



**Assignment Brief November – 2022**

Student ID No.: □□□□□□□□□

Student Name: …………………………………… Date: …………………

**Introduction to Computing**

**Subject Code: CMT016A**

**Certificate III in Information Technology**

**Total Marks: 100**

**READ THESE INSTRUCTIONS FIRST**

| • The total of the marks for this assignment is **100** |
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| • Students are to submit the MS Access fil. |
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**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**

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