INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality and Affordable Education for your Future"

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Office Application Major Assignment

Instructions to candidate:

1: This Assignment needs time and effort to be completed and so must be done within four (4) weeks' period and submit it to your respective lecturers on **Friday of week 17**.

2: The assignment consist of two (2) parts:

    a) Spreadsheet Modelling – Excel 2016

    b) PowerPoint Presentation – PowerPoint 2016

3: Read the questions and instructions provided on the question paper carefully and attempt all.

4: Plagiarism is prohibited as it's an academic offence. Do an independent work to show you have understood the concepts.

5: When submitting the assignment, the students must ***submit softcopy***, two files i.e. Excel and PowerPoint Files both in one folder named "**Your ID Number**".

1. **Instructions to answer other parts of Spread Sheet Modelling questions, download an Excel File from your respective lecturers or from the ITI Database Application – Type:** **http://iti-fs1 / http://app@iti.ac.pg** and login to the database and download the assignment. The login credentials is your ID Number for both the user name and the password. Seek assistant from your lecturers.

2. **Instructions on how to create Graphs/Chats, read the general instructions given below.**

1: Gender – COLUMN Graph

Using ChartWizard to Create a Chart for the Gender Question:

1. Click on cell A6 to make it the active cell, and drag the mouse so that the cell range A6:B7 is highlighted.

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range. This will show you the range of cells that you have highlighted for the chart's contents. If the cell range is what you want, click on NEXT.

Step 2: Chart Type : Select COLUMN and click on NEXT.

Step 3: Chart Format : Select column format "1" and click on NEXT.

Step 4: Data Options: This shows where the ChartWizard is looking for your data and labels to construct the chart. Check to see that the following options have been selected.

Data series in - Column. Use first (1) column for X axis.

Use first (0) rows for legend text. Click on NEXT if this information is correct.

Step 5: Chart Labels: This allows you to dress up your chart as you like. Add the following

information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Gender**

Axis title--Category (X): **Gender** Axis title--Value (Y): **Frequency**

3. Click on FINISH. Your chart should look like the sample given below.

General Social Survey: Gender
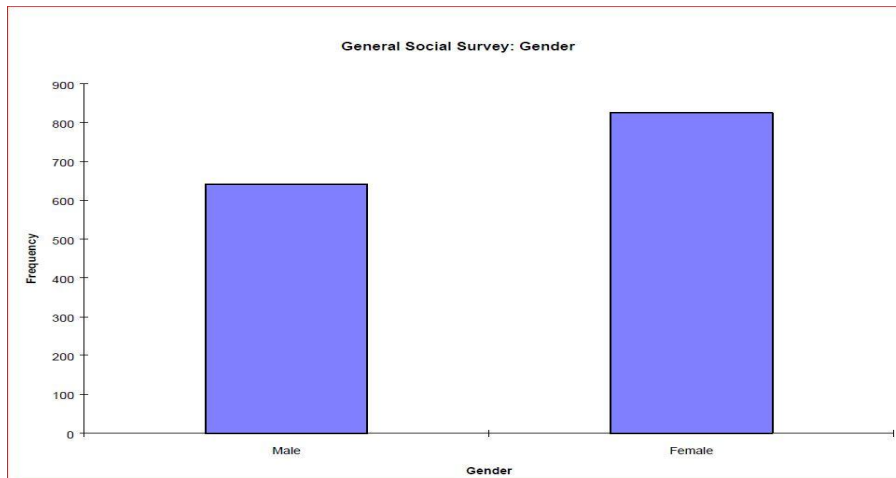
2: Marital Status – PIE Chart

Using ChartWizard to Create a Chart for the Marital Status Question:

1. Create a chart for the percentage values for the marital status question. Since the two columns of information you are to use for this chart are not next to each other, the cell range to be graphed must be highlighted in the following manner. Click on cell E6 and drag the cursor to cell E10 (the range E6:E10 should now be highlighted). Release the left mouse button and move the cursor to cell G6. Before you click the left mouse button on cell G6, press and hold down the CTRL on your keyboard. Now you are ready to highlight the cell range G6:G10. (If you try to select the cell range G6:G10 without simultaneously holding down the CRTL key, the first range of cells will no longer be selected.)

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range

This will show you the range of cells that you have highlighted for the chart's contents. If the cell range is what you want, click on NEXT.

Step 2: Chart Type : Select PIE and click on NEXT.

Step 3: Chart Format: Select pie chart format "7" and click on NEXT.

Step 4: Data Options: This shows where the ChartWizard is looking for your data and labels to

construct the chart. Check to see that the following options have been selected.

Data series in: Column. Use first (1) column for pie slice labels. Use first (0) rows for chart title.
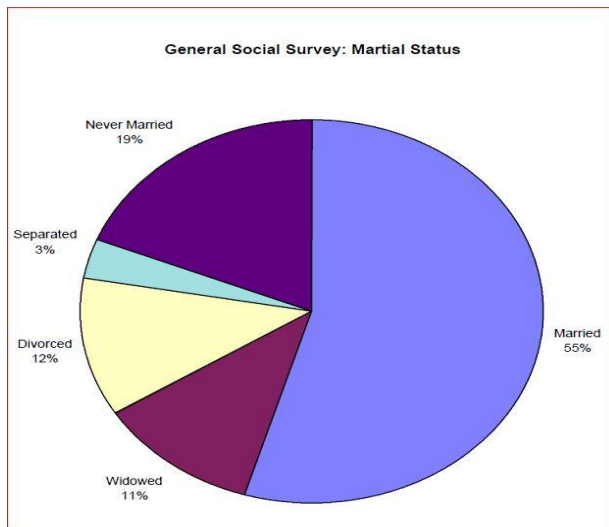
Click on NEXT if this information is correct.

Step 5: Chart Labels: This allows you to dress up your chart as you like. Add the following

Information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Marital Status**

Click on FINISH. Your chart should look like the sample given below.

3: Church Attendance – BAR Graph

Using ChartWizard to Create a Chart for the Church Attendance Question:

1. Select the cell range I6:J15.

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range

This will show you the range of cells that you have highlighted for the charts

content. If the cell range is what you want, click on NEXT.

Step 2: Chart Type

Select 3-D BAR and click on NEXT.

Step 3: Chart Format

Select 3-d bar format "1" and click on NEXT.

Step 4: Data Options

This shows where the ChartWizard is looking for your data and labels to construct the chart. Check to see that the following options have been selected.

Data series in: Column. Use first (1) columns for categories (X) axis label. Use first (0) rows for legend text.

Click on NEXT if this information is correct.

Step 5: Chart Labels

This allows you to dress up your chart as you like. Add the following

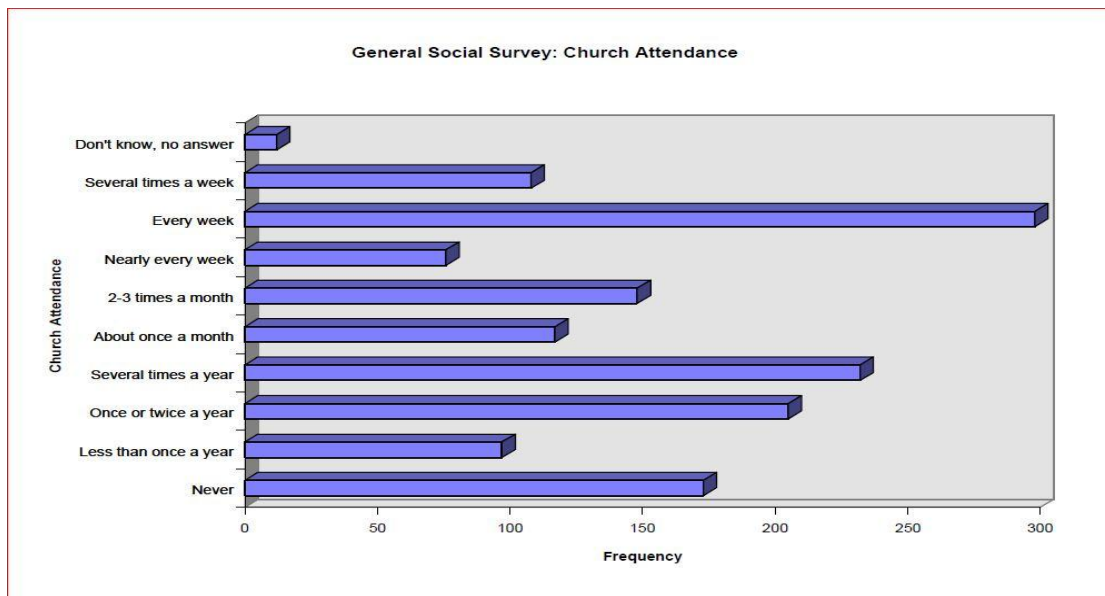information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Church Attendance**

Axis title--Category (X): **Church Attendance**

Axis title--Value (Y): **Frequency**

Click on FINISH. Your chart should look like the sample given below.

Part B: PowerPoint Presentation – PowerPoint 2016

Design a presentation using Microsoft PowerPoint 2016. The presentation must contain 16 slides which is about yourself (Autobiography). The Autobiography must contain the following elements:

- Your Personal attributes
- Family background
- Educational Background
- Religious Background
- Your Achievements
- Short Term and Long Term Goals
- Future Ambitious in terms of your dream job
- Hobbies
- Any others that you would like to add

Apply the following commands when designing the presentation. Assume that you are actually doing a presentation so as to apply the commands especially the slide transitions and custom animations flow in sequential and logical order.

Instructions:

1. The presentation must include 16 slides and the order of custom animation effects on every slide:
   - Entrance Effects
     - Title
     - Content
     - Pictures, Clipart or shape
   - Exit Effects
     - Title
     - Content
     - Pictures, clipart or shape
2. Use 4 or more different Slide Layouts to present your data or information on the slides

3. Apply different formatting commands in all texts in the slides of your choice (Font type, font size, color etc…)

4. Apply one of the Themes with a Color of your choice

5. Apply Bullets and Numbering to any list of text in the slides

6. Apply Slide Transition of your choice to all the slides

7. Apply Customs Animation to all the texts and pictures in the slides

8. Apply Motion Parts to any 5 objects (either text or graphics)

9. Insert pictures to at least more than 7 sides

10. Insert a sound, can be your favorite song. Apply appropriate commands so that the song starts automatically with the slide show and ends with the last slides. If the song ends somewhere in the slides, it must repeat until the slide show ends.

11. Insert some WordArt styles and Auto shapes in your slides

12. Insert a Block Arrow of your choice below each slides and apply Mouse Click Action to link it to the next slide except for the last slide, which will link it to the end of the presentation.

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