

# Instruction for assignment 1: WORD

## **SCENARIO:**

You are about to build a business or an organization. As the leader of that business/organization, you are preparing a project proposal (also called a statement of work) that will be given to prospective shareholders, clients or donors. This is a persuasive document that will require proper planning to justify the request for support.

You are free to choose whatever project you want: opening a coffee shop, a library, a school, a law firm, etc. You might want to consider thinking of a project you want to actually create one day, this way you can use this for your future goal.

**What is a project proposal?** It is a document designed to present a plan of action (for example: a business idea). It outlines the reasons why the action is necessary, and convinces the reader to agree with and approve the implementation of that action.

## **OBJECTIVES OF THE ASSIGNMENT:**

For the word assignment you must create a document which represents a typical project proposal outline:

- The project description
- The timeline and deliverables
- The location of your prospective business/organization
- The budget
- The potential value of business/organization

**Basically the Why, Who, When, Where and How**

**Assignment length: About 5 pages long (Plus bibliography & title pages).**

**Note:** Feel free to have a paper that is informal (play with colors, images...)

## GRADING

Your Word assignment will be graded on the following categories:

<b>Categories</b>	<b>Grading Breakdown</b>	<b>Examples</b>
Content	10 points	The grading is based on the work related to the software not the topic. The objective, however, is to provide an opportunity throughout the course to learn how to develop a comprehensive document for presentation.
Document Formatting	10 points	Bold, Italics, changing Font Types or Styles etc...
Page Layout	30 points	Set Margins, Headers and Footers etc...
Inserting Objects	30 points	Images, AutoShapes etc...
Extra Features	20 points	These features that are not commonly used and not discussed in the readings; however, still can be found in the tabs of Word or through your exploration of the Word application.
<b>Total</b>	<b>100 points</b>	

***N.B. The Word assignment is worth 10% of your final grade.***

**NOTE:**

All the three assignments in this course will have a strong relation to one another. In other words, although graded separately, they are cumulative in nature. The objective is to create a document based on a specific set of objectives. Hence, we recommend that you choose a topic that is relevant to you and that you will have interest in working with the whole semester: Now with the Word assignment, and later on with the excel and PowerPoint assignments.

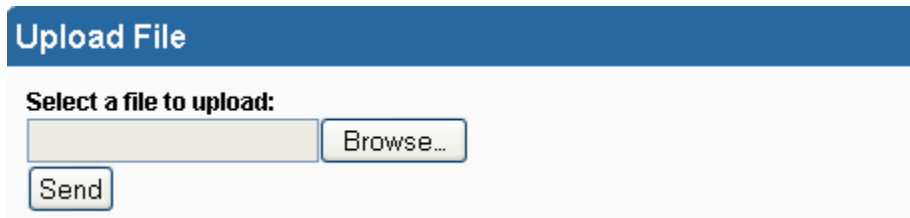
If you have difficulty picking a topic just focus on something that interests you, whatever it is, and imagine asking for support to pursue it. The grading is based on the work related to the software not the topic. The objective, however, is to provide an opportunity throughout the course to learn how to develop a comprehensive document for presentation.

**FOR A SUCCESSFUL OUTCOME, CHECK THIS BEFORE SUBMITTING YOUR ASSIGNMENT:**

1. Did you include all required information in your document?
2. Did you use key formatting features to make it attractive?
3. Is the information easy to read & understand (grammar, language use...)?
4. Is the information clear and concise?
5. Did you use various Graphic Tools (ie. Autoshapes, SmartArt)?
6. Did you format different Graphic Elements (ie. Pictures, Autoshapes)?
7. Did you format the Table (ie. Table properties)?
8. Did you cite your sources?
9. Did you include a bibliography?
10. Did you merge all elements to accommodate Layout, Design, Content and Images

**SUBMISSION PROCEDURE**

- You will be submitting your assignment by uploading it to the website. To do so, please proceed as follows:
  1. Click on the Assessment link, which is located on the Main page of your eConcordia portal.
  2. Click on the Submit WORD link.
  3. Click on the Browse button and select your file to upload (this is the same procedure you use to attach a file to an e-mail message).



**Figure 1**

4. Once you have located and selected the folder, click on the Send button and your work will be uploaded to the website.
5. If the upload of your assignment was successful, you will receive the following message: "Your assignment was successfully received".

The screenshot displays a web interface for uploading a file. At the top, there is a blue header with the text "Upload File". Below this, a section titled "Select a file to upload:" contains a text input field, a "Browse..." button, and a "Send" button. A green message box below the input area states "You have successfully uploaded your assignment." At the bottom, a grey box shows submission details: "Attempt #: 1", "Submitted On: March 01, 2010 at 11:03:07 AM (Late Submission)", and a blue link "Click here to download the file".

**Figure 2**

- To verify the status of receipt of your work, click on the My Grades link, which is located on the Main page of your eConcordia portal.
  1. The upload status of your assignment will be displayed as follows:  
Upload Status: Received on: MONTH/DAY/YEAR and TIME
  2. If that information does not appear, your assignment was not successfully received and you must resubmit your work prior to the deadline.

Should you receive an error message during the submission process, please send your assignment to your TA as an attachment and copy the message you received into the body of your e-mail. It is important that you include your name and student ID number in your e-mail message. Your assignment must be e-mailed prior to the midnight deadline to be considered on time.

Please note that assignments sent by e-mail to your TA will only be accepted once the message is verified and confirmed by our technical staff. Once it is confirmed, your TA will email you to notify you that your work was accepted. A backup of your assignment must be saved on your computer and on USB key and/or CD until the final letter grade for the course is posted in your MyConcordia Portal