

PDA (Personal Digital Assistant) Activity Packet

DAY 1

OBJECTIVE - What are PDA's?

Read the following sections:

1. "Judge a PDA by Its OS" on pages 2-3
2. "Selecting a PDA" on page 3
3. "Purchasing a PDA" on pages 4-8

ASSIGNMENT DAY 1-A - Questions:

1. What are the 3 primary operating systems (OS)
2. Why did Maria decide to purchase the Windows Pocket PC?
3. What does the term synchronize mean?
4. What is the importance of RAM and ROM pertaining to a PDA.
5. Why is expansion an important PDA feature?
6. What is the purpose of the processor?
7. Why is battery life important?
8. How can synchronization protect the user from losing information?

Learn more about the PDA that you are using by visiting www.dell.com .

- Search for Axim X51 520 MHz

ASSIGNMENT DAY 1-B - Questions:

1. What type of OS is used
2. What is the PDA's processor speed
3. How much RAM and ROM is included
4. What battery options are available
5. Does it include a speaker or a microphone?
6. Are there any other valuable features?

Hand in the completed PDA Assignment Sheet Day 1 to the instructor.

DAY 2

OBJECTIVE - *Setting the date & time*

1. Open your book to page 18
2. Work through steps 1-4 in Activity 2-2

OBJECTIVE - *Learning the PDA buttons*

1. Complete Activity 2-5

OBJECTIVE - "How the input tools work"

1. Read pages 21-27

ASSIGNMENT DAY 2-A - Questions:

1. What time and date is it currently on your PDA? (If the time is not the same as the time on classroom television, update your PDA.) Note: Our time zone is GMT – 5 Eastern US time.
2. What time is it in the Tonga, Fiji Islands, and Baghdad? Note: use the Visiting option
3. What is the difference between the block recognizer (graffiti) and the letter recognizer?

ASSIGNMENT DAY 2-B - Questions:

1. Write the Graffiti alphabet and numbers (1-9) on the assignment paper.

ASSIGNMENT DAY 2-C - Questions:

1. Write down the 3 common PDA gestures and label each with their purpose.

"Practicing Graffiti/Block Recognizer"

1. Complete Activity 3-4, 3-5 on page 30-31 (in order to access Block Organizer or any other writing method, simply click the keyboard at the bottom of the screen and then click the up arrow that appears next to it)
2. **ACTIVITY CHECK 3-5:** Complete Activity 3-5 "Graffiti Conference Call Notes" on page 31.

"Exploring the Letter Recognizer"

1. **ACTIVITY CHECK 3-6** Complete activity 3-6 on page 32.
2. **ACTIVITY CHECK 3-7:** Complete Activity 3-8 "About Fiji" on page 33.

Show any completed activities to the instructor. PDA's will be "blanked" at the end of each day.

DAY 3

OBJECTIVE - "Setting up contact lists"

1. Read pages 35-41
2. Complete the Chapter 4 activities.

ACTIVITY CHECK 4-1: Complete Activity 4-1 "Enter Karolina Tomono's Contact Information" on page 42. Enter all fields. (Use the Letter recognizer or the Graffiti/Block Recognizer)

Last Name:
First Name:
Job Title:
Department:
Company:
Work tel:
Work Fax:
Address:
City:
Country:
e-mail:

ACTIVITY CHECK 4-3: Complete Activity 4-3 "Create your Business Card" on page 43 using your own information. Include information where you might want to work later in life.

Show any completed activities to the instructor.

DAY 4

OBJECTIVE - “Using a Transcriber”

1. Read pages 48 – 53.
2. Complete *all* Chapter 5 activities.

 1. Complete activity 5-2 on page 54
 2. Complete activity 5-5 on page 56
 3. Complete activity 5-9 on page 58

ACTIVITY CHECK 5-2: Complete Activity 5-2 “Using Transcriber to Create a Note” on page 54.

ACTIVITY CHECK 5-5: Complete Activity 5-5 “Create a Note About Fuji Using Multiple Input Tools” on page 56.

ACTIVITY CHECK 5-9: Complete Activity 5-9 “Draw and Handwrite a Note” on page 58.

OBJECTIVE - “Creating task lists”

1. Read pages 59-66
2. Complete activity 6-1 on page 67
3. Complete activity 6-2 on page 67
4. Complete activity 6-3 on page 68
5. Complete activity 6-4 on page 68-69
6. Complete activity 6-5 on page 69-70 (note that in order to complete number 7 you must first access the filter feature)
7. Complete activity 6-6 on page 70

Show any completed activities to the instructor. Move onto the remainder of Activity 6.

DAY 5

OBJECTIVE - “Using the Calendar to set appointments”

1. Complete activity 6-9 on page 72
2. Complete activity 6-10 on pages 72 and 73. (In order to access appointment tool, you must click menu.)
3. Complete activity 6-11 on page 73.
4. Complete activity 6-12 on pages 73 – 74.

ACTIVITY CHECK 6-10: Complete Activity 6-10 “Enter Travel Plans for Fiji” on pages 72 and 73.

ACTIVITY CHECK 6-11: Complete Activity 6-11 “Enter an Appointment and E-mail Notifications” on page 73.

ACTIVITY CHECK 6-12: Complete Activity 6-12 “Schedule the Photographers for 8 A.M. Thursday” on pages 73 and 74.

Show any completed activities to the instructor.