



Assignment 1: Microsoft Word Report

Objective: Create a comprehensive report on a current topic using Microsoft Word. This assignment will help you understand and apply Word's advanced features such as formatting tools, references, and design structures.

Topic Suggestions:

1. Innovations in Distance Learning Technologies
2. Current Trends in Cybersecurity
3. The Role of AI in Modern Healthcare

Instructions:

1. Research Your Topic:

- Gather information from at least three reputable sources (e.g., academic journals, government publications, respected news outlets).
- Make sure to note all necessary details for citations. You have to cite references in APA format.

2. Create Your Document:

- Start by setting up the page layout suitable for your report (Margins, Orientation, Size).
- Choose a professional template or design your own format.

3. Utilize Advanced Word Features:

- **Text and Paragraph Formatting:** Utilize styles for headings and text to ensure consistency throughout the document.

- **Inserting Tables and Charts:** Use tables to present data clearly. Consider inserting charts if they add value to your report. Insert at least one table and one chart and name them properly.
- **References Tab:** Use the Reference tab to insert citations and manage your bibliography. Employ at least one footnote and one endnote features where appropriate.
- **Insert Link:** Use the Insert tab to insert a link to refer something where appropriate.
- **Cover Page:** Design a cover page that includes the report's title, your name, date, and any other relevant information. Try to use NorQuest college logo as watermark in your cover page.
- **Table of Contents:** Use the automatic Table of Contents feature under the References tab. Add Table of Tables and Table of Figures as well.

4. **Review and Edit:**

- Use Word's review features like Track Changes and Comments to revise your draft. Ensure all spelling and grammar checks are complete using the Review tab.

5. **Page Limit:**

- Insert page number in all pages. Try to put no page number in cover page. Total 5-6 Pages. One page for cover letter, one page for table of content, one page for references, two – three pages for information. Use page break where needed.

6. **Export and Submit:**

- Save your document by applying an appropriate File Naming Convention (FNC), where there will be date, first name, unit number, day number, task number, topic name in short, and appropriate symbols in between. Finally, export it as a PDF for submission to ensure formatting is preserved.
- Submit the report in Moodle.

7. **Evaluation:**

- You do not need to write all the information by yourself. You can take information from different sources and cite them properly.
- N. B. This task is not for evaluating your writing quality, rather evaluating your knowledge on using different functionalities of Microsoft word.