Visualizing Technology 9th edition Geoghan Solutions Manual

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Jones Consulting
Mr. Martin Rogert
275 Regency Sq.
Frederick, MD 21703

Dear Mr. Rogert:

Subject: Eager intern

Thank you so much for giving me the opportunity to work with you as an intern this semester. I have learned a lot about computers in my class at school, and I'm eager to share my knowledge with you at *Jones Consulting*. For example, I have learned about the different types of personal computers and other devices.

Thank you so much for this amazing opportunity. I am eager to get started and believe that I can really help you effectively leverage technology in the office.

Sincerely,



Anna Sanchez, Intern

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Chapter 1: How To 1 – Capture a Screenshot

Student Name	
Course and Section	

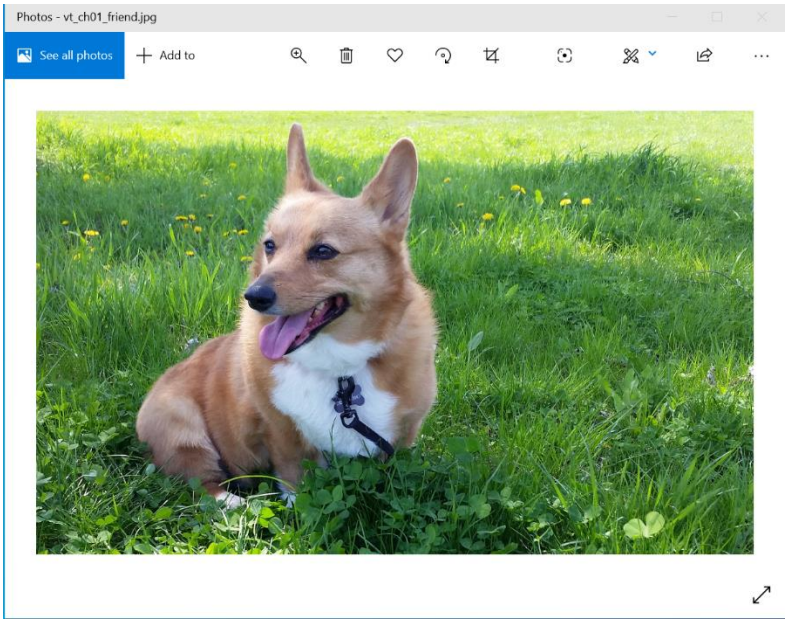
Free-form Snip



Rectangular Snip



Window Snip



In a paragraph, describe the difference between each of the snips you took.

There are three types of Snips: Free-form, Rectangular, and Window. Each allows you to select a different portion of the screen to capture.

- Free-from Snip- allows you to draw an outline around the object and capture just the object.
- Rectangular Snip- allows you to draw a box around an object to capture.
- Window Snip- captures the selected window.

Print or submit your answer sheet electronically as directed by your instructor.

Chapter 1: How To 2

Student Name	
Course and Section	

1 Open your browser and go to **www.osha.gov/SLTC/etools/computerworkstations**.

2 Click **Good Working Positions** and read the information on this page. What does neutral body positioning mean, and what are the four reference postures?

"This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD).

1. Upright sitting posture. The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.
2. Standing posture. The user's legs, torso, neck, and head are approximately in-line and vertical. The user may also elevate one foot on a rest while in this posture.
3. Declined sitting posture. The user's thighs are inclined with the buttocks higher than the knee, and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined, and the legs are vertical.
4. Reclined sitting posture. The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs."

3 Click the **Checklists** arrow and click **Evaluation**. Complete the checklist to evaluate your workspace. For each question that you answer no to, click the appropriate link to read the information on how to correct the problem. How did your workstation fare? What are some areas for improvement? How could you improve your score?

Answers will vary

When you have finished the checklist, click the link to **Print Checklist**. If you are using Safari or Chrome, save the checklist as a PDF file. Using Internet Explorer or Firefox, print to the Microsoft XPS Document Writer. Save the file as **lastname_firstname_ch01_howto2_checklist**. Submit both the answer sheet and checklist files as directed by your instructor.