



**Maldives  
Polytechnic**

## **Assignment Brief**

### **November – 2022**

Student ID No.:

Student Name: ..... Date: .....

## **Introduction to Computing**

**Subject Code: CMT016A**

**Certificate III in Information Technology**

**Total Marks: 100**

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### **READ THESE INSTRUCTIONS FIRST**

- The total of the marks for this assignment is **100**

- Students are to submit the MS Access fil.

### **Task A (Total 40 Marks)**

Prepare a documentation of the texts given in the .doc file in **Task A** (ComputerSystems.doc) according to the format detailed below.

- 1) Should have a cover page **2 Marks**
- 2) Should have table of content of heading one, heading two, heading three **5 Marks**
- 3) Should have table of figures **5 Marks**
- 4) Should include a footer and a header. **2 Marks**
- 5) Footer and header should not be included in the following pages. **2 Marks**
  - i) Cover page
  - ii) table of contents page
  - iii) table of figures page
  - iv) abstract page
  - v) introduction page
- 6) Styling of heading of (table of contents, table of figures, abstract and introduction) should be as detailed below. **1 Marks**
  - a) Font: Times new Roman
  - b) Font size: 20
  - c) Font weight: Bold
  - d) Underlined
- 7) The page's numbering should be in (1,2,3,4,5...) number format **4 Marks**
- 8) Styles **4 Marks**
  - a) Heading one (Main heading)
    - Font: Times new Roman
    - Font size: 16
    - Font weight: Bold
    - Underlined
  - b) Heading two (Sub heading)

- Font: Times new Roman
- Font size: 14
- Font weight: Bold

c) Heading three (Sub heading)

- Font: Times new Roman
- Font size: 12
- Font weight: Bold
- Underlined

9) Page margin **3 Marks**

- Top: 1”
- Bottom:1”
- Left: 1”
- Right:0.75”

10) The document’s contents heading should be in numbered list with multilevel list. **4 Marks**

- i.e.     **1**
- 1.2**
- 1.2.1**
- 1.3**
- 2.....**

11) First Image (Imageone.jpg) layout should be in text wrapping, in the place where mentioned in the text (width: 2", height: 1.63"). **1 Marks**

12) Second Image (Imagetwo.jpg) layout should be in text line, in the place where mentioned in the text (width: 2", height: 1.63"). **1 Marks**

13) Third Image (thirdtwo.jpg) layout should be in Top and Bottom layout option, in the place where mentioned in the text (width: 6.01”, height: 4.9”). **1 Marks**

14) Images should have captions as given in the text document. **2 Marks**

15) The section that says “THE FOLLOWING POINTS SHOULD BE IN BULLETS LIST” Should be in this ➤ style of bullet, up to the end of the text that says “END OF THE BULLET LIST” **3 Marks**

## Task B (Total 30 Marks)

1. Recreate the logo in vector format using CorelDraw 30 Marks



## Task C (Total 30 Marks)

1. Recreate the quotation using MS excel 30 Marks

**FOOBAR  
LABS**

**Quotation by**  
Foobar Labs  
56-87, HSR Layout - Bengaluru,  
Karnataka, India - 560055

**Quotation to**  
Studio Den  
305, 3rd Floor Orion mall, Bengaluru,  
Karnataka, India - 560055

**Invoice No:** 003  
**Invoice Date:** FEB 19, 2020  
**Due Date:** FEB 19, 2020  
  
**Country of supply:** India  
**Place of supply:** Karnataka

Item #/Item description	Quantity	Rate	Discount	Amount (after discount)
Basic Web Development	10	₹ 10,000	5%	₹ 9,500
Basic Web Development <small>Create and send unlimited professional invoices for free. Use our unique features to collect payments faster.</small>	10	₹ 10,000	5%	₹ 9,500

**Terms and Conditions**  
1. Please pay within 15 days from the date of invoice, overdue interest @ 14% will be charged on delayed payments.  
2. Please quote invoice number when remitting funds.

**Additional Notes**  
It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here.'

**Attachments**  
1. filename.png  
2. invoice%402x.png  
3. verified-bank%402x.png

Sub Total	₹20,000
Discount(5%)	₹1,000
<b>Total Amount</b>	<b>₹19,000</b>

**Invoice Total In Words:**  
Nineteen Thousand Rupees Only

  
Authorized Signature

For any enquiries, email us on [info@foobarlabs.com](mailto:info@foobarlabs.com) or call us on +91 98765-43210