

1. (a) Type the following passage exactly as it appears using a word processor and save it as EXERCISE (20marks)

PROCESS OF INFORMATION SYSTEM DEVELOPMENT

INTRODUCTION TO INFORMATION SYSTEM DEVELOPMENT

The methodology area can justly be described as a jungle. Firstly there appears to exist many hundreds of the system development methodologies. Longworth (1985) in a recent study identified over 300. If all these are different, then it is no wonder that there is so much confusion. However, it may be that the differences are trivial and are made solely to differentiate methodologies in the market place.

WHAT IS A METHODOLOGY?

The term methodology is not well defined either in Literature or by practitioners. There is very little agreement as to what it means other than at a general level. The term is usually used very loosely and yet it is used very extensively.

This loose use does not mean that there are no definitions, simply that there are no universally agreed definitions. At the general level, it is regarded as a recommended series of steps and procedures to be followed in the course and developing an information system. In a brief *ad hoc* survey, this proves to be about the maximum that people will agree to and of course such a definition raises many more questions than it answers.

For example:

- What is the difference between a methodology and a method?
- Does a methodology include a specification of the techniques and tools which are to be used?
- Does a collection of techniques and tools constitute a methodology?
- Should the use of a methodology produce the same results each time?

The questions that arise are fundamental as well as numerous. Unfortunately the most that can be achieved is to air the issues. The information system community is in the process of debating the meaning of the term methodology in an information system context, and it may one day have a universal definition. However, it may be more realistic to assume that this will never be achieved. An information system's methodology has been defined as a recommended collection of philosophies, phase, procedures, rules, techniques, tools, documentation, management and training for developers of information systems. (Madison 1983).

According to this definition, a methodology has a number of components.

Which specify:

- (i) How a project is to be broken down into stages
- (ii) What tasks are to be carried out at each stage
- (iii) What outputs are to be produced
- (iv) When they are to be carried out
- (v) What constraints are applied
- (vi) What support tools may be utilized

In addition, the methodology is supposed to specify how the project is to be managed and controlled and support the training needs of the users of the methodology. This is all encompassed in a view or philosophy concerning the important and critical aspects of information systems development.

Required to

- b) Remove the underline from all the underlined and change the text to bold and italics.
Apply hanging indent to the first two paragraphs. Save the document as EXERCISE 2. (6marks)
- c) Select the text starting from the words “For example:..... information systems development” (at the end of the passage) and move it to a new page and save as EXERCISE 3. (5marks)
- d) (i) Retrieve **EXERCISE** document and convert it to two columns of the same width and height and justify them. (6marks)
- (ii) Double space the first paragraph of the passage and fit the entire passage into one page (4marks)
- (iii) Insert your name into the passage as a footer so as to appear as © your name. Save the document as **EXERCISE 4.** (5marks)
- d) Print **EXERCISE, EXERCISE 2, EXERCISE 3, EXERCISE 4** (4marks)