



## ITBIS105 Project Outline

Project Purpose
The purpose of this project is to enable students create good MS Office Word report and MS Office PowerPoint presentation on a selected topic, by applying all covered skills that have been learned in the course practical part in addition to some extra skills that should be self-learned by each team such as: Word Cover-Sheet, Table of Content, Bibliography, PowerPoint Hyperlinks.
Project Team Members
This project should be carried by a team of maximum 4 students and minimum 2 students. Attached is the <a href="#">Project Team Members sheet</a>
Project Topics
Each team can select one of the topics listed below: <ol style="list-style-type: none"><li>1. Computer categories</li><li>2. Mobile computing</li><li>3. Cloud computing</li><li>4. Web 2.0</li><li>5. Social Networking</li><li>6. Computer ethics</li><li>7. Virtual Reality (VR)</li><li>8. Internet technologies</li><li>9. Online learning environments</li><li>10. Multimedia</li><li>11. Computer Parts</li><li>12. Social implications of using Internet communication</li><li>13. Network Security and Privacy</li><li>14. Computer Storage</li></ol>
Project Documentations
<b>Part 1: MS Office Word Report:</b> <p>The report should provide information about the selected topic and each team must follow the rules below:</p> <ol style="list-style-type: none"><li>1. <b>The main structure of the report must contain the following elements:</b><ul style="list-style-type: none"><li>- Cover Sheet including: Project Title, Course Title &amp; Code &amp; Section, Instructor Name, Student Name &amp; ID#, Submission Date (month and year).</li><li>- Table of Content.</li><li>- Introduction.</li><li>- Main content about the selected topic including main headings and sub-headings with related information.</li><li>- Team performance report (maximum two A4 pages) including each</li></ul></li></ol>



member contribution; i.e. each participant should describe his/her contribution.

- Conclusion containing the overall understanding about the topic.
- References or bibliography section.
- Appendix (optional) in case of having any extra supporting information.

**2. Your report format should satisfy the following standards:**

- The paper size should be A4 with 1.25" space for all page margins.
- The font face: Bookman Old Style – size: 12 except headings or titles which can be in different sizes.
- The line spacing must be 1.5
- Maximum number of words is 5000 words, minimum is 2500.
- Paragraphs must be justified with appropriate indentation.
- The text must be organized and well formatted.
- Any other illustrations or objects included like pictures, clipart, tables, etc, must be organized and formatted correctly.

**Part 2: MS Office PowerPoint Presentation:**

PowerPoint Presentation should summarize all information provided in the report. The following are some instructions that help each team to create the required result:

1. Maximum number of slides is 30 and minimum is 15
2. Apply appropriate Layout for each slide of the presentation (this will automatically apply specific font face, size and color).
3. Apply only one Design Theme for all slides.
4. Apply simple Animation & Transition where needed.
5. The structure of the presentation must contain:
  - Title slide including: Project Title, Course Title & Code & Section, Instructor Name, Student Name & ID#, Submission Date (month and year)
  - Home slide including links to other slides.
  - Other slides: containing information and other illustrations or objects like tables, flow charts, pictures, clipart, etc.
6. After finishing, each team must have 2 copies of the presentation to be submitted:
  - PowerPoint Presentation
  - PowerPoint Show

**Project Submission**

Each team must submit a **printed-out report** + a **CD** including the PowerPoint presentation files by \_\_\_\_\_. Late submissions will not be accepted after this date. Remember, Keep backup copies (soft and hard copy) of the project.



**Project Assessment**

Projects will be marked as follow:

1. 15% for the Word Report
2. 15% for the PowerPoint Slides
3. 5% for the Presentation

Word Report Evaluation Tips		Mark
1	Header & Footer	1
2	Word Art or Headings & Titles	0.5
3	Images or pictures	1
4	Font face, size, style "B, I, U", color	1
5	Columns with line & Drop Cap	1
6	Watermark	0.5
7	Tabs	1
8	Table(s)	1
9	Bullets	0.5
10	Highlight	0.5
11	Page border	1
12	Paragraph border style & color & shading	1
13	Indentation	1
14	Cover Page	1
15	Table of Content	1
16	References or Bibliography	1
17	Structure: Introduction, Table of content, ..	1
<b>TOTAL</b>		<b>15</b>

Evaluation Tips		Mark
1	Design	1
2	Transition	1
3	Animation	1
4	Word Art	0.5
5	Shapes with formatting	1
6	Footer	1
7	Picture in Master Slide	0.5
8	Font formatting: B, I, U, color etc..	1
9	Symbol	0.5
10	Images	1
11	Bullets	0.5



12	Action buttons	1
13	Organisation Chart	1
14	Flow Chart	1
15	Table	1
16	Hyperlinks	1
17	Structure: Cover slide, Main slide, ...	1
<b>TOTAL</b>		<b>15</b>

**Note that the instructor will focus on marking the format and organization of the report and presentation more than the content itself.**

### **Project Presentation**

Each team should select a date for the project presentation:

<b>Day</b>	<b>Date</b>
U	
M	
T	
W	
H	
U	
M	

The presentation time should be selected and approved by the course instructor and the team members.



**ITBIS105 Project Team Members**

Section Number:
Course Instructor:

Team Number	Team Members	Selected Topic
1		
2		
3		
4		
5		
6		



7		
8		
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12		