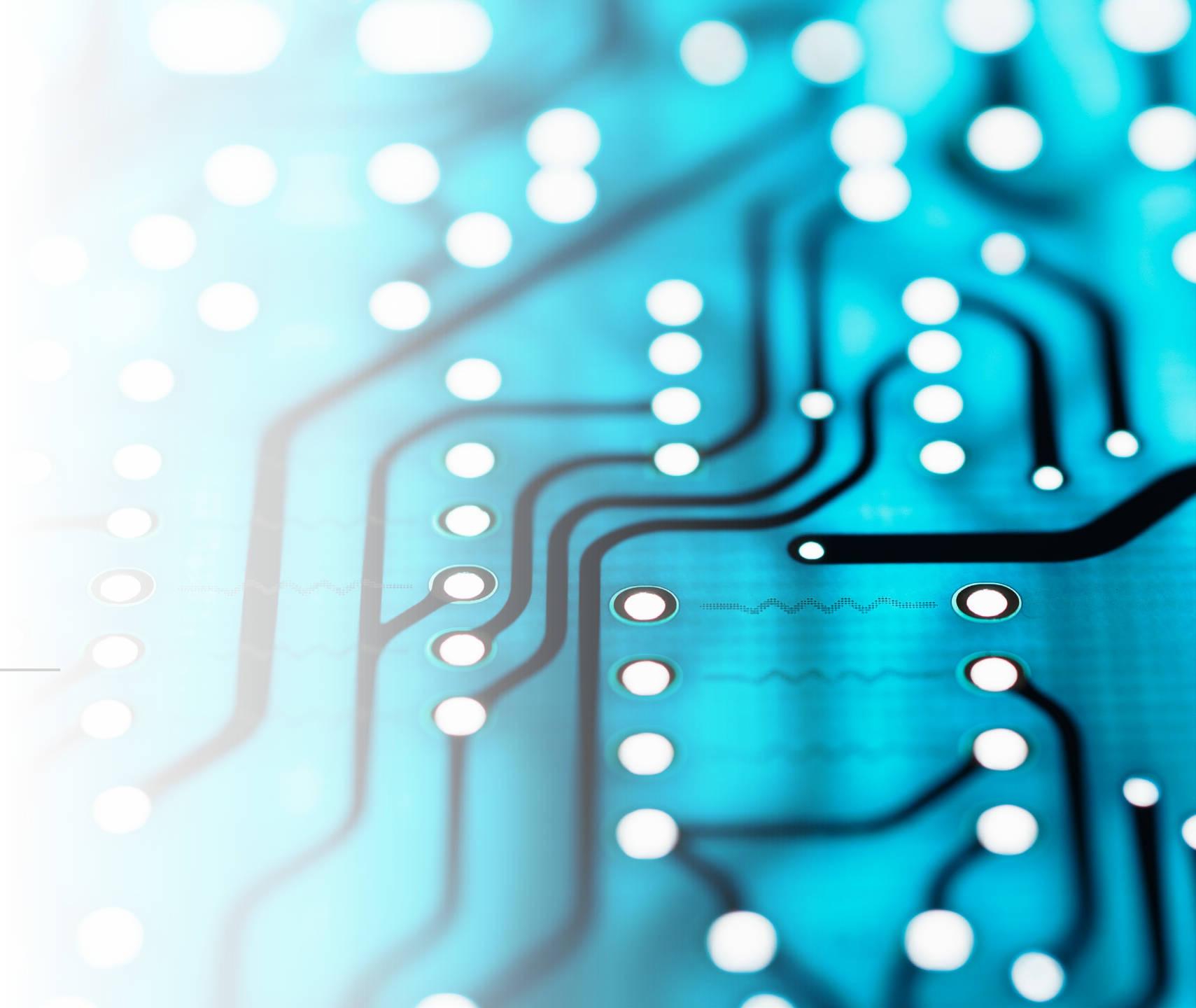




ITAS Project

Lecturer: Mark Gillan



Learning Outcomes

Outcome 1: Operate a range of IT equipment independently, giving attention to security and to other users.

Outcome 2: Use a range of software application packages to meet complex information requirements.

ITAS Project



Renewable Energies



Investigate various aspects of renewable energies. Considering: pros/cons, dangers, environment, facts and figures. As much as possible.



Ensure you are able to provide at least 5 pages of text, reference and make sure you work with plagiarism in mind. The 5 pages does not include Cover Page etc.

Selecting relevant application package

- Search online – at least 2 different search engines plus a local drive or cloud drive for text and images or multimedia
- Plan the searches
- Advanced Search Technique
- Screenshots of printing ability

Word Processing

Spreadsheets

Presentation

Integration of Charts from Spreadsheet

Details of tasks

- Word Processing

- Cover page
- Table of Contents
- Headings and Sub-headings
- Integration of spreadsheet data/charts
- Header and Footer, page numbering
- Page break, table, paragraph spacing
- Borders and shading, comments, graphics
- Bibliography
- Index (at least 15 entries)

- Spreadsheets

- Tables with analysis
- Formulae with complex functions
- Charts (two different types)
- Presentation with theme, animation, transitions and Image Manipulation
 - Text, images or multimedia
- Integration of Spreadsheet Charts
- Security requirements