

Part 1: Written Tutorial (Due Sunday May 22 at 11:59pm)

- Choose a piece of software or an online tool that would be useful to people in your field or for your degree. Speak to professors and fellow students if you aren't sure and need some ideas.
- Learn the basics of the software or tool, then three advanced functionalities.
- Create a tutorial for your tool using Microsoft Word. More details about this are given below.
- Refer to 'Chapter 6 – Introduction to Microsoft Word' in the 'Detailed How-To Slides' and 'Assignment 3' in the Bonus Opportunities for help on accomplishing the below technical requirements.

You must choose software that is NOT being presented in class.

Technical Requirements

- You must use Word 2007 or higher (but be sure the file opens in 2007). It is available in the labs if you don't have access to a copy yourself.
- Your text must be original and it must be spell-checked.
- Include an overview of what the software is, who uses it, the basics of using it, and a step-by-step guide for three advanced functionalities.
- You will customize the built-in styles for Heading 1, Heading 2, etc, changing at least the following aspects:
 - Text fonts, sizes, and colours
 - Text alignment
 - Spacing after headings
- You will use at least the following styles to divide up the sections of your tutorial:
 - Title
 - Normal
 - Heading 1, Heading 2, ...
- You will create a cover page that includes a title for the tutorial with the name of the software, your name and student ID, and the submission date.
- You will create a new paragraph style based on the Normal style called 'Key Point'. It will have a border and/or a fill, and will be used to highlight key points. Think about how textbooks do this. Use your new style at least once.
 - To create a new style, click the little down-right arrow in the Styles box on the Home tab, and use the "new style" button on the bottom left of the window that pops up. Be sure to base the style on "Normal."
- You will take screen shots of your software/tool and include them in the step-by-step guide of how to use the more advanced functions. You can also include screen shots in the general overview to help you point out key parts of the interface. These images will have a figure number and a caption. You will use cross-referencing to refer to the figure number somewhere in the text of your tutorial.
- You will number the pages in your tutorial.

- You will include a footer that shows the title of your document in a non-emphasized way (for example, with a gray font instead of black).
- You will include a table somewhere in your document. Be creative on how to use this table; for example, you may want a quick reference guide that lists the figures in the document (in this case, use cross-referencing to ensure the numbers are correct).

Marking Scheme

Marks	Requirement
2	The tutorial includes an overview of the software, including what it is, who uses it, and basic usage.
9	The tutorial includes at least three step-by-step guides on more advanced functionality. These guides are of sufficient length and quality (3 marks each).
1	The tutorial has been spell-checked and has reasonable grammar (get help if needed!).
2	At least one of the built-in Heading styles has been customized and the fonts, sizes, alignments, and spacing have been modified.
1	Titles and headings have been used in addition to the normal paragraph style.
1	A cover page with title, name/student ID, and date has been included.
2	A Key Point style based on "Normal" has been created and used in a logical place.
1	Multiple screenshots are included in the tutorial.
1	Screenshots have figure numbers and captions.
1	Figure numbers for the screenshots are correctly cross-referenced in the regular body text (i.e. using the cross-reference functionality and not simply typing them in).
1	Pages are correctly numbered.
1	A footer includes the title of the document in a less-emphasized font style.
2	A table has been included in the document, and it serves a useful purpose.
25	TOTAL

A Few Ideas for Software to Choose

- Microsoft Access
- Microsoft Project
- Microsoft Visio
- Mathematical or statistical software
- Google Docs - <http://docs.google.com/>
- Wikispaces - <http://www.wikispaces.com/>
- Mendeley - <http://www.mendeley.com/>
- Evernote - <http://www.evernote.com/>
- Weebly - <http://www.weebly.com/>