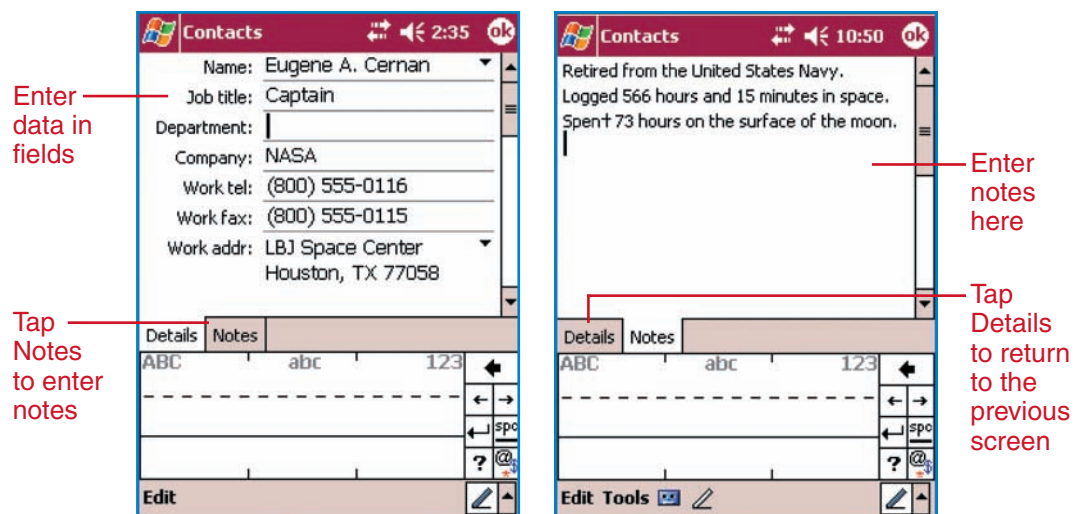

Enter data in fields

Tap Notes to enter notes

Enter notes here

Tap Details to return to the previous screen

Figure 9.19 Enter a contact name and other information.

3. Continue entering the remaining contact information:

Job Title:	`Captain`
Company:	`NASA`
Work Telephone:	`(800) 555-0116`
Work Fax:	`(800) 555-0115`
Work Address:	`LBJ Space Center` `Houston, TX 77058`
E-Mail:	`cernan@corpview.com`
Web Page:	`www.nasa.gov`

Instant Message

LBJ stands for Lyndon B. Johnson, the 36th President of the United States.

4. Tap the **Notes** button (marked in Figure 9.19). Enter the following notes about this famous astronaut.

   `Retired from the United States Navy.`

   `Logged 566 hours and 15 minutes in space.`

   `Spent 73 hours on the surface of the moon.`

5. Tap **OK** to accept the changes to the *Contacts* entry.

Palm OS

1. Open the *Contacts* application. Tap **New**. Use *Graffiti 2* to enter data.

2. In the Last name field, enter **Cernan**. In the First name field, enter **Eugene A.** as shown in Figure 9.20.

Tap the Note icon to add a note

Tap arrows for more fields

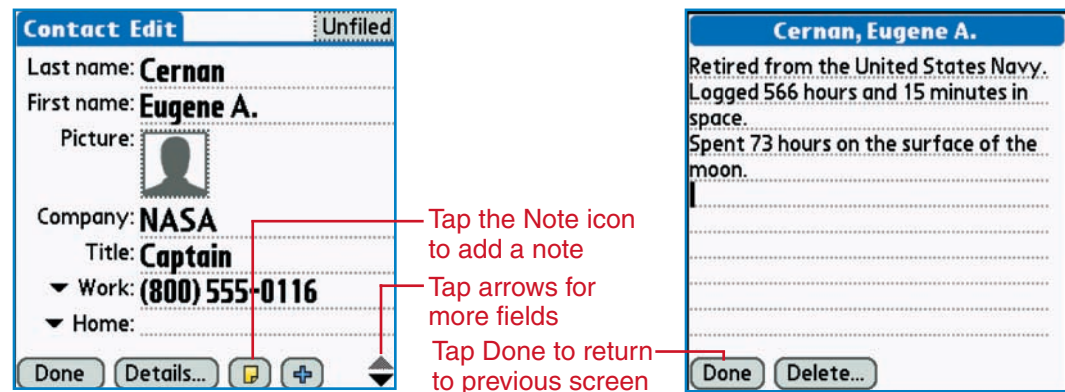Tap Done to return to previous screen

Figure 9.20 Enter a contact name and other information.

3. Continue entering the remaining contact information as shown below. Tap the down arrow to reveal other fields.

Company	NASA
Title:	`Captain`
Work (Telephone):	`(800) 555-0116`
Web site:	`www.nasa.gov`
E-Mail:	`cernan@corpview.com`
Address (W):	`LBJ Space Center`
City:	`Houston`
State:	`TX`
ZIP Code:	`77058`

4. Tap the **Note** icon (marked in Figure 9.20). Enter the following information about this famous astronaut. Tap **Done** after you have completed the notes.

```
Retired from the United States Navy.
Logged 566 hours and 15 minutes in space.
Spent 73 hours on the surface of the moon.
```

5. Tap **Done** to close the entry.

81D PRACTICE: Enter and Edit Contacts

Pocket PC and Palm OS

1. Open the *Contacts* application. Enter the following information for two other crewmates in the *Contacts* program.

Last Name:	Evans
First Name:	Ronald
(Job) Title:	Pilot
Company:	NASA
Work (Telephone):	800-555-0116
Work Address:	LBJ Space Center Houston, TX 77058
E-Mail:	evans@corpview.com
Web page or site:	www.nasa.gov

Last Name:	Harrison
First Name:	Schmitt
(Job) Title:	Geologist
Company:	NASA
Work (Telephone):	800-555-0116
Work Address:	LBJ Space Center Houston, TX 77058
E-Mail:	harrison@corpview.com
Web page or site:	www.nasa.gov

2. In the *Contacts* list, tap the entry for Eugene Cernan to open it. Tap **Edit** at the bottom of the screen. Change the title (Captain) to **Commander**. Close the entry.

3. Open the entry for Ronald Evans. Edit the entry to add his middle initial **E**. The name should now be Ronald E. Evans. Close the entry. Close the application.

✔ **CHECK POINT** Ask a classmate to check your *Contacts* entries for accuracy. Make corrections if needed.

Lesson 82   Inputting Calendar and Tasks Items

Objectives

In Lesson 82, you will:
⬂ Change time zone settings.
⬂ Input *Calendar* items.
⬂ Input *Tasks* items.

Data files: *CD-82-Calendar Items*, *CD-82-Tasks Items*

Preparing to Blast into Space

Apollo 17 lifted off at 5:33 a.m. GMT, on December 7, 1972. It was the last Apollo mission to the moon. The date was a Thursday. You will also begin your PDA simulated journey next Thursday. The journey lasted 12 days, 13 hours, 52 minutes. You will need to keep track of the exact dates for everything on your journey to the moon. You can't afford to be late for liftoff. You certainly don't want to miss the only transport off that rock heading back to Earth. You should also know that all flight times are set at Greenwich Mean Time (GMT).
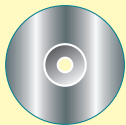
82A APPLY: Set Your PDA to GMT

Pocket PC and Palm OS

All the *Apollo 17* mission information was recorded according to GMT. Change the time zone and date settings for your PDA to GMT. Remember that London is in the United Kingdom (UK) and is the closest major city to Greenwich, England.

82B APPLY: Complete the Dates Worksheet

Pocket PC and Palm OS

In this activity, you will use the *Calendar* application to find the correct date for each day from Thursday through a 13-day journey.

1. Start *Word.* Open *CD-82-Calendar Items* from the data files.

2. Open your PDA's *Calendar* application. Tap the **Month View** icon as shown in Figure 9.21.

Week View   Month View

Week View   Month View

Figure 9.21 Use the Month View to plan your *Apollo 17* mission.

3. Find the date for the next Thursday after today. Enter that date in your calendar items worksheet for the liftoff date. For example, for Thursday you may enter 9/17/07 if that is the next possible Thursday. Next to Friday, you would key 9/18/07, for Saturday, 9/19/07, and so on. Enter dates for all the days on the worksheet.

4. You will need this file for the next exercise. Save the file as *82-Calendar Items*. Print the document and close *Word*.

82C LEARN: Enter Calendar Items

Pocket PC

1. Open the *Calendar* application. Tap the **Month View** icon. Tap the date for the first Thursday on your calendar items worksheet. The Day View for that date will open similar to the screen shown in Figure 9.22. Use the scroll bar to move up and tap the line for **5** (5:00 a.m.).
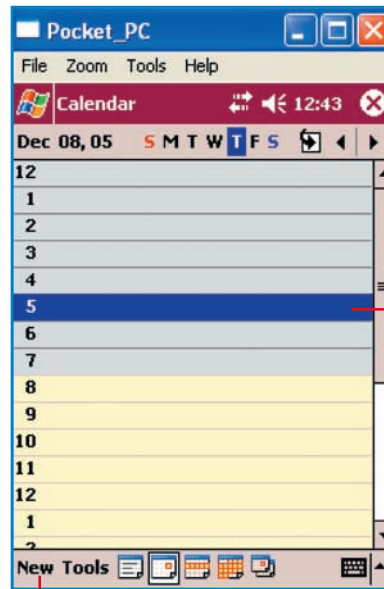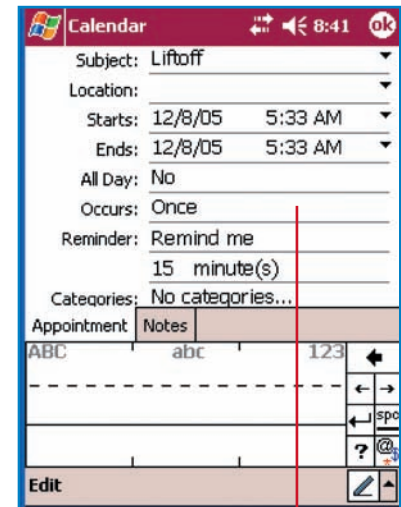
Scroll bar

Choose a time

Tap New to enter data

Enter the exact times and set an alarm on this screen

Figure 9.22 Calendar in Day View

2. Tap **New** at the bottom of the screen. A new window will open where you can enter data from the *Apollo 17* calendar items worksheet.

3. For the Subject field, enter **Liftoff** as shown in Figure 9.22.

4. For the Starts field, tap on the time that is currently showing to select it. Key the new time, **5:33 AM**. For the Ends field, change the time to **5:33 AM** also. (This event happens in a split second.)

5. For the Reminder field, tap the field to reveal options. Choose **Remind me**. On the second line of the Reminder field, tap the field to reveal options. Choose **15** and then **minutes** for the alarm time so you won't be late.

6. The entry should look like the one in Figure 9.22. Tap **OK** to record the entry. The exact time and the subject (Liftoff) will appear on the Day View screen.

7. Enter the remaining 15 events found on the *Apollo 17* calendar items worksheet. Set an alarm (reminder) for events for which you think it is appropriate.

Palm OS

1. Open the *Calendar* application. Tap the **Month View** icon. Tap the date for the first Thursday on your calendar items worksheet. The Day View for that date will open. It should look similar to the screen shown in Figure 9.23.
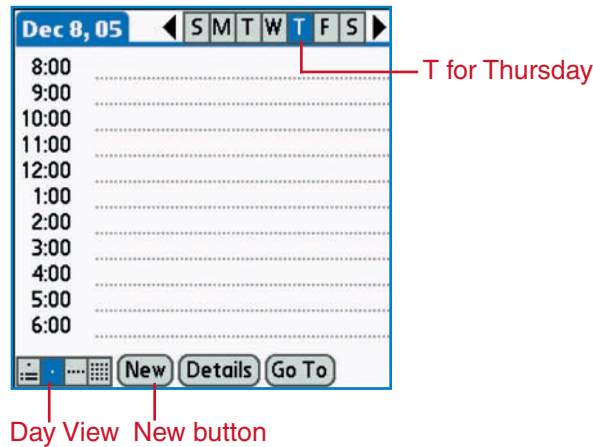
T for Thursday

Day View New button

Figure 9.23 Calendar in Day View

2. Tap **New** at the bottom of the screen. A new window will open where you can enter the time for the first event from the *Apollo 17* calendar items worksheet.

3. The time for liftoff is 5:33 a.m. You will enter the time closest to 5:33 a.m. (5:30 a.m.) Tap the **Start Time** box. Tap the up arrow on the hours list. Tap **5**. In the minutes list, tap **30**. Tap the **End Time** box. In the hours list, tap **5**. In the minutes list, tap **30**. (This event happens in a split second.) Your screen should look like Figure 9.24.

4. Tap **OK** to set the time. The Day View screen will appear. On the 5:30 line, enter **Liftoff** as shown in Figure 9.24.

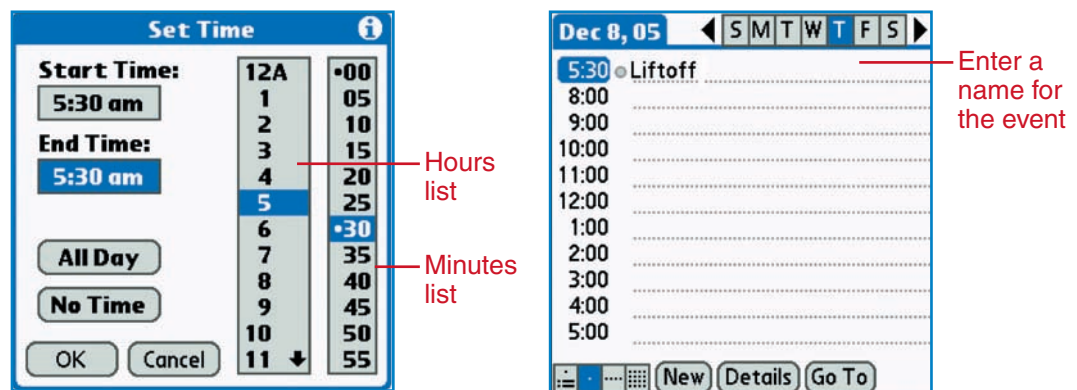Hours list

Minutes list

Enter a name for the event

Figure 9.24 Enter a start and end time for the first event.

5. Tap the **Details** button. Tap the box by Alarm to select this option. By Minutes, enter **15** for the alarm time so you won't be late. Tap **OK**. An icon that looks like an alarm clock will appear by the Liftoff entry.

6. Enter the remaining 15 events found on the *Apollo 17* calendar items worksheet. Use the nearest whole hour or half hour for the times. Set an alarm for events for which you think it is appropriate.

About Tasks Items

Tasks items are much like *Calendar* items, except they do not need to be done at a specific time. You can assign tasks to a specific day. You will schedule events and items for several days in your simulated *Apollo 17* mission. Remember, you are the photography expert, so many photo assignments will be found in your list.
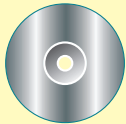
82D APPLY: Enter Dates for Tasks Items

1. Start *Word*. Open *CD-82-Tasks Items* from your data files.

2. Enter the dates from your *Apollo 17* calendar items worksheet in this worksheet. For example, if the first Thursday on the calendar items sheet is 12/08/05, enter that date by the first Thursday on the tasks items worksheet.

3. Save the tasks items worksheet as *82-Tasks Items*. Print the tasks items worksheet. Close *Word*.

82E LEARN: Enter Tasks Items

Pocket PC

1. Tap the **Start** icon. Choose **Tasks** from the programs list.

2. Tap the arrow in the bottom-right corner of the screen to open the input Options list. Choose either the **Keyboard** or **Letter Recognizer** option, whichever you want to use.

3. Tap **New** at the bottom of the screen to open a new item.

4. In the Subject field, enter **Change trajectory to the moon** as shown in Figure 9.25 on page 339. This is the first task from the *Apollo 17* tasks items worksheet.

5. Tap the **Due** field and enter Thursday's date that is listed on the worksheet. Tap the Reminder field and choose **Remind me**. Tap the second line for the Reminder field and enter Thursday's date. Tap **OK** to record the item.
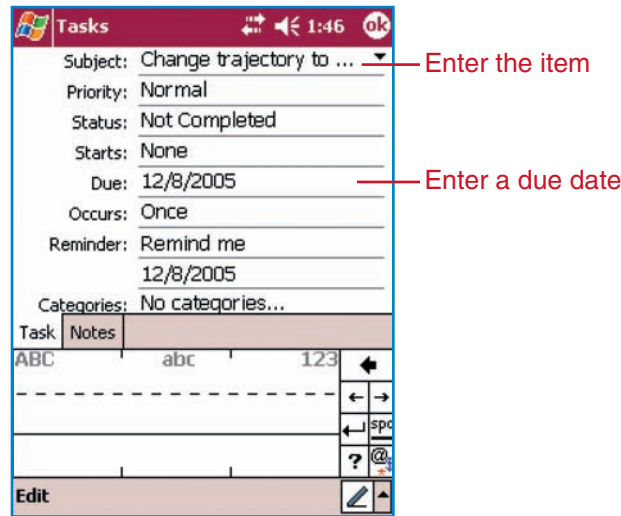
Enter the item

Enter a due date

Figure 9.25 Enter Tasks Items

6. Enter the rest of the tasks listed in the *Apollo 17* tasks items worksheet. Enter a reminder for each item to appear on the day the item is to be completed. Tap the **Close** button to close the program.

Palm OS

1. Open the *Tasks* program. Use *Graffiti 2* or the on-screen keyboards to input data in this activity.

2. Tap **New** to open a new item.

3. Enter **Change trajectory to the moon** as shown in Figure 9.26. This is the first task from the *Apollo 17* tasks items worksheet.

Tap to create a new item

Tap to enter details

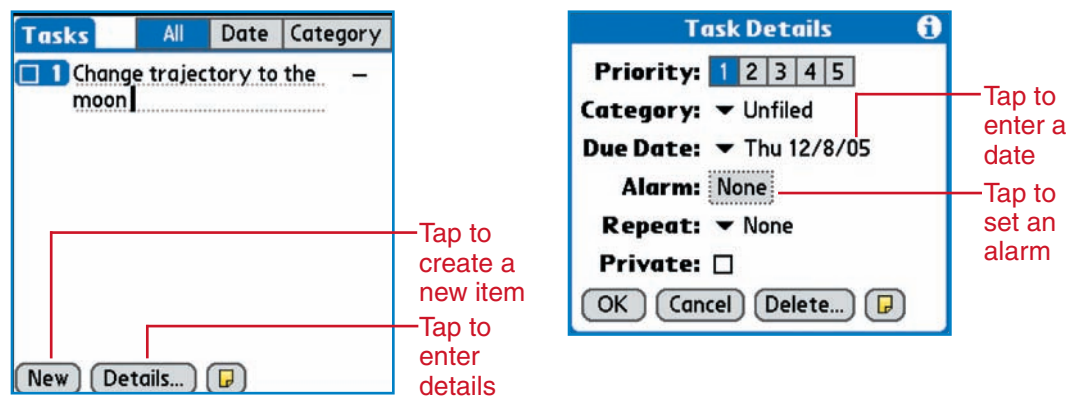Tap to enter a date

Tap to set an alarm

Figure 9.26 Enter Tasks Items

4. Tap the **Details** button. Tap the arrow for **Due Date**. Choose Thursday's date that is listed on the worksheet. (Tap **Choose Date**, if needed, to access the correct date.)

5. Tap the **Alarm** text box. The Set Alarm window will open. Tap the box by **Alarm** to select this option. For the days earlier option, enter **0**. Select an hour option and a minutes option from the lists. For example, select **9** and **30** to have the alarm appear at 9:30. Tap OK to close the Set Alarm window.

6. Tap **OK** to record the date and alarm and to return to the *Tasks* screen. The date should now appear beside the item.

7. Enter the rest of the tasks listed in the *Apollo 17* task items worksheet. Enter an alarm for each item to appear on the day the item is to be completed. Tap the **Home** or **Applications** button to close the program.

82F APPLY: Experience the Mission

If you are lucky enough to be able to keep your PDA for the next two weeks, you will often receive alarms and reminders that will tell you of important events happening aboard *Apollo 17*. Imagine experiencing three days of drifting through space to the moon. Imagine also experiencing the three major expeditions on the surface. Notice that the astronauts had time to rest, eat, and take care of things on the lunar module.

As events happen, mark them completed. For example, when a tasks item alarm sounds, dismiss the alarm or reminder. Open the *Tasks* program. Tap the checkbox by that item to mark it off your list.

Lesson 83   Beaming Data

Objectives
In Lesson 83, you will:
↘ Enter your personal data in the *Contacts* program.
↘ Beam data to another PDA.

Beaming Contacts Data

PDAs have a feature that allows users to transmit data to another PDA using the infrared ports on the PDAs. This process is called **beaming**. Transmitting *Contacts* data is a popular use of this feature. When you beam your personal data, this is called "beaming your business card." A business card on a PDA is an electronic version of the little paper business cards professionals pass out to the people they meet. In this lesson, you will enter data to create your own electronic business card. You will also beam data to a PDA.

83A APPLY: Enter Contacts Data

Pocket PC and Palm OS

1. Open the *Contacts* application.

2. Place your name, address, phone, and other information into the *Contacts* application to create an electronic business card.

✔ **CHECK POINT** Ask a classmate to proofread your entry in the *Contacts* application. Make corrections if needed.

83B LEARN: Beam Your Business Card

TEAMWORK

Pocket PC

1. Team up with another classmate who also has a PDA. Locate the infrared ports on your PDAs.

2. Open your *Contacts* application by tapping the **Contacts** button or by choosing **Start**, **Contacts**. Open the entry with your information.

3. Align the infrared ports on the two PDAs so there are no objects between them.

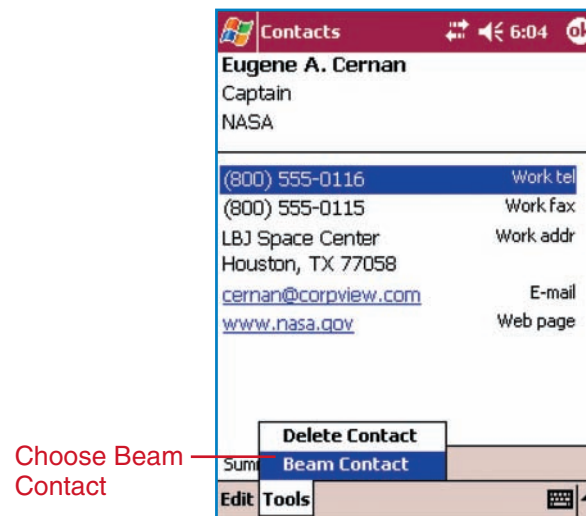4. Choose **Tools**, **Beam Contact** as shown in Figure 9.27.

Choose Beam Contact

Figure 9.27 Beam data to another PDA.

5. A screen will appear listing nearby PDAs that you can beam to. If several PDAs are listed, choose the one you want to beam to. Beaming may start automatically. If it doesn't, choose **Tap to send** to start.

6. After the data has been sent, the PDA receiving the information will display a message asking if the data should be accepted. When the user taps **Yes**, the beaming process will be completed. Now both PDAs will have your contact information!

Palm OS

1. Team up with another classmate who also has a PDA. Locate the infrared ports on your PDAs.

2. Open your *Contacts* application by tapping on the icon. Open the entry with your information. Tap **Contact** (or **Address**) at the top of the screen to access a menu.

3. Align the infrared ports on the two PDAs so there are no objects between them.

4. Choose **Beam Contact** (or **Beam Address**) from the menu as shown in Figure 9.28.
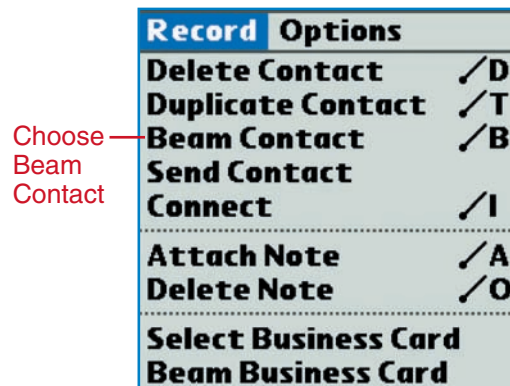

Choose Beam Contact

Figure 9.28 Beam data to another PDA.

5. A screen will appear showing your progress. You will see information about searching for another PDA, sending, and then disconnecting.

6. After data has been sent, the PDA receiving the information will display a message asking if the data should be accepted or saved. When the user taps **Yes**, the process will be completed. Now both PDAs will have your contact information!

83C PRACTICE: Beam Contacts Data

Pocket PC and Palm OS

1. Team up with another classmate who also has a PDA. Align the infrared ports on the two PDAs so there are no objects between them.

2. Open your *Contacts* application. Choose a *Contacts* entry that your classmate does not have on his or her PDA. Beam this data to your classmate's PDA.

3. Check with your classmate to see whether the entry was received.

Reviewing   What You Have Learned

Answer these questions to review what you have learned in Chapter 9.

1. What is a PDA?

2. What are deadlines?

3. Give three examples of information about contacts that you might enter in a PDA.

4. List three popular operating systems for PDAs.

5. What is a smart phone?

6. Explain the difference between PDA hard buttons and PDA soft buttons.

7. For what purpose is a stylus used?

8. Explain how to change the time zone setting on your PDA.

9. Which onscreen keyboard has capital letters and symbols?

10. Explain how to access the Standard keyboard on your PDA.

11. Explain how to access the Numeric keyboard when you have the Standard keyboard open.

12. What is *Graffiti*? What option that is similar to *Graffiti* is available on the Pocket PC?

13. Besides the Today or Welcome screen, what three views are available in the *Calendar* application?

14. Describe how to move to Day View for a particular date when Month View appears on the screen.

15. Explain how to set a reminder or alarm for a *Calendar* item on your PDA.

16. What is one major difference between *Calendar* items and *Tasks* items?

17. What is the purpose of the Reminder or Alarm options that can be set for *Tasks* items?

Applying   ***What You Have Learned***

Enter Calendar Items

1. Open the *Calendar* application.

2. Enter all your appointments, classes, and deadlines for the next two weeks. Remember that *Calendar* items are scheduled to be done at specific times. Set reminders to help you get things done on time.

Enter Tasks Items

1. Open the *Tasks* application.

2. Enter tasks that you need to complete sometime in the next two to three weeks. These items should be ones that do not necessarily need to be done in any certain order or at a specific time. Nevertheless, they must be accomplished by a certain due date.

3. Check each task as complete after you finish it successfully.

Add Notes to Contacts Entries

1. Open the *Contacts* application. Open the entry for Ronald Evans. Add the notes shown below to the entry. Use any entry method with which you feel comfortable. Close the entry after making the changes.

   ```
   Served in the United States Navy.
   Graduated from University of Kansas with a degree in
   Electrical Engineering.
   Piloted the Apollo 17 command module (CM).
   ```

2. Open the entry for Harrison Schmitt. Add the notes shown below to the entry. Close the entry after making the changes.

   ```
   Nickname: Jack
   Received a Ph.D. in Geology from Harvard University.
   First geologist on the moon.
   ```

Research Applications

1. Work with a classmate to complete this activity. Access the Internet. Use a search engine to find free programs that you can download and use on your PDA.

2. Make a list of the programs you find. Include the name of the program, the type or use of the program, and the Web site address where the program can be downloaded.

TEAMWORK

INTERNET

Supplemental activities for this chapter can be found at www.c21jr. swlearning.com.

Building Keying Skill

Warmup Practice

Key each line twice. If time permits, key the lines again.

Alphabet

1 Bill Pax quickly gave away the jazz band uniforms.

Figure/Symbol

2 Please call (736-4895) on May 19 or 20 to confirm.

Speed

3 Turn down the lane by the lake to see the bicycle.

gwam 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Improve Keying Technique

Key each line twice. If time permits, key the lines again.

Space Bar

1 work when soap sign pays keys maps rush rich proxy
2 Jay and I saw the maid in a big field by the lake.

Shift keys

3 April, May, June, July, August, October, November,
4 Jose and Grant went to see the New York Mets play.

Adjacent keys

5 say top open same were tree dash onion other three
6 I held a sporting equipment sale at the gymnasium.

Long direct reaches

7 much once vice maybe enter cents under check juice
8 Ben brought a recorder to the game to record them.

gwam 30" | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 |

Keypad Practice

Use the *Calculator* program to complete the problems shown below.

Drill 1 Addition

	A	B	C	D	E
	586	891	379	656	369
	+ 374	+ 210	+ 421	+ 41	+ 178
	960	1,101	800	697	547

Drill 2 Subtraction

	A	B	C	D	E
	789	635	406	409	802
	- 142	- 78	- 213	- 318	- 576
	647	557	193	91	226

Drill 3 Multiplication

	A	B	C	D	E
	69	47	75	12	798
	x 4	x 13	x 24	x 60	x 45
	276	611	1,800	720	35,910

Drill 4 Division

	A	B	C	D	E
	102	132.33	255.11	117	172.8
	8/816	43/5,690	28/7,143	76/8,892	25/4,320

Speed Forcing Drill

Key a 30" timed writing on each line. Your rate in gross words a minute (*gwam*) is shown below the lines.

```
1 Maria took the exam.
2 Jerome lost his overcoat.
3 When will we get the uniforms?
4 Ichiro keyed much faster this week.
5 Hideki had four of the hits in the game.
6 Carlos will take chemistry during the spring.
7 Steven put in a lot of effort to get a good grade.
```

gwam 30" | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 |