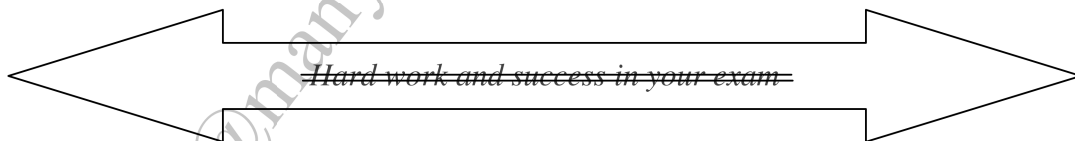


PROJECT GUIDE FOR STUDENTS

General Philosophy

The project is an essential part of the course. It represents practical work that you have done largely under your own direction, relevantt to the field of busines computing and information management, and draws upon the knowledge gained from other modules on the course.

You have only, a limited, time in which to carry out the project and therefore, you should plan to use the available time effectively. The project is intended to provide you with training and experience in both the standards required for an academic piece of work, and in carrying out work that requires an element of originall thinking. This does not mean that the work carried out must result from an original contribution to the fields of computing science or Information systems. Rather, you are expected to produce work that is of your own design and making and not to simply copy the work of others, there is no exact lengthth requirement for the report. Most people write too much. The workload is expected to be the equivalent of about 7 months. The length of the report is not proportional to the amount of work you have done. It is related to what you want to say. The format of the report is very important. You need to remember that this is an academic piece of work. The work you are reporting is also your work not someone else's. Published sources will be important to you but do not repeat them; you reference them to support what you want to say.



Question 1

- (a) Type the passage above the way it's and save as A: / **“PROJECT 1”** (10 marks)
- (b) Spell and grammar check “protect 1” and Save it as A:/ **“PROJECT 2”** (6 marks)
- (c) Print **project2** (2 marks)
- (d) The heading "project guide for students" to have the styles (7 marks)

- o Font size: 28
- o Font face: Castellar
- o Centered across the page
- o Superscript

(e) The second paragraph to be three columns and having the following styles (15 marks)

- o Justify
- o Paragraph border style double line ½ pts **width**
- o Font size: 11
- o Character spacing 150
- o Save it as A:/ **FINAL PROJECT**' and **print** it

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