MOGADISHU UNIVERSITY
Computer Concepts/Applications Course

Semester One - Foundation year

Practical Assignment: Microsoft Word and Excel 2016

Objective: To practice using the core features of Microsoft Word and Excel by creating a professional project with interconnected elements.

Total Marks: 20

Submission Deadline: 09 January, 2025

Part A: Microsoft Word 2016 (8 Marks)

Task: Create a formatted document based on the following instructions:

1. **Title Page:**
    - Design a title page with a suitable title (e.g., **"Impact of Technology in Education"** or **"Analysis of Student Performance"**).
    - Include your name, roll number, course name, and date.
    - Use page borders and WordArt for the title.
2. **Document Content:**
    - Add three sections:
        1. **Introduction (Minimum 150 words):** Describe the significance of technology in education.
        2. **Data Analysis Section:** Insert a table or chart created in Excel (from Part B).
        3. **Conclusion (Minimum 100 words):** Summarize your thoughts on the future of technology in education.
    - Apply appropriate formatting and layout:
        - Use headings with consistent styles (e.g., Heading 1, Heading 2).
        - Justify the body text, use 1.5 line spacing, and 12 after paragraph spacing.
        - Use the Times New Roman as your font style, with 12 points.
        - Apply first line indent of 0.5 points for each paragraph.
        - Set your page margins as: Left: 0.5, Right: 1.5, Top: 1, Bottom: 1.5.
3. **Visual Elements:**
    - Insert at least one image or SmartArt diagram related to the topic.
    - Caption all images/diagrams.
4. **References and Footer:**
    - Add a References section with at least two sources.
    - Add a footer with your name and page number.

Part B: Microsoft Excel 2016 (8 Marks)

Task: Create and analyze a dataset on "Technology Usage in Education" using the following steps:

1. **Dataset Creation:**
    - Create a dataset for 8 schools with the following columns:
        - School Name
        - Number of Students
        - Computers Available
        - Percentage of Students Using Computers
    - Use a formula to calculate the **Percentage of Students Using Computers** (e.g., (Computers Available / Number of Students) * 100).
2. **Analysis:**
    - Use Excel functions to determine:
        - The school with the highest percentage of students using computers.
        - The school with the lowest percentage.
3. **Chart Creation:**
    - Create a pie chart or bar graph showing the percentage of students using computers in each school.
    - Insert this chart into the Excel sheet.
4. **Formatting:**
    - Apply appropriate formatting to the dataset:
        - Use bold headings and borders for the table.
        - Apply conditional formatting to highlight percentages greater than 50%.

Part C: Please use the attached worksheet and calculate the monthly Sales (4 Marks)

SUBMISSION GUIDELINES:

- Submit both the Word document and Excel file via mohamed@mu.edu.so .
- Ensure your files are named as follows:
    - Word Document: [YourName]_WordAssignment.docx
    - Excel File: [YourName]_ExcelAssignment.xlsx

Note:

- This is an individual assignment. Use your creativity and knowledge to complete the tasks. Plagiarism is strictly prohibited.
- All work must be original and completed individually.

Good luck and best wishes! 😊