Assignment Brief Submission & Resub

Sub.	Re-Sub

LOs	LO3	LO4
Grade "Sub"		
Grade "Resub"	P	Not Achieved " Repeat unit"

Student Name:		Section Number	
Unit Number and Title:	ICT 124 - MS Office		
Qualification	Higher Diploma in Information Technology (y1)		
Academic Year:	2022-2023	Assessor Name	Dr. Eman Monir
Assignment Title	MS Office	Internal Verifier Name	Dr. Rasha Elstohy
Assignment No.	2	Issue Date	Wednesday 3/5/2023
Submission Format Type of Evidence	Report	Submission Date	Wednesday 10/5/2023

STUDENT DECLARATION

Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalised. It is your responsibility to ensure that you understand correct referencing practices. As a university level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

Student Declaration

Student declaration
I certify that the assignment submission is entirely my own work and I fully understand the consequences of plagiarism. I understand that making a false declaration is a form of malpractice.

Student signature: Date:

FORMATIVE FEEDBACK	DATE:

Assessor's Formative Feedback:

Assessors Name: Dr eman monir   Signature: *eman monir*   Date:

I acknowledge that I have received the feedback about my work from the assessor.
Student Signature: **Date:**

IV assessment brief approval

IV's Name	IV's signature	Date
Dr: rasha elstohy	*Rasha*	

Learning Outcomes and Assessment Criteria:			
Learning Outcome	Pass	Merit	Distinction
LO1 Managing Microsoft PowerPoint.	**P11** Carry out Microsoft PowerPoint to create and modify presentation files. **P12** Describe the functions of the Microsoft PowerPoint application. **P13** List the Microsoft PowerPoint animation functions.	**M7** Demonstrate how to create, save, and delete presentation files. **M8** Compare presentation show functions	**D4** Analyze appropriate template to structure slides.
LO2 Managing Microsoft Access	**P14** Carry out Microsoft Access to create and modify database files. **P15** Describe the functions of the Microsoft Access application.	**M9** Demonstrate how to create, save, and delete database files.	**D5** Evaluate database tables relationship.

Assignment Brief and Guidance:

Scenario

You work as a software designer in one of the companies, and they asked you to design a simple visualization of a database for a school using the access program, as indicated all the student data in your database. Assuming that you will present your application to the school manager as soon as possible.

Tasks
Task 1:
1) Design student school database file using Microsoft access (tables, relations, query, and forms)?
2) Illustrate the main function of Microsoft access, demonstrate how to create, save, and delete database files.
3) Evaluate database table's relationship.

Task 2:
4) Present the PowerPoint presentation that is assigned to our group in front of your colleges
5) Carry out Microsoft PowerPoint to create and modify presentation files. Describe the functions of the Microsoft PowerPoint application.

With my Best wishes

Higher Nationals - Summative Assignment Feedback Form

Student Name		Section Number	
Unit Title			
Assignment Number	**2**	Assignment Title	

Assessor Summative Feedback: Feedback should be against the learning outcomes and assessment criteria to help students understand how these inform the process of judging the overall grade. *Should be constructive and useful including:
- Feedback should give full guidance to the students on how they have met the learning outcomes and assessment criteria

a) Strengths of performance

b) Limitations of performance

c) Any improvements needed in future assessments

Assessor Signature:	Date: / /

Re-submission Date	/ /	Actual Date Received Re-submission	/ /

Resubmission Feedback:
*Please note resubmission feedback is focussed only on the resubmitted work

Assessor Signature:	Date: / /

Internal Verifier's Comments:

Signature:	Date: / /

 * Please note that grade decisions are provisional. They are only confirmed once internal and external moderation has taken place and grades decisions have been agreed at the assessment board.

Summative Assignment Feedback Form