

CSE1301 Practical Session 1 Getting Started (5 marks)

This practical session aims to help you familiarize with the computer system, which you will be using for your practical work. It also introduces various facilities for communication and accessing information on your computer.

PART 1: Preparation (to be completed before class)

- You need to bring a floppy disk for this practical class.
- You need to bring your copy of the guidebook “Monash University **Computer Resources 2005**” (<http://www.its.monash.edu.au/publications>). You should have received a copy of this guidebook when you enrolled. If you did not receive a copy, please obtain one from the ITS Helpdesk (Building 10 (Campus Centre), room G161) during business hours.
 - ❖ Read the information on *Computer Accounts* on page 4 of the guidebook.
 - ❖ If you are under 18, you need to organize your *Parent/Guardian Authorization* form before coming to class.
 - ❖ Read the information on *Acceptable Use of Information Technology Facilities by Students* on the last page of the guidebook.
- You need to have your **Novell** and **Authcate account** details ready before the prac. You should have received information on how to acquire your account when you were notified of an offer from Monash.

PART 2: ITS Information Guides (1 mark)

The Information Technology Services (ITS) Division provides information guides on how to use the computing facilities and services for students at Monash Uni. These guides are available on the Internet (see Step 3 below).

Steps:

1. Your demonstrator will show you how to turn the computer on, and how to determine when the computer is ready for you to log on.
2. If this is the first time you use the World Wide Web (or just the “Web” for short), ask your demonstrator to show you how to navigate using Netscape, and how to access the introduction in the ITS Guide “**3A. The World Wide Web (WWW)**” at http://www.its.monash.edu.au/publications/itsig/itsig_3a.pdf.
3. Go to <http://www.its.monash.edu.au/publications/itsig/>
4. If you haven't read the document *Acceptable Use of Information Technology Facilities by Students*, read using the link “Acceptable Use of IT Facilities”.

Once you have accessed the ITS information guides, find the answer to the following questions on the ITS computing facilities for Monash students:

1. Name a few of the relevant laws that govern the use of IT facilities by students.
2. How much is the charge per page for black and white laser printing? For colour laser printing?
3. Describe the steps for printing one of the information sheets on the web.
4. What is your Monash email address?

5. Describe the steps for logging out of Windows XP.

Submission: To have your answers marked, you will have to email them to your demonstrator **during this class** (see Part 4). Late submissions will **not** be accepted.

Note: In Monash Student Novell environment, printers and other network-connected devices are named in a standard fashion. The name of a printer will be clearly displayed on, or near the printer.

PART 3: Windows XP Basics (1 mark)

Files. A *file* is a primary unit of storage on your computer. Each file is given a *filename*.

Directory (a.k.a. **Folder**). When a large number of files have been created things start to get a little harder to handle. It is like having bits of paper (assignments, notes, solutions) all over your desk and not being able to find what you want. What one could do is store all the related information in separate *folders*, so when you are looking for a particular one, you know which folder to look in. By storing groups of files in different *directories* it makes finding a file much easier. Some common directories are:

- The current directory The directory you are currently in
- Subdirectories Directories contained in other directories
- The Root directory The starting point from which all other directories branch

MS-DOS and Windows uses a “back-slash” (\) to separate a list of directory names representing a *path* relative to a starting directory. A back-slash on its own represents the root directory. In Unix and other operating systems, a “forward-slash” (/) is used instead.

Drives. Just as a directory is a group of files, a *drive* is a group of directories. Drives are represented by a letter, and are associated with a piece of hardware called a *disk*. A disk stores information inside your computer. The three most common types of disks are

- *hard disk* The disk resides inside your computer; the drive is called drive C:
- *network disks* These disks reside somewhere else on the computer network; the drives are called K :, L :, and so on.
- *floppy disk* You insert this disk into a slot into your computer, the drives are labeled A: (and B:)

A floppy disk needs to be *formatted* before use. Formatting will also erase any information it contains. Your demonstrator will show you how to format your disk.

You are also allocated a limited space in a network drive, usually in drive U:, for storing your files. If you cannot find your personal network directory, your demonstrator will be happy to assist you.

The ITS Guide “**6A. Introduction to Windows**”

(http://www.its.monash.edu.au/publications/itsig/itsig_6a.pdf) provides information on how to manipulate (i.e., create, copy, rename, move, delete) files and directories using the Graphical User Interface (GUI) of Windows Explorer. An On-Line Help is also available on Windows by clicking on **Start** → **Help**.

Perform the following tasks on your floppy disk:

1. Format your floppy disk.

2. Create a directory called CSE1301 from the root directory on your floppy.
3. Under the directory CSE1301, create a subdirectory called PRAC1.
4. Show the files in C:\WINDOWS on the Windows Explorer. Find out how to change Folder Options so you can view/hide **hidden and system files**, and see/hide the **file extensions** of known file types.

Submission: To be marked by your demonstrator during this class.

PART 4. Internet Basics (1 mark)

Email. ITS Guide “4A. Introduction to E-mail”

(http://www.its.monash.edu.au/publications/itsig/itsig_4a.pdf) has some useful information about how to use email at Monash. To learn about the web-based student email, go to <https://mail.monash.edu.au/>, and select Frequently asked questions. If you have any questions regarding the use of email at Monash, your demonstrator will be happy to assist you.

WWW. Monash Uni secures its network within a so-called *firewall*, which restricts access to sites outside the Monash network. Under the Mandatory Proxy Authentication system, you need to provide your username and Authenticate password to visit a web site outside Monash Uni. Answers to frequently-asked questions on Internet access from Monash are in <http://www.its.monash.edu.au/students/internet/studentaccess.html>.

FTP. The File Transfer Protocol (FTP) is a facility that allows files to be transferred between computers which are linked on the Internet. Netscape provides a Graphical User Interface (GUI) for using FTP. For example, if you want to copy files from the Monash server called <ftp.monash.edu.au> to your floppy disk or local hard drive, type <ftp://ftp.monash.edu.au> on the location box in Netscape. ITS Guide “3C. File Transfer Protocol (FTP)”

(http://www.its.monash.edu.au/publications/itsig/itsig_3c.pdf) has a list of FTP commands in case you need to use an FTP program which does not have a GUI.

Perform the following tasks:

1. Email your answers in Part 2 to your demonstrator.
2. View *Lecture 1* in <http://www.csse.monash.edu.au/courseware/cse1301/lectures> in both formats: pdf, and ppt.
3. Download the file bingo.zip from the CSE1301 web page at <http://www.csse.monash.edu.au/courseware/cse1301>, and save it in your **personal network directory**.
4. Download the files /subjects/cse1301/bcc32.cfg and /subjects/cse1301/ilink32.cfg from the site <ftp://ftp.csse.monash.edu.au>, and save them in the root directory in your floppy disk.

Submission: To be marked by your demonstrator during this class. Before the end of the class, check with your demonstrator if your email went through successfully.

Note that when you install the Borland compiler on your home PC, you may be able to use the files bcc32.cfg and ilink32.cfg that you downloaded here. Simply copy these files into the C:\BORLAND\BCC55\BIN directory after installation.

PART 5: Command-Line Basics (1 mark)

Most of the tasks you performed in Part 4 can also be performed on a *command-line* interface. Click on **Start ® Programs ® Command Prompt**. The corresponding commands are as follows:

To format a disk:	<code>format disk_drive_letter :</code>
To create a directory:	<code>mkdir directory_name</code>
To delete a directory:	<code>rmdir directory_name</code>
To change the current directory:	<code>cd directory_name</code>
To change the current drive:	<code>disk_drive_letter :</code>
To list the contents of a directory:	<code>dir [\p] [path]</code>
To copy a file:	<code>copy source destination</code>
To rename a file:	<code>ren old_filename new_filename</code>
To delete a file:	<code>del filename</code>

Perform the following tasks on the MS-DOS prompt:

1. List the contents of your personal network directory. What information does the list show?
2. Set your current drive to be the floppy drive, and set the current directory to be the root directory.
3. Create a subdirectory called CSE1301.
4. Copy the introductory notes of CSE1301 homepage to the subdirectory CSE1301 in your floppy disk.

Submission: To be marked by your demonstrator during this class.

PART 6: File Compression Basics (1 mark)

You may find that some files are in *compressed* format, which means that they take up less space on the disk than they normally would. However, before you can use such files, you will have to *decompress* them.

To create a compressed version of a file, a set of files, or a directory, right-click on the file and then either add it to Zip or add it to *file_name.zip*. This command creates a “zip” file (or *archive*) containing the compressed versions of the files you specified. To uncompress a zip file, double-click on the zipped file, click the “Extract” button, and select the directory where you want to store the unzipped file.

Uncompress the file *bingo.zip* you downloaded earlier. What is the total of the sizes of all the files in the unzipped directory? Compare this total with the size of *bingo.zip*.

Submission: To be marked by your demonstrator during this class.