

Project: Learning a New Piece of Software

The goal of the project is to expose students to a wider range of software they might find useful in their degrees while learning advanced formatting with Microsoft Word, how to give an effective presentation with Microsoft PowerPoint, and how to create a web page.

Most of the project will be done individually, while the presentations will be done in groups. You may send up presenting a piece of software you did not write about for the rest of the project.

Part 1: Written Tutorial (Individual, Due Monday May 31)

- 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.
- Learn the basics of the software or tool, then two advanced functionalities.
- Create a tutorial for your tool using Microsoft Word. Your tutorial needs to include an overview of what the software is, who uses it, the basics of using it, and a step-by-step guide for two advanced functionalities. 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.

Important!!

- There will be a limit on how many people can choose a particular piece of software.
- Please email the instructor (gbanaszk@connect.carleton.ca) to propose your choice.

Technical Requirements

- You must use Word 2007. It is available in the labs if you don't have access.
- Your text must be original and it must be spell-checked.
- You will customize a built-in style, changing at least the following aspects of one or more styles used in your document:
 - 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.
- 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
1	The tutorial includes an overview of the software, including what it is, who uses, and basic usage.
2	The tutorial includes at least two step-by-step guides on more advanced functionality . These guides are of sufficient length and quality.
1	The tutorial has been spell-checked
1	A built-in style 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/id, and date has been included.
2	A Key Point style has been created and used.
1	Screenshots are included in the tutorial.
1	Screenshots have figure numbers and captions.
1	Figure numbers for the screenshots are correctly referenced in the regular body text.
1	Pages are correctly numbered.
1	A footer includes the title of the document in a less-emphasized font style.
1	A useful table has been included in the document.
15	TOTAL

A Few Ideas for Software to Choose

- Microsoft Excel
- 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/>