

CA: Introduction to Computer Science and ICT 2023

Instructions:

- ❖ Do this work as individual and have a soft copy.
- ❖ Group yourselves in tens following the class list 1 to 10, 11 to 20 and so on.
- ❖ Select a secretary or a coordinator.
- ❖ Create an attendance sheet. Any time you meet mark the attendance list.
- ❖ Each person should present his or her work to the group.
- ❖ Select the best and modify it as group work.
- ❖ At the end arrange the names in order of merit and assign marks from 0 to 20. Not more than 2 persons should occupy the same position.
- ❖ Put all the work together as one document and convert to PDF. At the top should be the list of group members with their assigned marks and attendance.
- ❖ Send the work to me on the platform using any of your group members on or before Friday 12/05/2023.

1. MS words:

(Project 1) use the given document to do the following:

- Beautify the cover page (**First Page**) with page borders and stylish font type and size.
- From the second page to the last page format it as much as possible.
- Create sections where you deem necessary and number them appropriately.
- Create an automatic table of content where indicated in the work.
- Create automatic table of figures. where indicated in the work
- Update all automatic tables.

2. MS excel Project2

- ❖ In MS excel attribute random marks on 20 to students named using any 20 names of your choice such that Computer will be coefficient 10, English coefficient 7, Mathematics coefficient 5 and French 3. You can use abbreviations.
- ❖ On additional columns calculate weighted total and weighted average for all the students
- ❖ On additional columns rank the students in order of merit following the averages.
- ❖ Grade the students so that above average of 18 Upper Class Honour, above 16 Upper class, above 14, lower Class Honour, above 12, lower Class, from 10 up to below 12, Average and below 10 fails.
- ❖ Below the table do the following:
 - a. Find the maximum score on 20
 - b. The minimum score on 20
 - c. The class average
 - d. The number of scores or marks of 10/20

Copy the excel sheet and paste as continuation of work in words. Arrange the work to be appropriate.

3. MS Excel and Words.

- Produce a good transcript in words.
- Import all the headings from Excel work into it. Take screen print, paste and crop as continuation in words.
- Preview and print the screen again and paste in words

Put everything together as one document and save as pdf.

Send to me before 12/05/2023.

This is the only CA for this course.