

Assignment 1: MS Word Assessment

(Worth 20%)

1. Instructions

You will be given .txt document with the text of a report.

You will also be given a pdf document which is what you are aiming to produce.

You are asked to create a MS Document that looks like the (given) pdf file.

2. Specification:

Your report should Include:

- Cover Page (Name of the Experiment, Image, Student Details).
- Table of Contents
- Use of Styles and Headings
- Bullet points
- Header, Footer, Page Nos
- Image of apparatus used (or as close as possible, this can be from the Internet)
- Use of Tables
- Symbols and Equations/Formulas (subscript and superscript)
- Make sure the document is well laid out, with 1 ½ line spacing. Run a spell check.

3. Marking Scheme

Item	Marks
Spelling & Grammar	5
Header/Footer	5
Page Number	5
Page Breaks	5
Cover Page	5
Image(s)	15
Equation Editor	20
Symbols	20
Table	10
Heading Styles	5
Bullets & Numbering	5
Total	100