IT FOR SUCCESS IN EVERYDAY LIFE AND WORK

ASSIGNMENT 1

The work you are going to submit for this assignment must be designed and carried out individually.

- Do the work using Microsoft Office Word, Microsoft Office Excel, and Microsoft Office PowerPoint.
- You MUST NOT copy any work from any other member, group or anyone else alive or dead.
- There will be penalties for late submissions!

Hand-in Deadline: October 24th, 2019, before 11:00 a.m. - Submit soft copies onto iSpace.

BASIC REQUIREMENTS

Part (A) – Using Microsoft Office Word

Using 'Microsoft Office Word, make a report to compare McDonald's with KFC. All the relative information (text and images) should be referred from the following places:

- "ABOUT US" in https://www.mcdonalds.com.hk/en/about-us.html
- "About KFC" in https://www.kfchk.com/en/about/overview.html

The content of the Word processor document file should include **at least** the following:

1. Title
   1) Placed in the first page
   2) Main title
      - determine the content of main title yourself
      - Text: Times New Roman, center, bold, size 18
   3) Subtitle
      - content: your English name, student ID and class ID, for example "Jack Bones 19xxxxxxxx 10xx"
      - Text: - Times New Roman, center, not bold, italic, size 14
2. Table of Content
   1) Auto generated by Microsoft Office Word
   2) Placed right next to the title (in the same page as title)
   3) Includes at least 2 sections
   4) Have subsections

3. Text

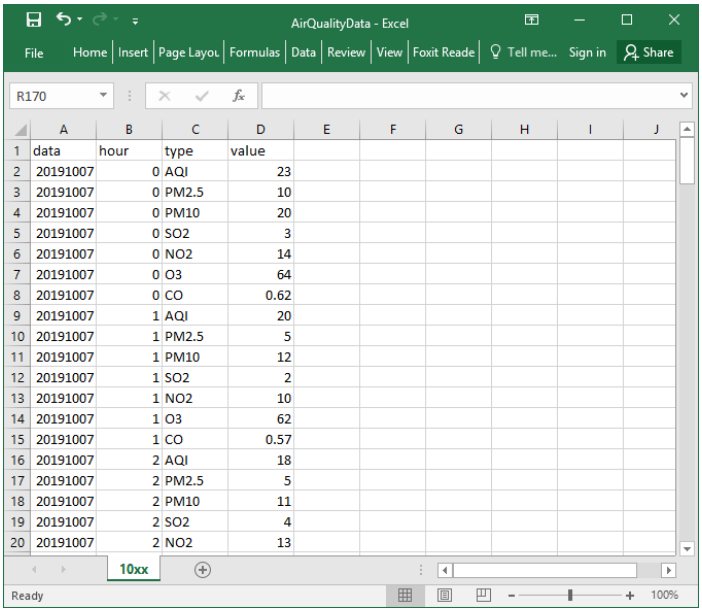
1) Start from the second page
2) Less than 3 pages, which means the whole file has only 2 or 3 pages including title
3) Separated into 2 columns
4) Reader friendly: well-formatted with proper font size, font color and spacing
5) Figure & Table
    - at least one figure and one table
    - has caption and caption generated by Microsoft Office Word
    - numbered in order in caption
    - well-adjusted to fit the text (proper size and position)
6) Bullet points
    - applied in proper place (not in headings)
    - at least 2 bullets
    - meaningful content
    - proper aligned
7) Header & Footer
    - applied in every page
    - header:
        i. "IT_Assignment1_DST" aligned left,
        ii. "19xxxxxxxx 10xx" aligned right, you should replace "x"s to complete your student ID and class ID
    - footer:
        i. show page number and total page number together with center alignment

Part (B) – Using Microsoft Office Excel

Use 'Microsoft Office Excel' to make an air quality report for Zhuhai, given the original data in "AirQualityData.xlsx".

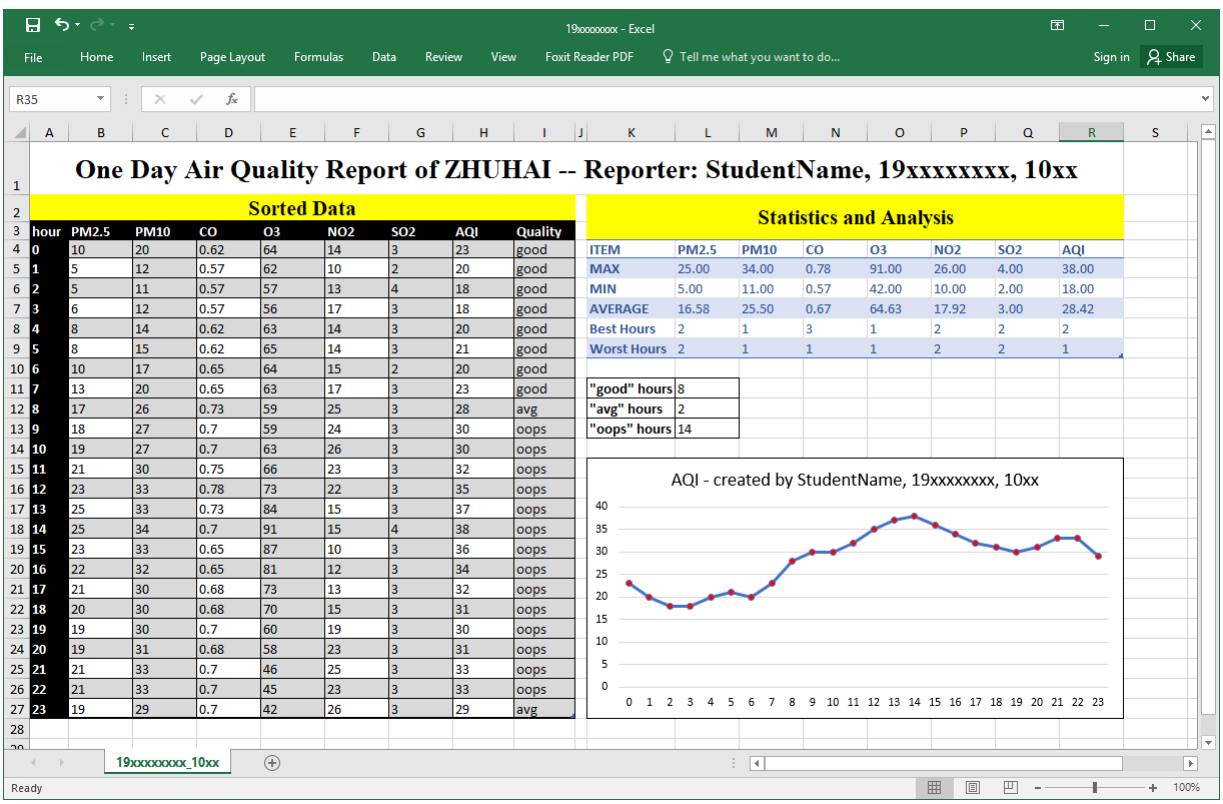
Material & Sample Result (for example)

Given the one day air quality data of Zhuhai in "AirQualityData.xlsx" as below,



data	hour	type	value
20191007	0	AQI	23
20191007	0	PM2.5	10
20191007	0	PM10	20
20191007	0	SO2	3
20191007	0	NO2	14
20191007	0	O3	64
20191007	0	CO	0.62
20191007	1	AQI	20
20191007	1	PM2.5	5
20191007	1	PM10	12
20191007	1	SO2	2
20191007	1	NO2	10
20191007	1	O3	62
20191007	1	CO	0.57
20191007	2	AQI	18
20191007	2	PM2.5	5
20191007	2	PM10	11
20191007	2	SO2	4
20191007	2	NO2	13

make an air quality report as below,



One Day Air Quality Report of ZHUHAI -- Reporter: StudentName, 19xxxxxxxx, 10xx

Sorted Data

hour	PM2.5	PM10	CO	O3	NO2	SO2	AQI	Quality
0	10	20	0.62	64	14	3	23	good
1	5	12	0.57	62	10	2	20	good
2	5	11	0.57	57	13	4	18	good
3	6	12	0.57	56	17	3	18	good
4	8	14	0.62	63	14	3	20	good
5	8	15	0.62	65	14	3	21	good
6	10	17	0.65	64	15	2	20	good
7	13	20	0.65	63	17	3	23	good
8	17	26	0.73	59	25	3	28	avg
9	18	27	0.7	59	24	3	30	oops
10	19	27	0.7	63	26	3	30	oops
11	21	30	0.75	66	23	3	32	oops
12	23	33	0.78	73	22	3	35	oops
13	25	33	0.73	84	15	3	37	oops
14	25	34	0.7	91	15	4	38	oops
15	23	33	0.65	87	10	3	36	oops
16	22	32	0.65	81	12	3	34	oops
17	21	30	0.68	73	13	3	32	oops
18	20	30	0.68	70	15	3	31	oops
19	19	30	0.7	60	19	3	30	oops
20	19	31	0.68	58	23	3	31	oops
21	21	33	0.7	46	25	3	33	oops
22	21	33	0.7	45	23	3	33	oops
23	19	29	0.7	42	26	3	29	avg

Statistics and Analysis

ITEM	PM2.5	PM10	CO	O3	NO2	SO2	AQI
MAX	25.00	34.00	0.78	91.00	26.00	4.00	38.00
MIN	5.00	11.00	0.57	42.00	10.00	2.00	18.00
AVERAGE	16.58	25.50	0.67	64.63	17.92	3.00	28.42
Best Hours	2	1	3	1	2	2	2
Worst Hours	2	1	1	1	2	2	1

"good" hours	8
"avg" hours	2
"oops" hours	14

Note: the data in your "AirQualityData.xlsx" is totally different with the sample above!

Requirements:

1. Format

1) A1:R1
    - merge cells, center alignment, bold, font size 20, row height 40
    - replace "StudentName" with your English name, "19xxxxxxxx" as your student ID, "10xx" as your class ID (for example, 1001 for Class 1)
2) A2:I2 and K2:R3
    - merge cells, center alignment, bold, font size 16, background color
3) Table A3:I27 and K4:R9
    - choose a proper table style similar to the sample result
    - with no filter button
    - highlight header row and first column (bold or change text/background color)
4) Table K11:L13
    - apply "All Borders" to this table
    - bold the first column
5) Name the sheet as "19xxxxxxxx_10xx", where you need to replace "x"s with your student ID and class ID
6) Data in the tables should be aligned left

2. Data

1) The header row and first column of table in your file should be the same as that of the sample result, don't change the order of the header titles.
2) B4:H27
    - Copy the data from "AirQualityData.xlsx" which is located in your section folder ***(AirQualityData_1010, AirQualityData_1011, etc.)*** and put them to the right place in this area. No matter in what way, just make sure the correctness of data in this area.

Note: You must use the correct data requirement for your section, otherwise you lose points!

3) L5:R7
    - Format to 2 decimal places
4) All data is with no decimal place except that in column D and L5:R7

3. Function

Areas whose data must be calculated using functions.

1) I4:I27
    - if the AQI of a certain hour is less than (average AQI - 1) that day, the Quality of that hour is “good”
    - if the AQI of a certain hour is larger than (average AQI + 1) that day, the Quality of that hour is “oops”
    - if the AQI of a certain hour is **more than** or equals to (average AQI - 1), and is **less than** or equals to (average AQI + 1) that day, the Quality of that hour is “average”

    For example, if the average AQI is 10.55, then the Quality of AQI 9 is “good”, the Quality of AQI 10 is “average”, the Quality of AQI 11 is “average”, and the Quality of AQI 12 is “oops”.
2) L5:R7
    - use functions to calculate the maximum, minimum and average value of types(PM2.5, PM10, CO, O3, NO2, SO2 and AQI)
3) L8:R8
    - Best Hours: count the number of hours that has the minimum value.
    - Worst Hours: count the number of hours that has the maximum value.
4) L11:L13
    - Count the number of “good”, “avg” and “oops” in Quality.

4. Chart

Create a chart to represent AQI in different hour.

1) Place the chart in area K15:R27.
2) Set the title as “AQI – created by StudentName, 19xxxxxxxx, 10xx”, where you need to replace “x”s with your student ID and class ID.
3) Type of chart: Line Chart with Markers.
4) Horizontal Axis Labels begin from 0.
5) Fill markers with RED color.
6) Add border to the chart.

Part (C) – Using Microsoft Office PowerPoint

Prepare a PowerPoint file to present the document created in Part A.

The PowerPoint file has the following requirements.

1. Content
   1) Reader friendly: well-formatted with proper font size and color
   2) Use proper graphs, figures or charts
2. Effects
   1) Transition
   2) Animation
   3) List level increasing.
3. Overall requirements:
   1) Using master slide to apply McDonald's and KFC logos and page number to all slides
   2) Using template, not the default one.
   3) At least 2 slides
   4) At most 3 slides.

Note: This is an individual assignment and the information presented by different students should be quite different from one another. There will be a penalty for all plagiarism found in the work submitted for this assignment.

Submission:

You must submit a compressed file (.zip). The .zip file should contain all files created. The compressed file should be given the name: IT_19xxxxxxxx_DSTAssignment1.zip, where the 19xxxxxxxx should be replaced with your Student ID.

The zip file should contain the following

files:

19xxxxxxxx.docx

19xxxxxxxx.xlsx

19xxxxxxxx.pptx

Friendly Reminders:

1. *Please pay attention to the deadline of the assignment. Check if you have submitted all files before the deadline has passed. Avoid the submission peak time, e.g. two hours before deadline. TAs will send an email to students who did NOT submit the assignments, within 24 hours after the deadline.*
2. *Students can submit their assignment within 3 days (72 hours) after the deadline. In this case, the assignment will receive a 10% off penalty for each late day (i.e. 2 days late 20% off submission time mark).*
3. *No assignments will be accepted three days (72 hours) after the deadline without a documented legitimate reason.*
4. *Please do not use "快压" to compress your files. If you use it, teachers won't be able to open your files. You will get 0 marks. It is your responsibility to make sure your files can be opened by your TA.*

*Please use **English** to finish assignment.*