Handheld Computers —Pocket PC

You Will Learn To:

- **Identify** the parts of a handheld.
- **Use** Pocket Word, Notes, Contacts, Calendar, and Tasks.
- **Create** and **edit** text in Pocket Word and Notes.
- **Explain** synchronization.
- **Beam** a document.
- **Create** and **beam** a contact.
- **Organize** folders.

When Will You Ever Use Handhelds?

Wouldn't it be helpful if there were an electronic way to organize your notes so you could find them whenever you needed them? A device called a personal digital assistant, or PDA, can help you stay organized in many different ways.

Key Terms

- stylus
- Pocket Word
- beam
- synchronization
- folders
- Notes
- Tasks

Reading Strategy

Ask Questions Studies show that one of the best ways to learn is to ask questions. Draw the chart below. Write each key term, and then write a question you have about each key term. Questions can begin with *How*, *Why*, *What*, *Where*, *When*, or *Who*. As you read through this chapter, fill in the answers to your questions as you find them.

Use the example below as a guide. Fill in for each key term.

Example:

Key Term	Question	Answer
stylus	What is a stylus?	A stylus is a penlike device used with a PDA.

DIGITAL CONNECTION

Wanted: Work in a Paperless Environment

Two days ago, the phone rang and your friend asked if you would like to interview next week for a cool summer job. You made a note of the place, time, phone number, and company Web site, but now you have lost the note. If only you had entered the company information in your computer. What if there were a computer you could hold in your hand or carry in your pocket? There is—a personal digital assistant, or PDA. A handheld computer has many different applications that can keep you organized. You can work more efficiently in a paperless environment.

Writing Activity

Write a paragraph describing how you keep track of important events, appointments, and assignments. Remember to use the correct punctuation and spelling.

Enter Text in Pocket Word

You will learn to:

- **List** reasons why a PDA is useful.
- **Identify** two methods of entering data into a handheld computer.
- **Enter** text in Pocket Word.

Why Use a PDA? When you use a PDA, you are working with a computer that is easy to carry around. Also, you are working in a paperless environment. With a PDA you can easily send text documents to other PDAs or computers. You can quickly create and edit documents on a PDA. The PDA also makes accessing documents simple because it is a small device that fits comfortably in a pocket or briefcase. Instead of carrying around a bulky laptop, you can accomplish many of the same tasks with a PDA.

What Are Two Ways to Enter Text? One of the most common ways to enter text on your PDA is with the stylus. A **stylus** is a penlike device used to select icons on a PDA screen or to write on a PDA screen. The PDA also has an on-screen, or soft, keyboard to enter text. In this lesson you will have the opportunity to practice both of these methods of entering text.

Entering Text To practice entering text on a PDA, you will use the Pocket Word application. **Pocket Word** is an application on a PDA that allows you to create simple documents. You will select the Start button to choose Programs and open Pocket Word.

stylus A penlike device used to select icons on a PDA screen or to write on a PDA screen.

Pocket Word An application on a PDA that allows you to create simple documents.

Start button

Figure 5.1

A handheld computer, or PDA

Stylus

✅ Concept *Check*

What are some advantages of storing data electronically in a device that is small enough to carry in your pocket?

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Step-by-Step

Activity 1

? If you need additional help on this topic, open the Help menu; or refer to the documentation for your hardware.

DIGI *Byte*

Transcriber
Go to **Settings** and then **Input** to customize text input options in Transcriber.

RUBRIC LINK

Go to the Online Learning Center at **digicom.glencoe.com** and click Lesson 5.1, Rubric, to find the application assessment guide(s).

Enter Text

1. With the stylus, tap **Start**, **Programs**, and then **Pocket Word**.
2. Tap **New** to create a new document.
3. An onscreen keyboard will appear below the document's text entry screen.
4. Tap the letters on the keyboard to enter your first name.
5. Tap the space bar.
6. Tap the shift key once, and enter your last name. Tap **Done**.
7. To use Graffiti, tap the arrow next to the keyboard in the lower right corner. Tap **Block Recognizer.** Write letters on the left side of the rectangle. Write numbers on the right side of the rectangle.
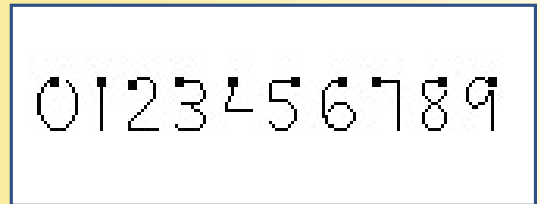
   Write a letter or number by starting at the dot shown in the figure. Do not lift your stylus until the letter or number is completed.
8. Use Graffiti to write your first name. Enter a space.

   To capitalize the first letter of your last name, draw an upward line in the Graffiti area. Continue writing your last name.
9. Tap the return arrow to go to the next line.

Application 1

Scenario Your social studies teacher is describing a new assignment. You decide to enter the details in Pocket Word.

Directions Open Pocket Word and start a new memo. Enter the following notes about the assignment.

```
1. History paper on Bill of Rights

2. About 20 pages

3. Due May 25
```

Explore Pocket Word

You will learn to:

- **Describe** the functions and features of Pocket Word.
- **Create** and edit a memo in Pocket Word.

Pocket Word Functions and Features Pocket Word is a standard application that comes with PDAs running the Windows Mobile® operating system. It can be used to take notes or messages. Pocket Word is similar to a word processor. The blinking insertion point on the screen indicates the placement of the text you will enter. Cut, copy, and paste commands can also be used with Pocket Word. Each document is stored on the PDA.

When You Open Pocket Word A blinking insertion point will appear on the first line when you open Pocket Word. You cannot move the insertion point to another line unless you open the keyboard and tap the Enter key ⏎. If you are using the Block Recognizer to enter text, you can create a return with the stylus by drawing a forward slash (/) in the writing area on the PDA.

✅ Concept *Check*

Describe a situation at school where it may be helpful to use the Pocket Word application on a handheld computer.

- How could you use Pocket Word on a job?
- What are some advantages of using the Pocket Word application?

DIGITAL DIALOG

Pocket Word and PDA Applications

Communication Choose a partner to discuss the following questions:

- What computer application does Pocket Word remind you of?
- How is Pocket Word different?
- How is Pocket Word similar?
- What makes Pocket Word easy and convenient to use?
- How would you use Pocket Word at school? At work?

Teamwork Research on the Internet some of the types of applications that can be downloaded to a PDA for use either in the classroom or on the job. Some of the applications may be free; some may need to be purchased. Discuss your findings. Summarize the points you discussed on Pocket Word and PDA applications to share with the class.

Step-by-Step

Create and Edit a Document

Pocket Word Menu bar   **Text input screen**

Choose input style

1. Tap **Start**. Tap the **Pocket Word** icon.
2. Enter text using any one of the following procedures:
   - Use the soft keyboard and tap the keys.
   - Choose **Block Recognizer**. Use the stylus to write the letter or number you want in the writing area on the PDA.
   - Attach a portable keyboard for PDAs and key the text.
3. Enter your name on the first line of the Pocket Word application.
4. To move down to the next line, or create a return, use one of these two procedures:
   - Tap **Enter** ⏎ on the keyboard.
   - Draw a forward slash (/) in the writing area of the screen.
5. Use the stylus to enter your class schedule on the next few lines. Proofread what you have entered. Tap **Tools**. Tap **Spellcheck**.
6. To edit the text, tap the stylus next to the letter or number you need to change.
7. To save your document, tap **New** then tap **Save As**. Tap **OK** to accept the default name or enter a new name using the onscreen keyboard.

Application 2

Scenario As the end of the school year approaches, you decide you want to get a summer job. To help you fill out a job application, your teacher suggests that you make some notes about your school activities.

Directions On the first line of the document, enter the title *Your Name* **School Activities**. Enter your extracurricular activities. If you have not participated in any extracurricular activities, enter the ones below:

```
Student Council representative—freshman year

SADD Club member—freshman and sophomore year
```

Proofread and spell check your document, and edit as needed. Save as *Your Name* **School Activities.**

Beam a Document

You will learn to:
- **Explain** beaming.
- **Explain** synchronization.
- **Beam** and receive a document.

beam To send data from one PDA to another via an infrared beam.

synchronization The process of transferring data between a PDA and a computer.

Why Beam? With a PDA you can **beam**, or send, data from one PDA to another via an infrared beam. Beaming allows users to quickly and easily share information. Applications can also be beamed from one PDA to another. Beaming is a feature unique to PDAs.

How Do You Beam? Each PDA has an infrared beam that transmits the data or application. The infrared ports on each PDA need to be two to four feet apart and facing each other for beaming to be successful. If additional printing software is purchased for the PDA, documents can also be beamed to a printer.

What Is Synchronization? **Synchronization** is the process of transferring data between a PDA and a computer. The PDA communicates with the computer during synchronization through a cradle or cable that connects the PDA to the computer.

Information created on a PDA can be synchronized to a computer to ensure that the data is the same on both devices. It is important to synchronize often to protect the data on your PDA. If the data on your PDA were ever lost, you would be able to copy the data on your computer back to the PDA through synchronization. Word documents, Excel spreadsheets, PowerPoint presentations, and e-mail can also be synchronized from a computer to a PDA. The term ActiveSync® is often used to mean synchronization.

DIGI*Byte*

Tips on Beaming

1. Make sure both handhelds are on a level plane.
2. Position devices so the infrared beams face each other.
3. Make sure the devices are two to four feet apart.

✅ Concept *Check*

List one major difference between beaming and synchronization. In what situations is it important to synchronize your PDA?

DIGITAL DIALOG

Beaming

Teamwork With other students, discuss these questions: What advantages can beaming offer? What are possible disadvantages? Explain your answers, giving examples to support your positions. Share your group's responses in a class discussion.
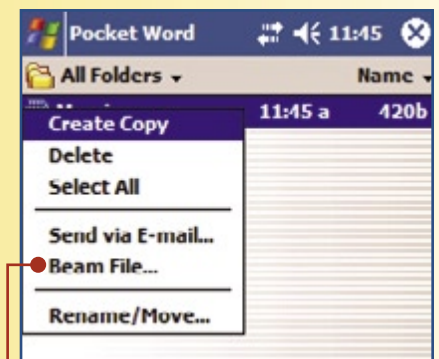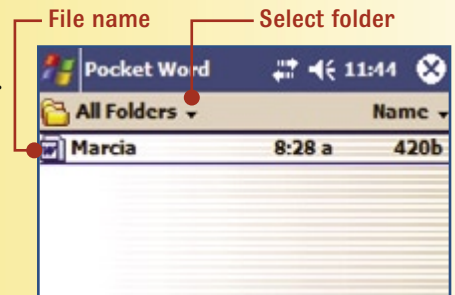
? If you need additional help on this topic, open the Help menu; or refer to the documentation for your hardware.

Step-by-Step

Beam and Receive a Document

In this exercise you will beam a document to a friend or your teacher.

1. Open **Pocket Word.**

2. Tap and hold the stylus on the name of one of the files you have created.

3. Align your PDA with another PDA so the infrared ports are pointing to each other, or aligned.

4. Tap **Beam File.**

5. On the screen that appears, tap **Infrared.**

6. The PDA sending the document will display a message on the screen that says, "Searching…" The PDA receiving the document will ask if the person wants to receive the document. The receiver can tap **Yes.**

7. To delete a document, tap and hold the stylus on the name of one of the documents and then choose **Delete.**

File name — Select folder

Pocket Word 11:44
All Folders ▾ Name ▾
Marcia 8:28 a 420b

Pocket Word 11:45
All Folders ▾ Name ▾
11:45 a 420b
Create Copy
Delete
Select All
Send via E-mail…
Beam File…
Rename/Move…

Beam file

RUBRIC LINK

Go to the Online Learning Center at **digicom.glencoe.com** and click Lesson 5.3, Rubric, to find the application assessment guide(s).

Application 3

Directions Practice entering text with your stylus by writing letters and numbers with Block Recognizer. Do not use the soft keyboard for this activity. For help on how to enter text with the stylus, see Lesson 5.1, page 127. Enter your name on the first line.

Enter the following text, spell check, and then beam this document to another student. Check that your classmate has received the document.

```
We are learning how to use personal digital
assistants in class. A PDA is like a mini-
computer. Many people in business use a PDA to
keep organized. Many students use PDAs to keep
track of appointments and assignments. A PDA
is also a good way to keep track of important
documents.
```

Application 4

Directions Enter the following text in a new document in Pocket Word. Use the keyboard on the PDA, or enter the text with Block Recognizer. Remember to enter your name on the first line. Add the number *2* after your name to distinguish this document from one you entered previously.

Beam the document to your teacher.

```
PDAs have the ability to connect
to the Internet. For this
connectivity, the PDA needs to
have wireless capacity and be in
a wireless environment.

Many airports now have wireless
access for travelers. Some
businesses use wireless access
points to provide connectivity
for employees.

Wireless connectivity makes it
possible to send and receive
e-mail by PDA.
```

Application 5

Scenario You want to add more information to a document you have already created and saved on a PDA.

Directions Open Pocket Word, and tap the name of the document you want to open.

Move the insertion point to a new line, and enter the following information.

```
A PDA can print directly to some
printers. To do this, software
must be purchased and installed on
the PDA.

The PDA connects to the printer by
infrared beam, Bluetooth, Wi-Fi,
modem, or cell phone connection.
```

DIGITAL Decisions

Handheld Models

Critical Thinking The purchasing department you work for has decided to buy handhelds for each employee. You have been assigned the task of researching the various models and recommending three of them at the next staff meeting in two weeks.

Internet Investigation Search the Internet for available models and current pricing. Check for software bonus packages that are included with each model. Key words for your search include "PDA prices" and "computer bargains."

Prepare a list of additional hardware that can be purchased for each model, including the price. Prepare a presentation for the next staff meeting to explain the features of the three models you recommend.

21ST CENTURY ← → CONNECTION

Manage Your Time Wisely

See **Digital Communication Tools** *student edition, page 133.*

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Use and Create Folders

You will learn to:

- **Use** folders.
- **Create** a folder.
- **Copy** a document to a different folder.

Organizing Information Organization is an important skill for any job. Keeping your work organized helps you quickly find information when you need it.

PDAs have features to help you organize the information you store electronically. If you have entered a lot of information into your PDA, how do you find it later?

Organize with Folders On a PDA, one way to organize the information in your different applications is with folders. Folders are used to organize data and are similar to folders on a desktop computer or to files in a file drawer.

folders Used to organize data and are similar to folders on a desktop computer or to files in a file drawer.

Each PDA has several folders that have already been created for you. You can add more folders and give them names that will be useful to you.

The purpose of the folders is to help you organize the information on your PDA so that you can find it later. Folders will help you to manage your time more efficiently.

Using Folders After you place documents, notes, or contacts in folders, you can beam the entire category to another PDA. This saves time when you have more than one document you want to beam.
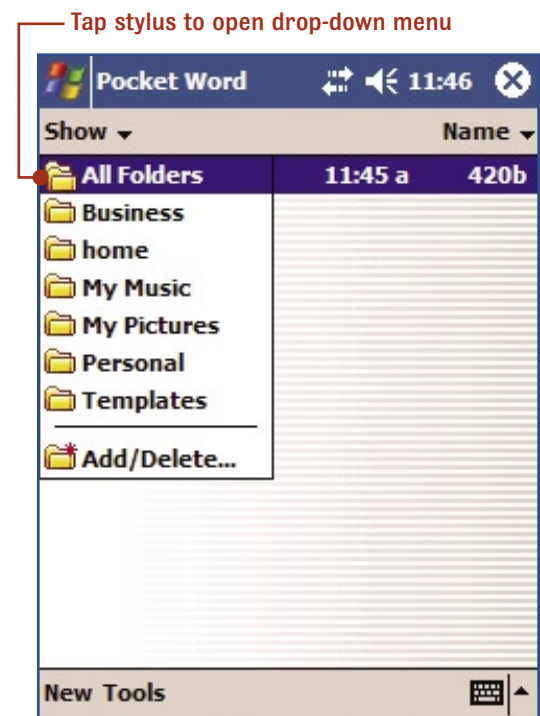
— Tap stylus to open drop-down menu

Pocket Word	⇄ ◀€ 11:46 ✕
Show ▾	Name ▾
📂 **All Folders**	11:45 a 420b
📁 Business	
📁 home	
📁 My Music	
📁 My Pictures	
📁 Personal	
📁 Templates	
📄 Add/Delete...	
New Tools	⌨ ▴

✔️ Concept *Check*

What categories might be helpful in organizing memos on your PDA? Think of three categories.

Suite Smarts

Folders on a handheld are similar to folders on a PC.

DIGI *Byte*

Quick Organization
For quick organization of documents, you may want to give folders on your PDA the same name as folders on your desktop.
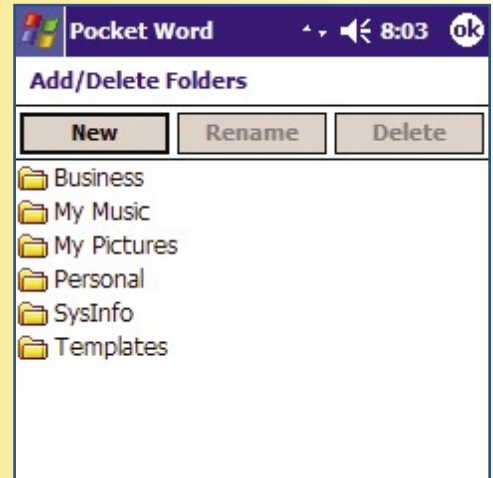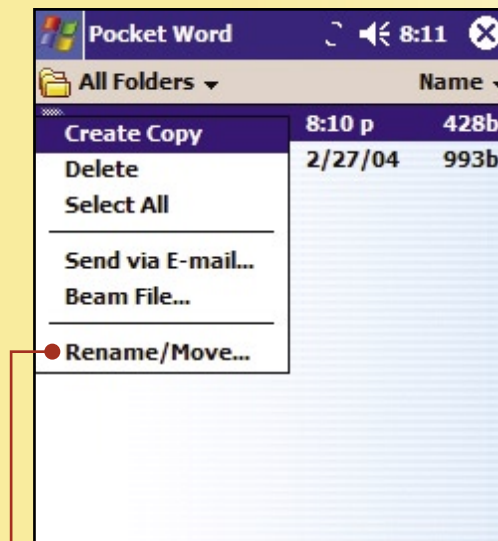
Step-by-Step

Use and Create a Folder

1. Open **Pocket Word**.
2. Tap **All Folders**. You will see the folders that have already been created.
3. To add a new folder, tap **New, Add/Delete Folders**.
4. Enter the name of this new folder, and tap **Away Folder**.

Move a Document to a Different Folder

When you create a new document, the document stays in All Folders, but you can copy the document to any other folder.

1. Tap and hold the stylus on one of the documents you have saved.
2. Tap **Rename/Move....**
3. Tap the arrow next to Folder and choose a new folder.
4. Tap **OK**.
5. Now your document shows whether you select All Folders or the folder name where you just moved it.

Rename/Move

DIGI*Byte*

Audio Recording
An audio recording can be created and added to a Pocket Word document using **View**, **Recording** on the menu.

Application 6

Directions Create three additional folders in the Pocket Word application.

- What are the names of the folders?
- What types of documents will you store in the folders?

Application 7

Directions Open a document that you previously created. Move this document to one of the folders you created in Application 6 above.

Application 8

Directions Create a new folder, and give it the name of one of your other classes.

- Open the document you have been working with.
- Move it to this new folder.

DIGITAL DIALOG

PDA Applications to Help You Organize

Internet Investigation With a partner, search the Internet for applications that can be downloaded to your PDA to help you organize the information you are storing.

Some examples of applications to consider might be:

- Date books
- Diaries
- Databases
- Work logs
- Financial planners

Prepare a brief summary of at least five applications that provide some type of organizational benefit to the user. Include the price of each application and the Web site where you found each application.

ONLINE *Resources*

To find Web sites on this topic, visit the Digital Communication Tools Online Learning Center at **digicom.glencoe.com.** Click on Chapter 5, Resources.

Create and Beam a Note from Notes

You will learn to:

- **Describe** the features and functions of Notes.
- **Create** a new note in Notes.
- **Beam** a note to another PDA.

Notes An application on a PDA that allows you to create short notes or simple diagrams.

Functions of Notes Notes is similar to Pocket Word. **Notes** is an application on a PDA that allows you to create short notes or simple diagrams. To use Notes, you do not need to use the keyboard or the writing area as in Pocket Word. Instead, you can write or draw directly on the screen with the stylus.

Why Use Notes? You can use Notes to jot down a quick message or reminder to yourself or to draw a diagram. For example, in social studies class, you may want to draw a rough sketch of a map of an area your teacher is describing.

On the job, for example, you may be discussing a design element with a client if you are an architect or contractor. Using Notes, you can draw the design element and then write notes below it to mark off dimensions.
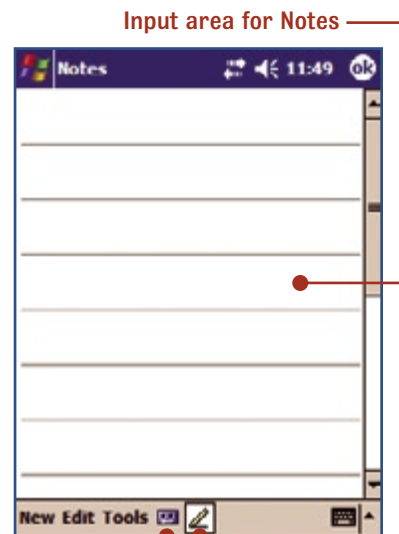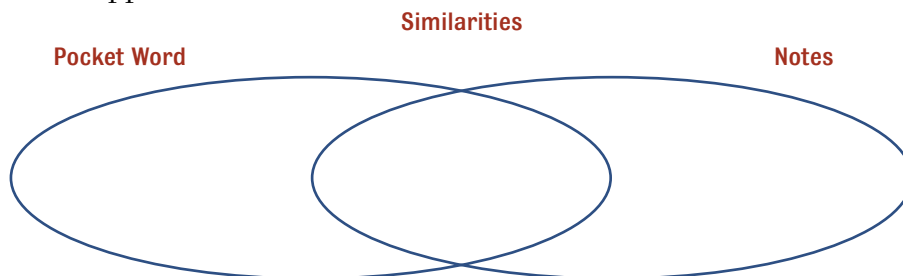
Input area for Notes

Opens audio recorder for Notes

Writing tool—click to use as selection tool

DIGI*Byte*

Features of Notes

- Notes can be stored in All Folders just as in Pocket Word.
- New Folders can be created.
- Notes can be beamed to another PDA.
- Folders cannot be beamed.
- Audio messages can be stored in Notes.
- Notes or Folders can be e-mailed if there is wireless connectivity.

## ✅ Concept *Check*

Compare the characteristics of Pocket Word and Notes. On a sheet of paper, draw the diagram shown below. Write the unique characteristics of each application in the outer areas of the ovals. Fill in the similarities in the overlapped area.

Similarities

Pocket Word

Notes

Activity 6

RUBRIC LINK

Step-by-Step

Create and Beam a Note

1. Tap **Start, Notes**. Tap **New**.
2. Write or draw on the screen with the stylus.
3. Notes created in All Folders are named Note 1, Note 2, and so on. Notes created in Business Folder are named Business 1, Business 2, and so on. Rename a note by returning to the Notes list, tap and hold the stylus on a note name.
4. Tap **Rename/Move…**.
5. Enter a new name for your note.
6. To beam a note, tap and hold the stylus on a note name and then choose **Beam File**.
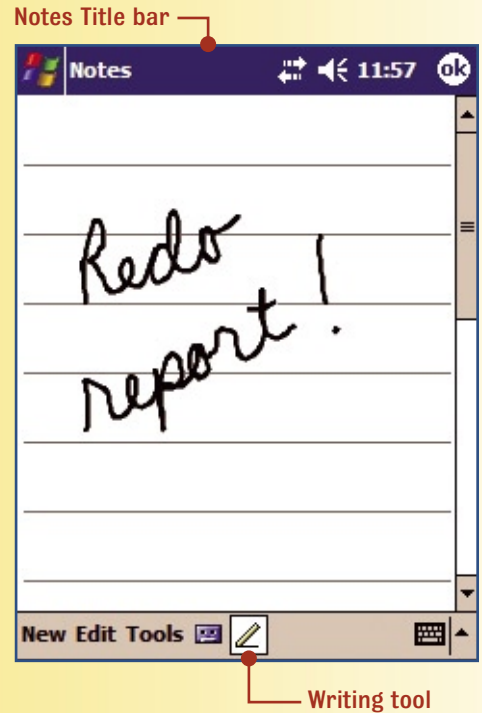
Notes Title bar —

Writing tool

Application 9

Scenario You are an architect and need to redesign the room you are in. To do this, you need to create a rough sketch of the room as it is at this time for reference.

Directions Open a new Note. Look around the room and draw the walls, doors, windows, and any other features. Be sure to include the approximate dimensions of the room and to draw everything to scale.

Name this drawing *Your Name Room Sketch*. Beam the drawing to your teacher.
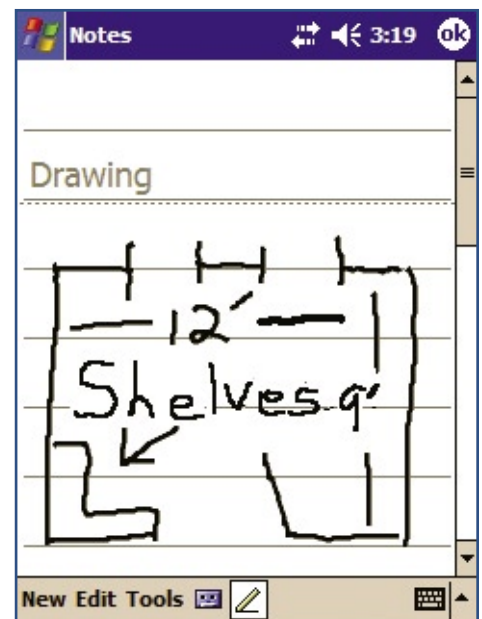
Create a Contact

You will learn to:

- **Add** and edit addresses in Contacts.
- **Create** and beam a Contact.

Use of Business Cards Business cards are a trade symbol for businesspeople. A business card contains information about a person and the company he or she works for. The information listed is usually the person's name, title, company name, business address, phone number, e-mail address, and fax number.

When businesspeople meet new associates, they often exchange business cards. The business card is used in place of an address book. Many people organize their business cards in a wallet-style organizer with dividers that separate the business cards. One problem with this system is that the wallet organizer can become bulky and awkward.

Contacts in PDAs A common application in most PDAs is a type of address book. Since the address information is stored electronically, a PDA is capable of storing a large number of addresses. Once a person's address and information is entered into the PDA, the information can be beamed to another PDA to be shared.

✅ Concept *Check*

Create a list of the type of information you would like to save about people you know. What kind of information do you think would be helpful for businesspeople to know about someone they are doing business with?

DIGITAL DIALOG

Wi-Fi in Your Area

Teamwork With a partner, search the Internet to find out about connectivity for handheld computers. Keywords for this search might include "PDA" and "connectivity."

- What can you find out about the speed of the connection?
- What costs are involved in wireless connectivity for a handheld?
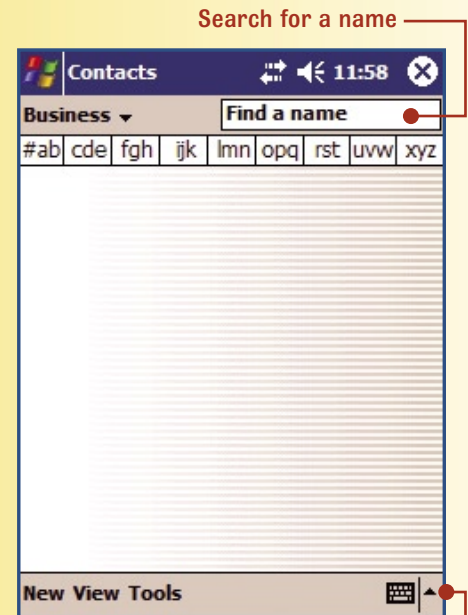
Step-by-Step

Add and Edit Contacts

1. Tap **Start**, then **Contacts**. Tap the **New** button in the lower left corner of the screen.

2. Enter the following information on the line indicated. Tap on the line where you want to enter text.

   Last name: Smith
   First name: Janet
   Title: Administrative Asst.
   Company: ABC Computers
   Work: 888.555.4444
   Fax: 888.555.2442

3. Tap the down arrow in the scroll bar to see more lines on the screen.

4. After you enter the information for the first address, tap **OK**.

5. To enter another address, tap **New** and repeat Steps 2 through 4. If you make a mistake and want to edit the text, tap the stylus next to the letter or number you need to change, and then open the keyboard to make editing changes.

6. You can search for entries in Contacts by entering a name in the box that says Find a name. After you have entered many addresses, this is an effective feature to use instead of scrolling through several pages of addresses.

   You can also move to a particular letter of the alphabet by clicking the corresponding letter at the top of your contact list.

Search for a name ——

Select text entry method ——

Continued
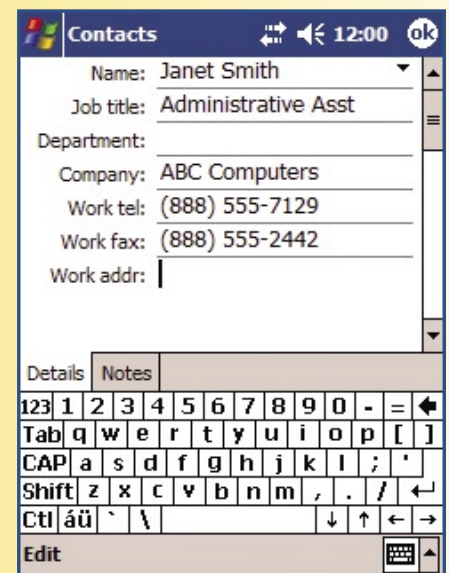
Step-by-Step *continued*

Activity 8

Create and Beam a Contact

1. Open **Contacts**.

2. Tap the address you want to beam. The person's name should appear on the screen.

3. Tap **Tools** at the bottom of the screen.

4. Tap **Beam Contact**.

5. Choose **Infrared** and align your PDA infrared port with another PDA infrared port.

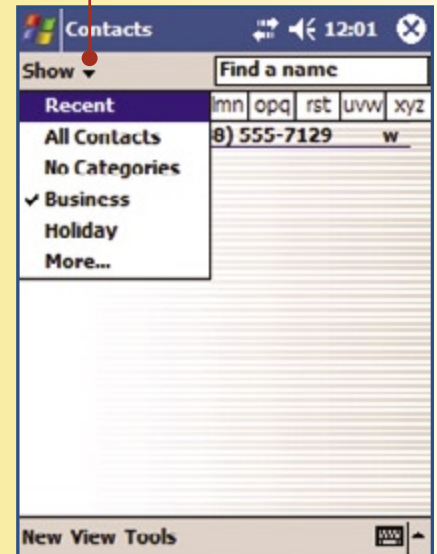Hold stylus on the name to open the drop-down menu
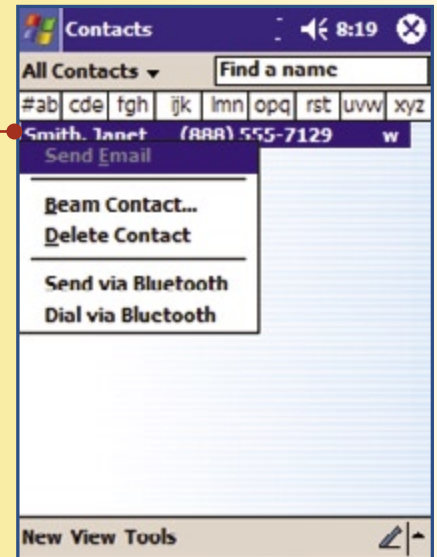
Activity 9

Move a Contact to a Category

1. Tap a name in your contact list to display it.

2. Tap **Edit**.

3. Tap the scroll bar to move down to the text No Categories.

4. Tap **No Categories**.

5. Choose a category from the list. Tap **OK**.

6. Tap **All Contacts** to see the category name listed. This contact now displays in the new category.

7. Tap **All Contacts**, to add more categories.

Select to display categories

Application 10

Directions Add a new category to the ones already created on your PDA, and name the category. For help on how to add categories, see Lesson 5.4, page 135. After you add the category, create three new addresses and business cards to be placed in the new category.

Application 11

Directions Create a new folder named **Colleges** for your contacts list. Go to the Internet, and look up the addresses of two colleges you would like to apply to or visit. You can choose community colleges, technical colleges, or four-year colleges.

For each college, find the address for either of the following:

- The freshman admission office.
- Campus tours.

If you do not find a contact name, leave the Last Name and First Name lines blank. Fill in as much information as you can find.

Find a classmate who has a college address other than the ones you chose and ask him or her to beam it to you. Then find another classmate who does not have one of your colleges and beam that college address to him or her.

Application 12

Scenario On the weekend, you plan to apply for a job at the local newspaper. Many companies request at least two references on job applications. Also, colleges often require personal references when you fill out their applications.

Directions Create a new folder in your contacts list and name it **References**.

Add two new addresses to your contacts list, and store them in the new References folder. You may use the information below or add your own references.

Amelia Hartso
ahartso@stateschool.edu
1017 Cambridge Court
Berkeley, CA 94703
510.555.9750
510.555.2490 fax
School Guidance
Counselor

Chu Lee
clee@leebusiness.com
526 Olive Street
Tampa, FL 33607
813.555.4320
President

TECH ETHICS

Software Licenses

Scenario You are the owner of Wheeler Properties, a real estate company. You purchase PDAs and a special software program that will help employees better organize client addresses and phone numbers. The software even dials clients' phone numbers if they have a compatible cell phone. The PDAs and the software were purchased by Wheeler Properties. The software license, a legal agreement between the software company and anyone who uses the software, allows each user to install and use one copy of the software.

One day you find out that one of the employees has installed the program on his or her personal PDA. What action should you take?

Teamwork In a small group, discuss how this situation should be handled. Discuss the questions below and write a recom–mended plan of action for this incident. Defend your response with good reasons.

Critical Thinking Can the employee legally install the software on his or her own PDA? Why or why not?

ONLINE Resources

To find Web sites on software licenses, visit the Digital Communication Tools Online Learning Center at **digicom.glencoe.com.** Click on Chapter 5, Resources.

Use Calendar

You will learn to:

- **Explain** the features and advantages of Calendar.
- **Create** an event in Calendar.
- **Copy,** paste, and delete events.
- **View** Calendar in daily, weekly, or monthly format.

DIGI*Byte*

Features of Calendar

- Users can view the calendar by the day, week, or month.
- Events can be cut, copied, and pasted from one date to another.
- Events can be beamed to another PDA.
- Notes can be added to events.
- An alarm can be set on an event as a reminder.

Calendars Do you have a calendar hanging on your wall at home to remind you of family events, school events, and holidays? Calendars, as you know, can be wall-sized or small enough to fit in a pocket.

What Is Calendar? In a PDA, Calendar is an application that allows you to keep track of appointments. Although the times are automatically displayed in one-hour segments, different time periods can also be created.

Advantages of Calendar One of the advantages of having the Calendar application on a handheld computer is that the calendar can go several years into the future. Another advantage is that you can record many different events. It is easy to copy and paste appointments between dates and times. If an appointment takes more than one hour, you can block the amount of time needed for the appointment. This helps to make sure you do not create appointments that overlap. Appointments can also be beamed from one PDA to another.

✅Concept *Check*

List ways you might use Calendar. Would Calendar help you keep organized? Why or why not?

DIGITAL DIALOG

Applications to Download

Internet Investigation Work with a partner to search the Internet for various applications to download to handhelds that will help you organize appointments.

- Do any of these applications update a calendar on your desktop computer?
- What are some of the features of these applications?
- How much do they cost?
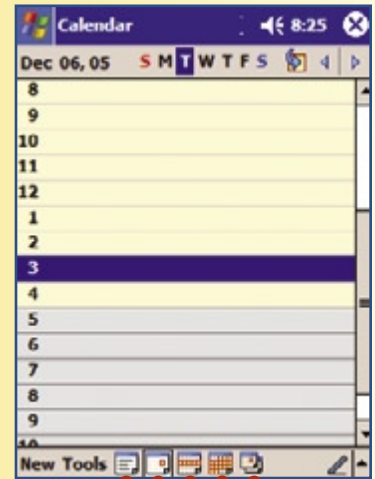
Summarize your findings in a one-page report.

? If you need additional help on this topic, open the Help menu; or refer to the documentation for your hardware.

Use Calendar in Day View

When you open Calendar, the screen for the current date appears. Appointment times are automatically displayed if any have been created.

1. Tap **New** to create an appointment. Today's date appears.

2. Enter a subject using the onscreen keyboard or choose one from the list by clicking the arrow.

3. Set the correct date and time by tapping on the date displayed and choose your date from the calendar that appears.

4. Repeat Step 3 to set the time from the list or enter it from the keyboard.

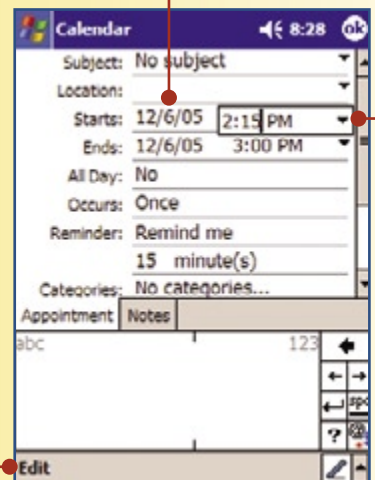5. Select **None** or **Remind Me** from **Reminder**.

6. Make changes as needed.

Agenda View — Year View
Day View — Month View
Week View

Create a Future Event

1. Tap the right arrow to the right of the date. You should be at next week's date.

2. Repeat Steps 1-6 above to enter a new event.

3. Set an event at **2:15** for Class Pictures.

Click to select date   Select time

Copy Events

When an event occurs at the same time over a period of time, you can set the occurrence for this event so it will automatically appear at the correct time and date.

1. Tap the event to open it. Tap **Edit**.

2. Tap **Occurs.**

3. Choose a selection or choose **Edit Pattern**.

Edit

DIGI*Byte*

To Set an Alarm
Go to Start, Settings, System, Clock and Alarm. You can preset three different alarm times.
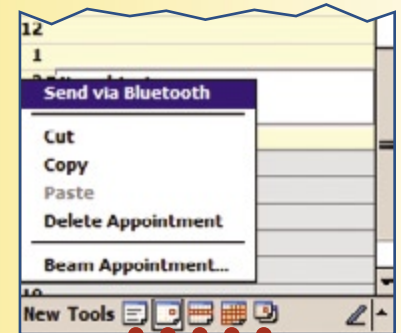
Continued

Step-by-Step *continued*

4 Tap **Next**. Choose Day, Week, Month, or Year and the day of the week.

5 Tap **Next**. Select the start and end dates.

6 Tap **Finish**.

Delete an Event

1 Tap the event from the list.

2 Tap **Tools** at the bottom of the screen.

3 Tap **Delete Appointment**. Tap **OK**.

Choose Weekly and Monthly View Format

You can view Calendar in Week View or Month View if you want to look for dates when an event is scheduled. The shaded squares indicate an event has been scheduled on that date.

1 To view your current appointments in the hourly format, tap **Day View**.

2 Tap **Week View** to see your current appointments in the weekly format.

3 Tap **Month View** to see your current appointments in the monthly format.
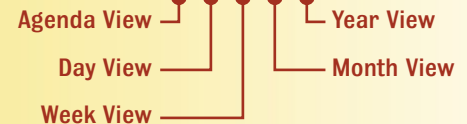
Agenda View — Day View — Week View — Year View — Month View

Application 13

Directions In Calendar, add the birthdays of five of your friends and family. Also add any important events that you know about, such as meetings, school holidays, or deadlines for school projects.

Application 14

Directions Use Calendar to enter the dates for home football games. Get a copy of the football schedule from your school's Web site or your teacher.

Enter the first home game on your PDA. Copy this event and paste it in the correct date and time for each home football game. View in weekly and monthly format. Choose one of the events you just created and delete it.

Create a Task

You will learn to:

- **Explain** the use of the Tasks application.
- **Add** items to the Tasks application.
- **Use** the Details feature.
- **Select** preferences from the Show feature.
- **Add** a note to a To Do item.

Tasks An application on a PDA that allows you to create, keep track of, and prioritize important tasks and events.

Tasks How do you remind yourself about an appointment or something you need to take to class with you? Some people create a task to help remind them of these items. **Tasks** is an application on a PDA that allows you create, keep track of, and prioritize important tasks and events.

Organizing with Tasks The Tasks application helps you organize activities in a number of ways. You can prioritize the items on your list and set preferences for different features to display for each item. Items in Tasks can have due dates and completion dates. Tasks has categories in which to store items.

✔ Concept *Check*

How is the Tasks application similar to the other applications in a PDA? How is it different? List additional features that can be helpful to you in organizing items.

DIGITAL DIALOG

Compare and Contrast

Teamwork Work in a group to compare these three applications: Pocket Word, Notes, and Tasks.

- What features do they have in common?
- What is different about each application?
- Give an example of how each application could be used in school or on a job.

Summarize your findings and report them to the class.

Step-by-Step

Add Items to the Tasks Application

1. Tap **Start**, **Programs** and then **Tasks**.

2. Tap where it says **Tap here to add a new task**. The keyboard, or current input screen, appears.

3. Enter **Meeting**. Tap the blank area below your task to complete the entry.
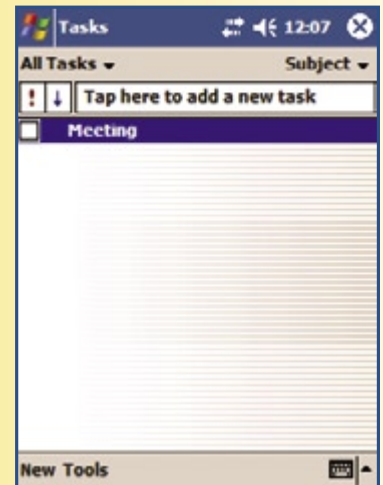
Use the Priority Feature

1. Tap the task name to choose a task.

2. Tap **Edit**. Go to **Priority** and choose **High**, **Normal**, or **Low**.

3. Tap **OK**.

Edit a Task

1. Tap the task name to choose a task.

2. Tap **Edit**.

3. Change **Status**, **Starts**, **Due**, **Occurs**, **Categories**, or **Sensitivity**.
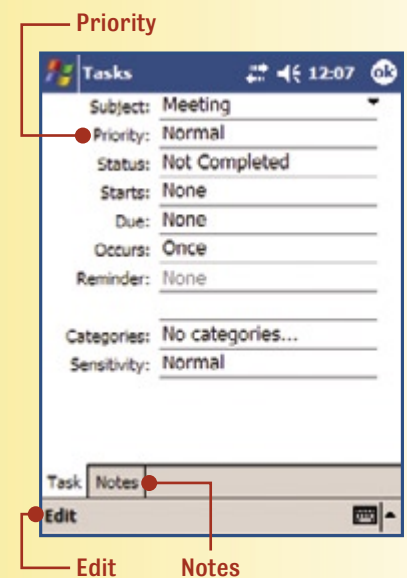
Add a Note to a Task Item

1. Tap **Meeting** in your task list. Tap **Notes**.

2. Enter a note, such as the place and room number for the meeting, on the Note screen. Tap **OK**.

Beam a Task

1. Tap the task name to choose a task.

2. Tap **Tools**.

3. Tap **Beam Task**.

Delete a Task

1. Tap the task name to open a task.

2. Tap **Tools**.

3. Tap **Delete Task**.

Application 15

Scenario You have an important meeting with the vice president of your marketing department in one week. You do not want to forget anything, so you decide to use Tasks to note the items you want to share.

Directions Enter each item below in Tasks as a separate item. Choose the priority settings for each item.

- Report of survey results from telephone survey
- Market analysis results of similar products
- Cost of packaging
- Advertising target audience
- Time needed to complete production

Application 16

Scenario You are in charge of arranging the annual company holiday party. As you begin a list of things to do, you realize the best place to save it is on your PDA. That way you can send the list to your office manager.

Directions Open Tasks and name this task **Holiday Party.** Enter the following items. If you can think of anything else that is needed, add it to the list. Prioritize the items after you enter them. Add a note to two of the items.

- Send invitations
- Talk to a caterer about menu choices
- Select and buy invitations
- Check availability of locations for party
- Plan decorations
- Buy decorations
- Choose a date and get approval from management

DIGITAL Decisions

Training Presentation

You work for Stephen Bank International, a large bank that has its own training staff. Each of the department managers and vice presidents has been given a new handheld computer. You have been chosen to prepare and present a workshop on the three most important applications on a handheld computer.

Critical Thinking Choose from the following applications:

- Pocket Word
- Notes
- Contacts
- Calendar
- Tasks

Summarize which three applications you will explain, and why. You may create a table for the information, or you may enter the information in your PDA.

Be prepared to explain why you feel the applications you are going to talk about are important for the managers and VPs. Give at least two examples of how each application could be used.

RUBRIC LINK

Go to the Online Learning Center at **digicom.glencoe.com** and click Lesson 5.8, Rubric, to find the application assessment guide(s).

DIGITAL Career Perspective

Health Science

Elected Officials

Using the digital input skills you have learned in this chapter, record information about four elected officials.

Investigate Collect the names and addresses of four representatives in your local area or at the state level. You can find this information on the Internet, in newspapers, and in magazines.

Add the names to the Contacts application of your PDA. Include the following data about each representative:

- Political party
- Length of term
- Re-election date
- Any bills or legislation he or she participated in—that is, voted on, promoted, lobbied for, or wrote

Use the PDA When you begin to add the names to Contacts, look for a place to add extra information about a representative.

Does Contacts have a special place where you can add narrative information about an individual? What kind of narrative information would be most important to add? If so, where is it?

List the steps to add narrative information in Contacts. Make sure the steps are clear and easy to follow. Beam the steps to another student to check that you have included all the necessary information.

E-Portfolio Activity

PDA Skills

To showcase the new digital input skills you've learned in this chapter, use Notes to create a list of your skills with a PDA. Include skills such as: use Contacts, use Notes feature, and so on.

- Give a title to your document.
- Include a graphic or photo.

Save the document as an HTML file for your e-portfolio.

Self-Evaluation Criteria

Have you included:

- Name and address?
- Length of term?
- Re-election date?
- Any bills or legislation he or she participated in?
- The name of a place in Contacts to add narrative information?
- The steps to add narrative information in Contacts?

Read to Succeed PRACTICE

After You Read

Create a Personal Study Aid Create your own study aid by drawing a line down the middle of a sheet of paper. Write **Questions** on the left side and **Answers** on the right side. Find the "You will learn to:" section of each lesson. Write the bullet points as questions on the left side of your paper. For example, for Lesson 5.1, you could write "What are two methods of entering data into a handheld?" Then answer the questions on the right side of your paper. Do this for each lesson.

Check your answers by reading the lessons or asking your teacher. To study, cover the answers with another piece of paper. Look at the questions, practice answering them, and you have created your own study aid!

Example:

Questions	Answers
What are two methods of entering data into a handheld?	With a stylus and with the soft keyboard

Using Key Terms

Understanding the terms to use with PDAs is important. See how many of these terms you know by matching each one with the correct statement.

- **stylus**
- **Pocket Word**
- **beam**
- **synchronization**
- **folders**
- **Notes**
- **Tasks**

① To send data from one PDA to another via an infrared beam.

② An application on a PDA that allows you to create short notes or simple diagrams.

③ An application on a PDA that allows you to create simple documents.

④ A penlike device used to select icons on a PDA screen or to write on a PDA screen.

⑤ An application on a PDA that allows you create, keep track of, and prioritize important tasks and events.

⑥ Used to organize data and are similar to folders on a desktop computer or to files in a file drawer.

⑦ The process of transferring data between a PDA and a computer.

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

4 means, "I understand all of this."
3 means, "I understand some of this."
2 means, "I understand very little of this."
1 means, "I don't remember this."

**To use a printout of this chart, go to digicom.glencoe.com and click on Chapter 5, Self-Assessment.
Or:
Ask your teacher for a personal copy.**

Rank Your Understanding

Lesson	Topic	4	3	2	1
5.1	• Four reasons to use a PDA				
	• Two methods to enter data on a PDA				
5.2	• Uses of Pocket Word				
	• How to create a new document				
5.3	• Two uses of beaming				
	• How to beam a document				
5.4	• Uses of folders in PDAs				
	• How to create new folders				
5.5	• Uses of Notes				
	• Six features of Notes				
	• How to create a new note in Notes				
	• How to beam a note to another PDA				
5.6	• How to create an entry in Contacts				
5.7	• Five features of Calendar				
	• Two advantages of Calendar				
	• How to create an event in Calendar				
	• How to copy, paste, and delete events				
	• How to view Calendar formats				
5.8	• Uses of Tasks				
	• How to add items to Tasks				
	• How to use the Details feature				

If you ranked all topics 4, congratulations! Consider doing a quick review.
If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.