

Deadline midnight 19th February 2012

Athlone Institute of Technology

Foundation Certificate (Information Technology)

Practical Assessment 2 (Word 40%)

Instructions

Create a three page Word document describing your local town (Athlone, Longford, Roscommon, Mullingar, etc.). Useful content would include: history, tourism, shopping facilities, entertainments, sports, etc. The document should demonstrate the following:

Margins, indentation and tabulation

Headers, footers and page numbering / Single and double line spacing

Different types of text fonts, styles, sizes and colours.

Text alignment / Bullet point styles / Insert a hyperlink / Spell check

Some different size photographs, clip art, Word Art / Smart Art / auto shapes and a chart

Border formats and shading / Table showing merging, splitting and shaded rows / columns

This assignment is testing your technical ability in Word and therefore would be different to a normal Word document prepared for a “real-life” situation. Please read Standard Word documents in the Assignment Section.

You will save Assessment 2 – Word with your Student ID Number, followed by word. For example:

A12345678word. When it is finished you will send me an email informing me what you are sending, plus you will attach your word file, by midnight, Sunday 19th February, 2012.

Mark Scheme

The Word document will be marked out of 40% out of the total PowerPoint / Word / Excel Assessments.

	Basic Guide	Advanced Guide
<u>Text & Images</u>	Standard fonts, styles, sizes & colours. Text may be too little to demonstrate variety. Header / Footer and Page Numbers used. Few or fuzzy images. Single and double line spacing. Clip Art and Shapes used. Basic Bullet points & Alignment used.	Good variety of fonts, styles, sizes and colours. Appropriate amount of text. A variety of bullet points demonstrated. Variety of relevant, clear photographs, Word art, Smart Art used. Variety of alignments used. Margins, indentation and tabulation. Border formats and shading used on images.
<u>Other</u>	Some research and logical order shown. Watermark provided. Relevant working hyperlink. Spell check used.	Appropriate table displaying merge, splits and shading (rows & columns). Graph provided. Subscripts and superscripts used.

Note:- Use the check list on the Assignment Page as a useful guide on content required.