

## 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 2: Tutorial Review (Individual, Due Monday June 7)

For this assignment, you will review somebody else's tutorial, giving him/her comments and feedback using Word's Track Changes feature. You will then have an opportunity to see the review of your own work, and resubmit it by **June 14** for final grading.

**IMPORTANT:** If you did not submit a tutorial by the May 31 deadline, you may NOT submit one on June 14 (it will not be graded).

#### Technical Requirements

- The written tutorials will be published via WebCT. To see which one you need to download and review, please look at the forums on Tuesday June 1; instructions will be posted by the end of the day.
- To turn on change tracking, go to the Tracking section of the Review tab. Click on Track Changes. Now everything you type will appear in a special font, and anything you delete will show as red with a line through it.
- You can add comments by clicking New Comment in the Comments section of the Review tab.
- You need to make at least 10 useful edits and add at least 5 useful comments.
  - Look for everything from writing style to how well you understand the steps and screenshots to whether they did the formatting correctly.

#### Marking Scheme

Marks	Requirement
2.5	At least 10 useful edits in the text with Track Changes on.
2.5	At least 5 useful comments added.
<b>5</b>	<b>TOTAL</b>