CCSI 1200 / ASSC 1000 Assignment #5

Due date: Monday, November, 23rd, 2:30pm.

Hand in: This assignment must be submitted electronically, on <u>Dalhousie BLS</u> with the assignment dropbox (**not by BLS email!**), and not as hard copy in class.   You must submit the Office files, not PDFs.

Notes:

- Read the Dalhousie Policy on Plagiarism.
- All course assessments including labs, assignments and exercises must be handed in <u>on time</u> by the specified due date. Work handed in late will not be considered and will be graded zero.
- All grades for all assessments are <u>final</u> and not subject to negotiation. Changes to grades will only be made when an error has been made in the addition of marks.
- Answers will be graded on quality and completeness.
- If you're comfortable doing this without help from the TA, you may do it on your own. In that case, you do not need to attend a lab session, your work will be verified based on your submitted document. But, you will not be given any additional help if you do not attend your lab!

Weighting in Course = 8%

For the following questions you can find the required source materials (text, images, etc) on the course webpage or in the Student Resource CD that comes with *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*). A copy of the book will be available for short term loan at the library circulation desk.

Part I: [20 marks] In this part, you are to complete <u>Project 15F – Fresh</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Edit a presentation
2. Format a presentation
3. Create headers and footers and print a presentation
4. Create a new presentation
5. Use slide sorter view
6. Add pictures to a presentation

Part II: [20 marks] In this part, you are to complete <u>Project 16G – Summer</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Format slide elements
2. Insert and format pictures and shapes
3. Apply slide transitions
4. Reorganize presentation text and clear formats
5. Create and format a SmartArt graphic

Part III: [20 marks] In this part, you are to complete <u>Project 17G – Clients</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Customize slide backgrounds and themes
2. Animate a slide show
3. Create and modify Tables
4. Create and modify charts