



Students must compile and present reports as part of lessons taken in office productivity tools.

GENERAL INSTRUCTIONS

- Tools required for this task are Microsoft (MS.) Office Word, Excel, and PowerPoint
- Deliverables should comprise an MS Office Word document (.docx), an Excel Workbook (.xlsx), a PowerPoint presentation (.pptx), and a **link** to an uploaded YouTube video of the Presentation..
- All submissions must be entirely original work by the student.
- Deliverables must be uploaded via the Sakai course site by the due date.
- No work that has been plagiarised will be accepted, as violators will face severe consequences if caught.
- Correct spelling and grammar are critical for this assignment, as inconsistencies attract some deductions. (*A well-developed vocabulary expression may be rewarded.*)

MS Office Word Document Instructions (30 marks)

1. Document content should comprise the following;
 - **Front Cover** – This page should be devoid of page numbers.
 - **Acknowledgment** – On a separate page, express gratitude to anyone whose contribution or support helped you get into university.
 - **Abstract** – A summary of the document's content, usually no more than 300 words, on a separate page.
 - **Table of Content** – Students should use the MS office Word Table of Content Tool to generate the content page.
 - **List of Tables** – Utilise the Insert Table of Figures tool in Microsoft Office Word to generate a list of Tables on a separate page.
 - **List of Figures** – Use the Insert Table of Figures tool in MS Office word to generate the list of figures on a separate page.
 - **Main Chapters** – Students should **assign Chapters** to Main Headings (i.e., Heading 1)
2. Font requirements;
 - **Normal Style** – **Font type:** Times New Roman | **Spacing:** 1.0 | **Font size:** 12pts | **Alignment:** Justified
 - **Heading 1 Style** – **Font type:** Times New Roman | **Spacing:** 1.5 | **Font size:** 16pts | **Alignment:** Centered
 - **Heading 2 Style** – **Font type:** Times New Roman | **Spacing:** Double | **Font size:** 14pts | **Alignment:** Left
3. Page Numbering should strictly follow the following requirements;
 - *No page number* on the front cover
 - Centered *Roman Numerals* on Pages from **Acknowledgement** – **List of Figures**
 - Centered *Arabic Numerals* on Pages beyond the Table of Content
4. Regarding Document margins, maintain the ***Normal Layout***
5. For every significant section, implement a ***Page Break***
6. Caption all images or figures using the ***Insert Caption*** tool in MS Office Word.
7. Upload the completed Word document file to Sakai.

MS Office Excel Instructions (20 marks)

1. Create a table listing all of the colleges at the University of Ghana. Add a breakdown of the number of schools and departments in the various colleges.
2. Generate a suitable chart using the contents of the table
3. Indicate adequate labels and legends for your chart
4. Insert a Linked copy of your table and chart in your MS Office Document write-up.
5. Upload the completed Excel file to sakai.

MS Office PowerPoint Instructions (20 marks)

1. In not more than **15 slides**, create a well-organized PowerPoint presentation out of your MS Word document write-up.
2. *Recommended* font for text on slides is **Lato Black** (*download and install font if not available on your computer*)
3. Utilize the **Design Ideas** feature in MS Office PowerPoint to spice up your presentation.
4. For transitions, apply the **Morph transition** *across all slides*
5. Utilize the **Record** feature in the top right corner of your MS Office PowerPoint window, just below the minimize, maximize, and close buttons, to capture your entire presentation, including audio (*using the mic on your PC*) and video (*using your PC's webcam*) – video file format should be **480p** and should **not exceed 5 minutes**
6. Submit your .pptx file via upload on Sakai.
7. Upload your recording to your Youtube channel and provide the specific link to that video in your presentation file.

MAIN CONTENT REQUIREMENT (30 marks)

The document should comprise the following details:

NB: The student is responsible for determining the best order or flow of the content presentation. The information below is presented in no particular order. Marks will be awarded for proper organization and presentation of ideas.

1. Provide an introduction to the chapter of your write-up. (It should present an overview of the section)
2. Present your biography: Personal statement, Name, Date of birth, Hometown, family, hobbies, education, aspirations, life goals, etc. You can complement this section with suitable decent pictures.
3. Discuss your experience on campus thus far. Are there any extracurricular activities? Have you made any new acquaintances? You could supplement this section with images.
4. Discuss your program of study and the factors that influenced your decision. How has your experience been with that program over the last few months? Does the future appear to be promising for you following this course?
5. Discuss your favorite subject(s).
6. Pitch about the University of Ghana as the Premier University in Ghana: Its history, past and present leadership, schools and departments, facilities, etc.
7. Regarding the university, what has been your experience so far? Using a few words and paragraphs, describe your journey regarding your campus experience.
8. Explain what influenced you or the motivation behind your choice of university.
9. Describe your favorite location (s) on the University campus you have visited. Adding pictures will be a bonus.
10. Discuss your housing situation on campus, whether you are a resident or a non-resident. What do you appreciate and despise about space? Complementary images will be a bonus.
11. Discuss your interactions with the university's administrative components (department administrator, Programme coordinator, Hall administrators, and the like). How will you describe the reception?
12. Discuss this course in detail. Discuss the instructional method, assessment, and instructor. What do you hope to gain from this course? What would you suggest to improve any aspect of this course?
13. Compare this current course with other courses you are taking presently and discuss.
14. What would you discuss with her if you had the opportunity to have an audience with the Vice-chancellor?

Further instructions

1. Provide your suitable title to the report.
2. Front Cover should comprise the Report Title, Student's Full Name, ID, College, School, and Department.