

Computer Studies

SPN 21

Year 7 & Year 8

Modular Projects Assignments (2008-2009)

Prepared by

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Computer Studies

Modular Project Assignments (Year 7 & Year 8)

SBA coursework for Computer Studies (Year 7 & 8) consists of Modular Project Assignments that allows candidates to explore all aspects of digital design, creation, transmission and management. Candidates are required to complete 4 Modular Project Assignments before the end of Year 8.

The 4 Modular Project Assignments are:

Graphics
Word Processing
Spreadsheets
Presentation

Candidates are advised to complete 2 Modular Project Assignments in year 7 and 2 Modular Project Assignments in year 8. Each candidate is required to keep a log book for recording schedules, notes, raw data, sketches, references etc.

Guidelines

A. Graphics Project

1. **Duration:** 2 - 3 weeks
2. **Application package used**
State clearly the graphics package you have chosen to work on your project. Some graphic packages available are:
 - Microsoft Paint
 - Microsoft Publisher
 - Paint Shop Pro
 - Art Rage
3. **Possible projects**
 - Designing a LOGO
 - Sketch a picture
 - Draw a landscape or scenery
 - Any graphics (environmental, space...)
4. **Essential tasks**
 - Page layout
 - Use of basic tools
 - Use of some features (rotate, transform.....)
 - Use of Colours
 - Printing

5. Cover Page

Items that should be included in the cover page are shown below. Candidates are free to insert background, graphics or any designs.

Student name:
Index number:
Class:
School:
Assessor's name
Signature:

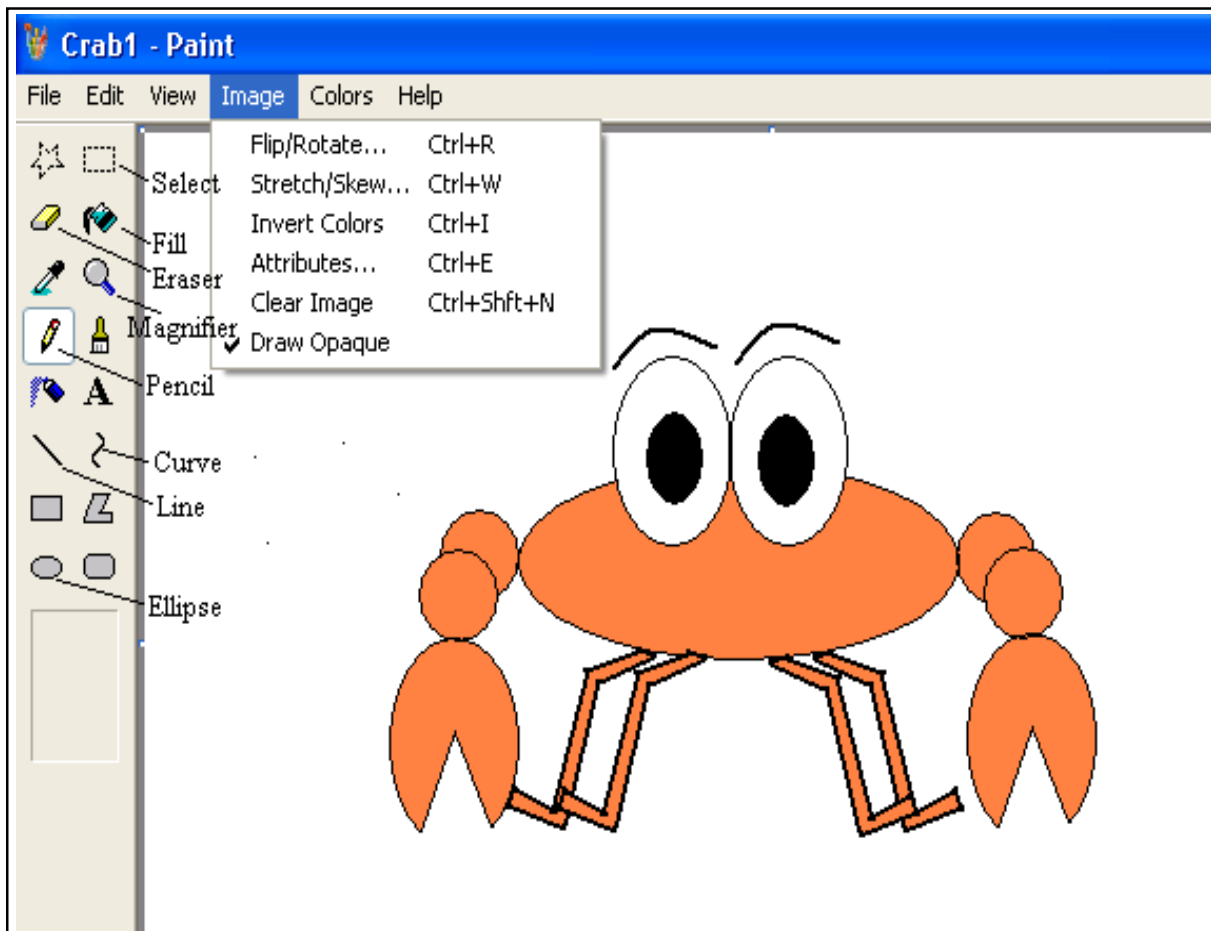
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Project Assignment 1
Graphics

Title: LOGO Design

Package used: Microsoft Paint
Date project completed: 15 August 2008

6. Output



B. Word Processing Project

1. Duration: 2 - 3 weeks

2. Application package used

State clearly the word processing package you have chosen to work on your project. Some word processing packages available are:

- Microsoft Word
- Word Perfect

3. Possible projects

- Advertising material (flyers, posters, magazine adverts)
- Magazine and newspaper pages
- Coursework reports for other subjects (must be something that contains graphics)
- Brochures
- Catalogues
- Newsletter
- Programme for a school play
- Menu for a restaurant

4. Essential tasks

- Character formatting
- Paragraph formatting
- Page formatting
- Inserting and formatting objects
- Language tools
- Hyperlink and bookmark
- Printing

5. Cover Page

Items that should be included in the cover page are shown below. Candidates are free to insert background, graphics or any designs.

<p>Student name: Index number: Class: School: Assessor's name Signature:</p> <p>Computer Studies SPN 21, 2008</p> <p>Project Assignment 2 Word Processing</p> <p>Title:.....</p> <p>Package used: Microsoft Word Date project completed: 15 November 2008</p>

6. Output

C. Spreadsheets Project

1. **Duration:** 2 - 3 weeks

2. **Application package used**

State clearly the spreadsheet package you have chosen to work on your project. Some spreadsheet packages available are:

- Microsoft Excel 2003
- Lotus 123
- Numbers (Mac)

3. **Possible projects**

- Household budget
- Student monthly or weekly expenses
- Test/Exam marksheet
- Payroll
- Survey (Tabulation of statistics): e.g. Ownership of PC, Internet usage..)

4. **Essential tasks**

- Entering data (text, numeric)
- Format text and numbers (e.g. insert currency symbol, increase / decrease decimals, text alignment, text control, orientation).
- Multiple worksheets
- Apply border and shading
- Use of formulas and functions
- Insert charts/graphs
- Printing

5. Cover Page

Items that should be included in the cover page are shown below. Candidates are free to insert background, graphics or any designs.

Student name:
Index number:
Class:
School:
Assessor's name
Signature:

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Project Assignment 3
Spreadsheets

Title:.....

Package used: Microsoft Excel
Date project completed: 12 April 2009

6. Output

D. Presentation Project

1. Duration: 2 - 3 weeks

2. Application package used

State clearly the presentation package you have chosen to work on your project. Some presentation packages available are:

- Microsoft PowerPoint
- Harvard Graphics

3. Possible projects

- An information booth for tourist information
- An Open Day presentation for a for a club/class
- A presentation to advertise a product or service
- A presentation that could be used by a teacher (of any subject) to help him/her teach a lesson

4. Essential tasks

- Slide layout
- Master slides
- Background
- Contrast
- Images and charts
- Animations
- Sound (audio, narration)
- Transitions
- Hyperlinks
- Set up shows
- Printing

5. Cover Page

Items that should be included in the cover page are shown below. Candidates are free to insert background, graphics or any designs.

<p>Student name: Index number: Class: School: Assessor's name Signature:</p> <p>Computer Studies SPN 21, 2009</p> <p>Project Assignment 4 Presentation</p> <p>Title:.....</p> <p>Package used: Microsoft PowerPoint 2003 Date project completed: 15 August 2009</p>

6. Output