# Assignment 1: MS Word Assessment

# (Worth 20%)

## 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.

## 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.

## 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** |