Exemplar Coursework Project – Presentations

[GCSE Course Choice Presentation - ICT ]

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Section 1 – How to use this document effectively

This document has been produced to help you successfully complete your Coursework Projects within the GCSE ICT course. These coursework projects constitute 60% of the overall mark for the course!

You should follow the following 5 step plan to maximise your chance of success in this part of the course.

1. Read and **UNDERSTAND** what is required within each section of the coursework guidelines before you embark on that part of your project report.

2. **REFER** to the Coursework Guidelines to receive guidance on the questions you need to answer and the information you need to include to satisfy that section of your project report.

3. **USE THE EXEMPLAR** project to help you understand the kind of information you need to include and the way your project report should be laid out.

4. Try to include all of the terms printed in **BOLD** to ensure you are using the correct ‘technical terminology’. Definitions of these can be found within the Glossary of terms at the end of this document.

5. Finally, **USE THE MARKING SCHEME** to ensure that you have fulfilled all the requirements expected of you.

Remember:
It’s not what you know – It’s knowing where to find it. Use the resources available and that includes your teacher!

Finally:
Try not to be **subjective**. Let someone who knows nothing about your project read each section of your report – Do they understand the solution you are trying to achieve?
Section 2 – Coursework Guidelines

This section will lead you through each part of your report, highlighting areas of importance and identifying areas that need to be addressed in order to successfully complete your project and report.

[1] Identification –
❖ Who is the ‘real’ user?
❖ What is the current problem?
❖ Why has this problem arisen?
❖ What are the objectives or User Requirements of this project?
❖ What are the different ways that this problem could be solved?
❖ What is the best way to solve the problem and why?
❖ What is your estimated time scale for implementation?

❖ What information do I need to gather and where will it come from?
❖ Show the flow of data through the system [Include Storage]
❖ What hardware and software will be needed?
❖ How will the user input the data into the system?
❖ What processes will be carried out on the data?
❖ How will the results of the data be presented or output?
❖ How will the user store and back up the data generated by the system?
❖ How will the data within the system be protected and made secure?

❖ Layout an overview of the whole system [diagrammatically], showing all the screens to be used, how they will be linked [if at all] and identify any automatic data transfer that may occur between them. Show hierarchical structures where necessary.
❖ Produce a diagram of each input/output screen clearly showing any automatic processes that might be performed within them.
❖ Produce another diagram of each screen showing the layout and formatting features you want used within them.
❖ Clearly annotate every diagram describing exactly how you want it to look and how you want it to perform.
❖ Create a test table with columns for a description of the test, the expected result and the actual result [This column will remain empty at this time]. Tests should include things such as macros, links, formulae, searches, validation etc.

[4] Implementation –
❖ Annotate screen shots, showing the development of the system and explain what the different parts of the system will do. This should show how the system was built and how any formulas/queries that have been utilised will work.
❖ The annotation should clearly show how the problem has been solved and how the User Requirements have been satisfied. Show how any formulas, queries, hyperlinks or macros etc. work, by annotating print outs or screen shots.
❖ Enter test data and perform tests. Complete the remaining column of the test table. Where the actual result does not match the expected result, correct the errors and show evidence of this, either in written or graphical form.

❖ List each of the objectives/User Requirements in turn and explain how it has been satisfied through the development of the system
❖ Show the completed system to the user and get feedback from them. This feedback should be both relevant and critical. Make comments on the feedback received, evidencing that you have understood the user’s comments and can act on them.
❖ Finally, you should consider and document suggestions for future development or changes to the system based on your own knowledge of the system and the user’s comments.
Section 3 – Marking Scheme

As you work through your project, keep referring to the Marking Scheme. This will let you know what the examiner is expecting to be included in your report.

Each part of the report has certain criteria that must be met in order to achieve high marks. These are listed within the marking scheme.

At the end of each section of your report, check your report against the criteria stated within the marking scheme.
Feedback Sheet for Coursework Short / Full Course
GCSE ICT - ???????

Name:

Identify (5 marks)

<table>
<thead>
<tr>
<th></th>
<th>0-1</th>
<th>2-3</th>
<th>4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A statement of the problem which is unclear or lacks detail</td>
<td>A clear statement of the problem which identifies the user(s).</td>
<td>A clear statement of the problem, giving some background detail and identifying user(s)</td>
<td></td>
</tr>
<tr>
<td>Consideration of possible alternative solutions.</td>
<td>Objectives or user requirements stated.</td>
<td>Consideration of possible alternative solutions with adequate justification given for the chosen method</td>
<td></td>
</tr>
<tr>
<td>Quantitative objectives or user requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Mark | Grade | Date |
-----------|-------|------|
## Analyse (9 marks / 6 marks) (Extended/Standard Task)

<table>
<thead>
<tr>
<th></th>
<th>0-3</th>
<th>4-6</th>
<th>7-9</th>
</tr>
</thead>
</table>
| **You have achieved** | **Software identified.**  
Raw data requirements partially identified.  
Output requirements identified.  
Some explanation of how the data will be manipulated to solve the problem. | **Software and hardware identified.**  
Raw data required has been identified Sources and method of collection partially explained.  
Some explanation of the processing requirements.  
Flow of data through the system has been partially identified.  
Alternative forms of output have been considered and appropriate choices made.  
Backup strategies have been considered. | **Appropriate software and hardware identified.**  
Data collection and input has been fully explained.  
Ways in which the data will be manipulated to solve the problem have been fully explained.  
The flow of data through the system is clear and explicit.  
Alternative forms of output have been considered and appropriate choice made and justified.  
Appropriate backup and security strategies have been identified and fully explained. |

6/66
<table>
<thead>
<tr>
<th>0-3</th>
<th>4-6</th>
<th>7-9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You have achieved</strong></td>
<td><strong>Initial designs do not have enough detail for user to make a judgement as to their suitability.</strong></td>
<td><strong>Initial designs are adequate for a user to get an idea of how the problem is to be solved</strong></td>
</tr>
<tr>
<td><strong>No user comments recorded.</strong></td>
<td><strong>User comments have been recorded.</strong></td>
<td><strong>Final design is detailed enough for student to carry out solution, but not a competent third party.</strong></td>
</tr>
<tr>
<td><strong>Final designs contain little detail and student would be unable to repeat solution at a later date.</strong></td>
<td><strong>Final design is detailed enough for student to carry out solution, but not a competent third party.</strong></td>
<td><strong>Test plan is present but does not fully test the problem.</strong></td>
</tr>
<tr>
<td><strong>No test plan.</strong></td>
<td><strong>Final design is detailed enough for student to carry out solution, but not a competent third party.</strong></td>
<td><strong>Initial designs are accurate enough for a user to make a reasoned judgement as to their suitability.</strong></td>
</tr>
<tr>
<td><strong>The users comments have been accurately recorded and acted on in the final design.</strong></td>
<td><strong>The final design is described in such detail that a competent third party could implement the design.</strong></td>
<td><strong>The proposed solution is broken down into manageable sub-tasks.</strong></td>
</tr>
<tr>
<td><strong>The final design is described in such detail that a competent third party could implement the design.</strong></td>
<td><strong>The proposed solution is broken down into manageable sub-tasks.</strong></td>
<td><strong>A full and effective test plan has been devised and a full set of test data has been devised.</strong></td>
</tr>
</tbody>
</table>
## Implement (12 marks / 8 marks) (Extended/Standard Task)

<table>
<thead>
<tr>
<th>0-3</th>
<th>4-8</th>
<th>8-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A project that provides evidence that the software has been used, but bears little or resemblance to the design and there is little or no evidence of testing.</td>
<td>A project that provides evidence that the design has been implemented. Error correction has taken place. Test plan partially implemented or not entirely relevant.</td>
<td>A project with evidence that the design has been implemented showing clearly that the problem has been solved. Evidence that errors have been corrected and that a relevant test plan has been implemented.</td>
</tr>
</tbody>
</table>

## Evaluate (5 marks)

<table>
<thead>
<tr>
<th>0-1</th>
<th>2-3</th>
<th>4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation is non-existent or weak with only general comments.</td>
<td>Evidence of evaluation against the objectives. User comments are present but are too general.</td>
<td>Original objectives are fully evaluated. User comments are critical and relevant. Evidence that the student has understood the users comments and has suggested changes for the future.</td>
</tr>
</tbody>
</table>
Section 4 – Exemplar Project

The following exemplar project should be used as a reference only. It gives examples of what is expected throughout the different stages of the systems life cycle.

Use it to help with the layout of your own report, get ideas about what kind of information should be included and show what you would need to do in order to get maximum marks.
Section 5 – Glossary of Terms

Throughout the exemplar project report, you will come across technical terms [highlighted]. Definitions of their meanings are listed at the end of the exemplar.

Try to use as many of these terms as possible within your own report.

You will be awarded marks for using technical terms and making good use of grammar throughout your report.
John Doe

GCSE Project Presentation

ICT Department
GCSE Open Night
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Identification

- Who is the Customer and What is the Problem?
- User Requirements & Objectives
- How Best to Solve the Problem
ICT Project – Presentation

Section One - Identification

Who Is The Real User?

The ICT department in Tanglin Trust School deliver a presentation, to parents of students entering the GCSE course, at an open night once a year. I have been asked to work with the department to produce a presentation to be used at the open night and a publication outlining the main aspects of the GCSE courses available at Tanglin Trust School, that can be handed out to parents who attend the open night.

What Is The Current Problem?

This open night occurs every year and the department would like to have a presentation that could be re-used, or at least a template that can be used every year. Information about the courses is continually being updated and published by the examination board, which means that information on the presentation may need to be changed every year. Other commitments dictate that the ICT department do not have the time they would like to develop a professional presentation.

Why Has This Problem Arisen?

Over the past few years, there has been a regular turnover of management within the ICT department. Each year, when the time of the open night comes around, the current Head of Department prepares some material, generally at the last minute and uses that for the department display. There never seems to be time to prepare a re-usable product and templates to create a lasting image for the department.

The above information was all established through discussion with the head of the ICT department at Tanglin Trust School. After establishing what the problem was, I asked the Head of Department various questions about what the new system should be able to do. We agreed that I should develop a system to be used at this year’s open night. A template should be created for this purpose which can be reused in the future.
User Requirements

The head of ICT asked me to satisfy the following requirements in the new system:

- The department need a **self timed presentation** developed, that can be shown during the open night.
- The presentation should incorporate the school logo and identify with the ICT department.
- These consistent features should be used as a template.
- Photographs of the students working in the ICT department should be included.
- The presentation should ideally not last for more than three minutes.
- Details of all ICT course options must be explained within the presentation.
- A leaflet should be produced to give to parents as a handout.
- This leaflet should use a **template** and show consistency with the presentation.
- Details of all ICT course options must be explained within the leaflet.
- The leaflet, when opened out, should not be bigger than A4 sized paper.
- Design should allow for the fact that the leaflets may be printed out in Black and White.
- All information displayed must be accurate with no **typographical errors**.

Having considered all the above, I have come up with my own **List of Objectives** that I must achieve in order to develop a **robust solution** to this problem. I will use these throughout my project to check that I have satisfied the requirements of the user.

- Create a template that can be re-used each year
- Include information on all available GCSE ICT courses
- The output must be easy to read and understand
- The leaflet should be printed on one sheet of A4
- The presentation and leaflet must both have a formal appearance
- Keep the presentation shorter than 3 minutes in length
- Leaflet should be clear if printed in Black and White
- There must be no typographical errors within the solution
What are the different ways that this problem can be solved?

As this work is for the ICT Department in the school, it makes sense to satisfy their need by creating an electronic solution to the problem. My initial thoughts are that the solution would need to be developed using a range of applications software packages. The following table identifies applications that could be used to create a robust solution, considering the advantages and disadvantages of each in turn.

<table>
<thead>
<tr>
<th>Application</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Word Processor</strong></td>
<td>♦ Can use tables</td>
<td>♦ Not a specialised publishing software package</td>
</tr>
<tr>
<td></td>
<td>♦ Good formatting features</td>
<td>♦ Limited page set up options</td>
</tr>
<tr>
<td></td>
<td>♦ Can be used for templates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Can sort data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Can include Clipart &amp; Graphics</td>
<td></td>
</tr>
<tr>
<td><strong>Power Point</strong></td>
<td>♦ Uses Multi media</td>
<td>♦ Requires a projector to be seen by an audience</td>
</tr>
<tr>
<td></td>
<td>♦ Can include Clipart &amp; Graphics</td>
<td>♦ Must be viewed in one venue</td>
</tr>
<tr>
<td></td>
<td>♦ Uses Animation</td>
<td>♦ Only a limited amount of information can be shown on each slide</td>
</tr>
<tr>
<td></td>
<td>♦ Can be used for templates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Incorporates background formatting</td>
<td></td>
</tr>
<tr>
<td><strong>Desk Top Publishing</strong></td>
<td>♦ Can use columns to layout information</td>
<td>♦ Requires a high spec computer system</td>
</tr>
<tr>
<td></td>
<td>♦ Offers specialist formatting features</td>
<td>♦ Needs more memory than other applications</td>
</tr>
<tr>
<td></td>
<td>♦ Allows insertion of text files</td>
<td>♦ Is a specialist package</td>
</tr>
<tr>
<td></td>
<td>♦ Offers a variety of page set up features</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Can be used for templates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Can include graphics and clipart which can be edited within the document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Incorporates character and line spacing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Allows text wrapping around graphics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Uses Layout Guides</td>
<td></td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td>♦ Allows editing of graphics</td>
<td>♦ Very specialist package</td>
</tr>
</tbody>
</table>
What is the best way to solve the problem and why?

After comparing the different applications I could use to create a robust solution to the problem, I have compared the functions they offer against my list of objectives. The results can be seen in the following table.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Word Processing</th>
<th>PowerPoint</th>
<th>DTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Create a template that can be re-used each year</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>❖ Include information on all available GCSE ICT courses</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>❖ The output must be easy to read and understand</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>❖ The leaflet should be printed on one sheet of A4</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>❖ The presentation and leaflet must both have a formal appearance</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>❖ Keep the presentation shorter than 3 minutes in length</td>
<td>✗</td>
<td>✔</td>
<td>✗</td>
</tr>
<tr>
<td>❖ Leaflet should be clear if printed in Black and White</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>❖ There must be no typographical errors within the solution</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>
As no other presentation package has been considered, Power Point is the choice to create a robust solution for making the presentation. PowerPoint is known to me and comes as part of the Microsoft Office Suite of packages which is very common and happens to be the office suite used within the school.

On the face of it, a Word Processing package and DTP package are equally suited to produce the leaflet. However, when consideration is given to the specialist features of these respective applications in terms of advantages and disadvantages, it can be clearly seen that a Desk Top Publishing package would be the favoured application to use in order to produce a professional document for this purpose as it offers more specialist publishing features. I will therefore be using Microsoft Publisher to complete this task. It is known to me and is the DTP application that I have available to me within the school.

**What is the estimated timescale for implementation?**

Assuming I can get all the information I need this should take 8 – 10 weeks.
Analysis

- Data Requirements & Source
- Hardware & Software Requirements
- Processes
- Information Output
- Backup & Security Issues
- System Flow Diagram
Section Two - Analysis

What data do I need to gather and where will it come from?

Most of the data I need to build this solution will have to come from the staff of the ICT department. I will take photographs that will be uploaded into the computer system and other data supplied, will come from the examinations board, being downloaded electronically from their web site or scanned into the computer system by me. I will use the list I made of User Requirements, to identify as much of the data as possible that I will need. I will then go back to my end user to find out if there is any more data they need to have included in the solution.

User Requirements that need data input

♦ The presentation should incorporate the school logo and identify with the ICT department. The logo will be obtained from the school network. I will choose a suitable piece of clipart to identify the publication/presentation with the ICT department.
♦ These consistent features should be used as a template. This will be applied to both the presentation and leaflet.
♦ Photographs of the students working in the ICT department should be included. I will take photographs and see if there are others already on the school network that are suitable for this purpose.
♦ Details of all ICT course options must be explained within the presentation and leaflet. This information will come from the head of the ICT department and the Examinations Board.

When I showed the ICT department the above list, other issues became apparent that need to be addressed when inputting data.

Additional Requirements that need data input

♦ The time commitment that is needed for successful completion of the coursework projects within the different courses should be clearly outlined.
♦ Information must be supplied within the presentation and leaflet, outlining the suitability of the different courses for different students.
Show the data flow

A diagram showing the flow of data through my system is given at the end of this section.

What hardware and software will be needed?

Hardware –

♦ As the end product will be used by the ICT department within the school, I will be using the school network to build the solution. The terminals on the network are workstations.
♦ In order to produce a professional leaflet, I will need access to a high resolution monitor, powerful processor, 256 Mb of RAM minimum and high quality laser printer.
♦ I will use a digital camera to take photos of students at work. My own camera takes sufficient quality images and operates at 3.2 Mega Pixels. The resolution of the photos can also be adjusted prior to capture.
♦ A scanner may be required to scan pictures or text documents into the computer system.
♦ A high resolution projector will be needed to show the presentation at the parents’ open night.

Software –

♦ The school currently uses Windows XP as its operating system.
♦ The leaflet will be developed using Microsoft Publisher which is the DTP software currently used by the school.
♦ The presentation will be developed using Microsoft PowerPoint XP pro which is the presentation software currently used by the school.
♦ I will use Microsoft Word XP pro for producing all my reports and recording the notes to be incorporated within the solution.
♦ If I use a scanner to upload lists, I will use OCR software, if possible, to convert the data and allow me to edit and copy it.
♦ If the logo needs to be edited, I will use JASC Paint Shop Pro for this purpose.
♦ Photographs will also be edited using JASC Paint Shop Pro.
♦ When communicating with the staff of the ICT department, I will use the school’s e-mail system; Microsoft Outlook.
♦ I will use Internet Explorer 6 as my browser software for connecting to the World Wide Web.

How will I input the data?

The layout of the presentation, leaflet and their respective headings will be created using a keyboard and mouse. Most of the text articles will be supplied from the ICT department as text files and will be inserted into text boxes within the leaflet and presentation from the source file. Within the leaflet, Publisher allows amendments to the text content to be made in the source document which will automatically be updated within the leaflet using dynamic data linking. If any material is supplied to me in hard copy, I may be able to scan it in, using OCR software, to allow me to edit the data once it is in electronic format. The school logo will be inserted into my documents from its source file. Photos will be inserted from their source folder after having been edited using Paint Shop Pro.
What processes will be carried out on the data?

I will refer to my list of objectives and user requirements to identify all the processes that need to be carried out on the data.

- Create a template that can be re-used each year
- Include information on all available GCSE ICT courses
- The output must be easy to read and understand
- The leaflet should be printed on one sheet of A4
- The presentation and leaflet must both have a formal appearance
- Keep the presentation shorter than 3 minutes in length
- Leaflet should be clear if printed in Black and White
- There must be no typographical errors within the solution

**Graphics** – The school Logo may need to be edited and resized. Photos will be cropped, resized, enhanced and edited before being inserted into the documents. When saving graphics files for the presentation, consideration will have to be given to the format used. The resolution quality of the graphic, in its saved format, must be measured against the upload time. This will be particularly important if the presentation is to be viewed electronically and hard copy produced.

**Headings** – A suitable type of Word Art will have to chosen which will look formal, professional and will identify with the ICT department.

**Text Boxes** – Where appropriate, text/graphics frames should have borders applied and the background formatted. It may be suitable to use a clipart graphic as a watermark for this purpose.

**Text** – Text will be inserted from text files. It will then be formatted using a suitable font and where necessary Drop Caps or bullets applied to enhance the look of the article. If it enhances the layout of either the presentation or leaflet, the text will also be wrapped around the different graphics used within the solution.

**Hard Copy** – The leaflet must be set up in such a way that it will be printed on one sheet of A4 paper.

**Layout** – The layout of both the leaflet and the presentation must have a lot of care and consideration given to them. White space must be utilised effectively, the end product must be easy to read and understand, it must look formal and professional yet inviting and consideration must be given to the fact that the leaflet may be printed using a black and white printer.

**Spell Check** – All documents must be proof read and spell checked, checking for typographical errors and ensuring that they look professional.
Grammar Check – All documents must be grammar checked, checking for errors and giving them a professional appearance.

How will the results of the data be presented or output?

Presentation – The presentation will essentially be output as a self timed roll around show via a projector onto a screen or white wall. However, as I have already said, in order to be effective, the presentation should not have too much text on any slide. If the ICT department need to incorporate a large amount of text on any of the slides, I would suggest that we supply hard copy of the presentation to the parents in notes view or at least printed as six slides per page in order to allow them to read and digest the content of the presentation later.

Leaflet – The leaflet must be produced on one sheet of A4. I have discussed various options with the end user, who favours a 3 fold, double sided leaflet. I will, however, experiment with other layouts, during the design stage of the project, after I have collated all the information that needs to be included. The leaflet will be produced in hard copy only, and particular care and attention needs to be given to the fact that the leaflet may be printed off in colour, but is just as likely to be printed in Black and White.

How will I store and back up the data?

Whilst working through the project, designing a solution and during the building of the system, I will keep a copy of everything in my domain area on the school’s network. This is backed up on a regular basis. I will also keep a copy of my work on my computer system at home. As an additional precaution, I will keep a copy of my work on two backing storage devices; probably zip discs or thumb drives as they are a Read Write storage facility and a good size for keeping all my work on one medium. I will use one of these as my master copy and download the latest version of my work to whichever machine I am developing the solution on at any one time. The other will be used to keep an updated version of my work as additional back up and stored in a safe place. This will be backed up weekly.

How will the data be secure?

When the system has been fully developed, I will have implemented several methods to ensure the data is secure. These will include the following: When the presentation is complete it will be saved in .pps file format so that it can be viewed but not edited unless it is saved as a different format. All templates will be saved separately, so that the originals cannot be edited accidentally. The data will be held on the school intranet system which means no one outside the school will be able to access it. Additionally it will be on an area of the network that only the staff can access for additional security. A folder will be created to hold all the materials and a hierarchical structure applied to it with sub folders to hold the presentation and leaflet, the templates, the text files and the graphics files.

The school already adhere to all sections of the Data Protection Act that apply to the data we will be working with.
Design

- Presentation Development
- Leaflet Development
- Graphical Images
- Final Designs
- Test Plan
Section Three – Design

All solutions will be designed to take account of the end user’s requirements and to satisfy my own List of Objectives, shown in the grey box copied here. Within this section, the project design will be broken up into manageable sub-problems as listed below.

- Create a template that can be re-used each year
- Include information on all available GCSE ICT courses
- The output must be easy to read and understand
- The leaflet should be printed on one sheet of A4
- The presentation and leaflet must both have a formal appearance
- Keep the presentation shorter than 3 minutes in length
- Leaflet should be clear if printed in Black and White
- There must be no typographical errors within the solution

1. Layout of an overview of the system showing development of the slides, leaflet, templates and position of graphics to be used in the final solution. This overview will identify the order in which the slides will be presented within the presentation. Additionally, a layout of the templates, slide order and leaflet showing formatting features that should be applied will assist with implementing a formal, professional solution that is easy to read and understand.

2. Editing that needs to be applied to the graphics will be explained, in order to produce a professional end product.

3. These initial designs will then be shown to the end user with their comments and suggestions being noted and acted on.

4. Final designs will then be produced satisfying the end user’s requirements.

5. A test table will be produced which will fully test all the processes used within the solution and the robustness of the system.

In order to break the design stage down into manageable sub problems:

- I will initially design the template to be used in the presentation.
- Design the layout of the presentation.
- Incorporate features from the presentation in the Leaflet’s template to create consistency.
- Design the leaflet
- Edit the graphics to be used.
Copy of Clipart in design document.
Transparency 97%

Word Art
Gill Sans MT
Two Colour effect - Light blue/grey & darker blue/grey
Transparency 80%

Presentation Template Design [1]
Copy of clipart in design document
Transparency 97%

Word Art
Sans Serif 36pt
3-D effects
Lighting above left
Depth 18pt
Design specification – Presentation

The above templates will be shown to the End User and they will be asked to choose which they consider to be most suitable for their needs. The formatted Word Art and graphics have been pasted into a word document and have been stored in the graphics folder within the hierarchical folder structure.

The text to be included within the presentation has been given to me in a word document by the End User. There are eight main sections to be included within the presentation which will have the following headings:

- Introduction
- Advanced Computer Application Skills
- Computer Theory
- Assessment Objectives
- Mode of Assessment
  - Long Course (1185)
  - Short Course (3185)
- Life Skills
- FAQ’s
- Photographs [1 slide]

Each of these sections should consist of one slide where possible and will have a list of bullet points laid out below the slide heading. Each of these slides will have the same layout applied in order to protect the formal and professional image of the presentation. A general layout for these slides is shown here.

<table>
<thead>
<tr>
<th>SLIDE HEADING (centred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text 1 across the page</td>
</tr>
<tr>
<td>Text 2 across the page</td>
</tr>
<tr>
<td>Text 3 across the page</td>
</tr>
<tr>
<td>Text 4 across the page</td>
</tr>
<tr>
<td>Text 5 across the page</td>
</tr>
<tr>
<td>Text 6 across the page</td>
</tr>
</tbody>
</table>

Word Art
Gill Sans MT
Two Colour effect - Light blue/grey & darker blue/grey

Font Arial 24pt
Colour Light blue/grey
Evenly spaced over slide

Bullet point to be used
Size: 100 % of text
All the text required is held in file PptText.doc and it will be stored in the appropriate text folder within the hierarchical folder structure.

Copy of clipart to be used in template design:

N.B.

1. It has been stated that all bullet points should be listed on one slide. If they cannot fit on one slide, the section heading should be repeated and the remaining bullet points spaced onto the second and subsequent slides.

2. The slides containing mode of assessment details should be laid out as tables. Borders of the tables should be visible and light blue/grey in colour.

3. The order in which the slides will fit is listed below.

- Introduction
- Advanced Computer Application Skills
- Computer Theory
- Assessment Objectives
- Mode of Assessment
  - Long Course (1185)
  - Short Course (3185)
- Life Skills
- FAQ’s
- Slide of Photographs

4. Slide Transition and Custom Animation – Apply to all slides

- Transition : Wheel Clockwise 3 Spokes, Speed – slow.
- Animation : Faded Zoom by 1st paragraph 2 sec delay medium speed
- Setup Show : Loop continuously until Esc is pressed
Responses from The End User –

Having shown my initial designs to the head of the ICT department and discussed them in detail the end user has provided the following input to improve the design and layout, making it more user-friendly and appropriate to their needs. My notes from this meeting are listed below.

Presentation Template Design

- The end user has chosen template design one as the option to be implemented.
- They would like the school logo added to the design as a transparency in the top left corner of the Master Slide.
- They are happy with the remainder of the design

Presentation Design

- They are happy with the proposed slide transition, custom animation, timings and proposed show set up to run as a loop.
- They have however reminded me that the headings for each slide should have no animation applied to them.
- They are happy with the font size and formatting including the choice of bullet.

I will now modify my design for the template before commencing the implementation.
Design specification – Leaflet

Having already discussed the general layout of the leaflet with the end user, it has been agreed that the leaflet should be produced as a two fold leaflet to be produced as A4 size. Other options have been explored but found to be unsuitable. The same information should appear on the leaflet as appears in the presentation. Wherever possible, the leaflet should be consistent with the presentation. This should include colour schemes, use of Word art for headings, clipart set to suitable transparency and font type. The size of the font will obviously be adjusted according to the space available in the document.

One of the user requirements was that the leaflet might need to be printed out in black and white and would need to be clear if printed in this colour scheme. In order to satisfy this need, I intend creating a leaflet which ties in with the colour scheme of the presentation and duplicating this leaflet using a colour scheme that shows more clarity when printed off using a black and white printer.

The order in which the information will appear in the leaflet is shown in the diagrams below:

|--------------------------|------------------------------------------|----------------|

The photographs that have been used within the presentation will also be incorporated within the leaflet. I have agreed with the user that I will offer two options with regard to the placement of the photographs. Firstly, I will insert all the text into the leaflet and after considering the layout and amount of white space left within the document, will consider how best to position the graphics. I may create a small collage in the middle of the front page or, alternately, I might create a narrow film strip to be positioned on certain of the pages.
Leaflet Template Design
Leaflet Design [1]- Outside

Assessment Objectives

- Inserted text from file
- Word Art - All Gill Sans MT
- Two Colour effect - Light blue/grey & darker blue/grey
- Transparency 80%

Film Strip Photos

- Inserted text from file
- Use Drop Caps – Navy Blue
- Use text flow
- Mid Grey Lines – 2 Pt

Frequently Asked Questions

- Inserted text from file. Use clipart as a bullet point

Film Strip Photos

- Inserted text from file. Use text flow

Photo

- Inserted text from file. Use text flow
- All Font Arial – Variable pt size to fit text boxes. Text flow used

Photo

Photo

GCSE ICT
Leaflet Design [1] - Inside

**Computer Theory**
- Word Art - All Gill Sans MT
- Two Colour effect - Light blue/grey & darker blue/grey
- Transparency 80%
- Inserted text from file

**Application Skills**
- Inserted text from file
- Film Strip Photos
- Film Strip Photos
- Mid Grey Lines – 2 Pt
- Inserted text from file. Use text flow
- All Font Arial – Variable pt size to fit text boxes. Text flow used

**Life Skills**
- Film Strip Photos
- Inserted text from file. Use Drop Caps – Navy Blue
Leaflet Design [2] - Outside

Assessment Objectives

- Word Art - All Gill Sans MT
- Two Colour effect - Light blue/grey &
darker blue/grey
- Transparency 80%

- Inserted text from file. Use drop Caps – Navy Blue

- Mid Grey
- Lines – 2 Pt

Frequently Asked Questions

- Inserted text from file

- Font Arial – Variable pt size to fit text boxes. Clipart image used as bullet point

Photo

Photo

Photo
Leaflet Design [2]- Inside

Computer Theory

- Word Art - All Gill Sans MT
  - Two Colour effect - Light blue/grey & darker blue/grey
  - Transparency 80%

- Inserted text from file. Use drop Caps – Navy Blue

Life Skills

- Photo

Application Skills

- Inserted text from file. Use drop Caps – Navy Blue

- Photo

- Inserted text from file. Use drop Caps – Navy Blue

- Font Arial – Variable pt size to fit text boxes
Responses From The End User –

Having shown my initial designs to the head of the ICT department and discussed them in detail, the end user has provided the following input to improve the design and layout, making it more appropriate to their needs. My notes from this meeting are listed below.

**Leaflet Template Design**

- The end user is happy with the template design. They commented that the colour scheme fits with that used in the presentation and by incorporating the clipart image as a **watermark** creates the level of consistency they are looking for.
- The two fold design is the most suitable and has already been agreed upon with the end user.
- I have been reminded by the end user that the leaflet will probably be printed out using a black and white printer. It has therefore been agreed that an additional template should be developed with a white background to satisfy this requirement. This will also enhance the clarity of the hardcopy of the finished article. All text will be black.

**Leaflet Design**

- My end user likes both the designs but after careful consideration has declared a preference for design one.
- They asked if it would be possible to include details of the mode of assessment but, after lengthy discussion, agreed that the remaining text would be too small and insignificant if we were to achieve this. It was finally agreed that in the final design, I would include a text box on the front page to incorporate the course names and numbers of projects, required to successfully complete each course. The current layout of photos on the front page should also be converted into a film strip to fit with the remainder of the leaflet.
- They would like to have input on the photographs to be used in both the presentation and leaflet. They have also stated that the same ones should be included in both and have commented that these photos might be more effective if they were converted to black and white images.

I will now modify my design for the leaflet before commencing the implementation. I will also show the end user the photographs that can be used within the solution and allow them to choose the most suitable ones.
Photographs - Graphical Images
The end user has shown a preference for the following photographs to be used within the final solution: 1, 5, 6, 9 and 10.

The quality of these photos should be enhanced using Paint Shop Pro, they should be cropped and re-sized to fit their relevant position without becoming stretched and copies of them should be converted to Black and White images.

The final design of my leaflet layout is shown on the next page.
Final Leaflet Design [Outside]

Assessment Objectives

Film Strip Photos

Frequently Asked Questions

GCSE ICT

Film Strip Photos

Film Strip Photo

Inserted text from file

Inserted text from file. Use clipart as a bullet point

Inserted text from file. Use text flow

Inserted text from file. Use text flow

Inserted text from file. Use Drop Caps – Navy Blue
Use text flow

Mid Grey
Lines – 2 Pt

All Font Arial – Variable
pt size to fit text boxes.
Text flow used

Word Art - All
Gill Sans MT
Two Colour effect -
Light blue/grey &
darker blue/grey
Transparency 80%

Inserted text from file

Inserted text from file giving details of courses
and No of Projects
[Centred]
Test Table for the Presentation and Leaflet

In order to ensure that my solution is robust, I intend to perform the following tests once the solution has been implemented. These tests will need to satisfy both the User’s requirements and my own List of Objectives wherever necessary.

For ease of completing this test table after implementation has been completed, I have listed the tests to be performed for each part of the solution in turn.

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Expected Result</th>
<th>Actual Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spell Check</td>
<td>No Spelling Errors</td>
<td></td>
</tr>
<tr>
<td>Grammar Check</td>
<td>No grammatical errors</td>
<td></td>
</tr>
<tr>
<td>Text Layout</td>
<td>All text should fit in the text box layout</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretching</td>
<td>Resized graphics should remain in perspective</td>
<td></td>
</tr>
<tr>
<td>Pixilation</td>
<td>Images should remain sharp</td>
<td></td>
</tr>
<tr>
<td>Image file size</td>
<td>Images should load promptly and file size should be kept as small as possible</td>
<td></td>
</tr>
<tr>
<td>Transition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effect</td>
<td>All slides should use the same slide transition</td>
<td></td>
</tr>
<tr>
<td>Timing</td>
<td>Timing of transition should allow time for entire content of each slide to appear and be read by user</td>
<td></td>
</tr>
<tr>
<td>Custom Animation</td>
<td>All animations should match the ones requested in design</td>
<td></td>
</tr>
<tr>
<td>Layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistency</td>
<td>Consistency should be seen throughout the presentation</td>
<td></td>
</tr>
<tr>
<td>White Space</td>
<td>The layout must be easy on the eye and not too crowded</td>
<td></td>
</tr>
<tr>
<td>Formality</td>
<td>The colour schemes and text used should give the presentation a formal look</td>
<td></td>
</tr>
<tr>
<td>Ease to understand content</td>
<td>The content should be easy to read and understand</td>
<td></td>
</tr>
<tr>
<td>Leaflet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td><strong>Expected Result</strong></td>
<td><strong>Actual Result</strong></td>
</tr>
<tr>
<td>Spell Check</td>
<td>No Spelling Errors</td>
<td></td>
</tr>
<tr>
<td>Grammar Check</td>
<td>No grammatical errors</td>
<td></td>
</tr>
<tr>
<td>Text Flow</td>
<td>All text should fit in the boxes and flow between them</td>
<td></td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretching</td>
<td>Resized graphics should remain in perspective</td>
<td></td>
</tr>
<tr>
<td>Pixilation</td>
<td>Images should remain sharp</td>
<td></td>
</tr>
<tr>
<td>Image file size</td>
<td>Images file size should be kept as small as possible</td>
<td></td>
</tr>
<tr>
<td><strong>Layout</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistency</td>
<td>Consistency should be seen throughout the presentation</td>
<td></td>
</tr>
<tr>
<td>White Space</td>
<td>The layout must be easy on the eye and not too crowded</td>
<td></td>
</tr>
<tr>
<td>Formality</td>
<td>The colour schemes and text used should give the presentation a formal look</td>
<td></td>
</tr>
<tr>
<td>Ease to understand content</td>
<td>The content should be easy to read and understand</td>
<td></td>
</tr>
<tr>
<td>Margins</td>
<td>All content should fit inside the print margins</td>
<td></td>
</tr>
<tr>
<td>Colour schemes</td>
<td>The printed leaflet should be clear if printed in black and white</td>
<td></td>
</tr>
</tbody>
</table>

As mentioned, these tests will be carried out at the end of the implementation and any corrections made to ensure that the end product meets with the end users requirements.

A **hierarchical folder structure** will be made available for implementing the solution to this problem, making the graphics, text, clipart and chosen word art available during the implementation.
Implementation

- Leaflet Implementation
- Testing and Error Correction
- Graphical Image Manipulation
- Presentation Implementation
- Testing and Error Corrections
Section Four – Implementation

Within the implementation stage of the project, screen shots will be displayed showing the development of the different parts of the system. Both the presentation and leaflet will be displayed, showing it after the text has been entered and after the photos have been included.

When the implementation has been completed, test data will be entered and the necessary tests will be carried out to check the robustness of the system. In this part of the report I will show any necessary screenshots to confirm that validation issues have been incorporated into the implementation successfully.
Assessment Objectives

A pply knowledge, skill and understanding of ICT to a range of situations
A pply Life Cycle and document ICT systems for use by others and develop understanding of the wider applications and effects of ICT
R eflect critically on the way the student and others use ICT
D iscuss and Review the impact of ICT applications in the wider world
C onsider the social, economic, political, legal, ethical and moral issues and security needs for data which surround the increasing use of ICT

Frequently Asked Questions

W hich Course?
Students who intend to follow a career in ICT should attempt the long course. All others are recommended to take the short course.

C an I change course?
Yes – if the project workload is proving to be too demanding it is possible to transfer from the long to the short course. This choice should usually be made towards the end of year ten.

If I choose the short course, can I still choose ICT as an A Level subject?
Yes – although additional study time may be needed to consolidate knowledge and understanding with theory or to improve application skills.

I s this a worthwhile course?
The students learn many cross curricular skills which prove useful within all other subject areas. Skills in ICT are a pre requisite in our modern times.

GCSE ICT Full Course [1185] 4 Coursework Projects

GCSE ICT Short Course [3185] 2 Coursework Projects
Functions applied to improve the overall look of the publication

Text Flow Toolbar
As I developed my leaflet, I tested the various features according to my test plans. The results with any additional comments are shown as follows:

<table>
<thead>
<tr>
<th>Text</th>
<th>Expected Result</th>
<th>Actual Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spell Check</td>
<td>No Spelling Errors</td>
<td>Corrected</td>
</tr>
<tr>
<td>Grammar Check</td>
<td>No grammatical errors</td>
<td>No Problems encountered</td>
</tr>
<tr>
<td>Text Flow</td>
<td>All text should fit in the boxes and flow between them</td>
<td>After re-sizing certain text boxes this was OK</td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretching</td>
<td>Resized graphics should remain in perspective</td>
<td>Unstretched – Resized using corner place holders</td>
</tr>
<tr>
<td>Pixilation</td>
<td>Images should remain sharp</td>
<td>No pixilation</td>
</tr>
<tr>
<td>Image File Size</td>
<td>Images file size should be kept as small as possible</td>
<td>Achieved - resolution of image still sharp</td>
</tr>
<tr>
<td><strong>Layout</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistency</td>
<td>Consistency should be seen throughout the presentation</td>
<td>Achieved – fonts, Word Art same throughout</td>
</tr>
<tr>
<td>White Space</td>
<td>The layout must be easy on the eye and not too crowded</td>
<td>OK – To be confirmed by end user</td>
</tr>
<tr>
<td>Formality</td>
<td>The colour schemes and text used should give the presentation a formal look</td>
<td>Formal colour schemes applied throughout</td>
</tr>
<tr>
<td>Ease to understand content</td>
<td>The content should be easy to read and understand</td>
<td>Font size easily readable</td>
</tr>
<tr>
<td>Margins</td>
<td>All content should fit inside the print margins</td>
<td>Successful</td>
</tr>
<tr>
<td>Colour schemes</td>
<td>The printed leaflet should be clear if printed in black and white</td>
<td>Black and white copy produced</td>
</tr>
</tbody>
</table>

*Watermark* – When I created a black and white version of the leaflet I discovered that the watermark was not very visible. This was corrected by reducing the transparency to 80%.

*Graphics* – When I initially inserted the graphics I did not feel that they were very strong. I put a plain border round the images. This made them stand out better and hold their place within the pages of the leaflet.

*Text Flow* – After applying text flow I created my Drop Caps. Resultantly, some of the text disappeared from the second text box. Resizing the text boxes and font corrected this problem.

*Image File Size* – The finished leaflet has a file size of 2.54 Mb. I feel this is satisfactory as I have eighteen separate graphics images incorporated within the leaflet.
I selected the following graphical images to be used within the solution:

These editing features were applied to the images [all performed using Paint Shop Pro]

- Resizing
- Clarification
- Colour Saturation
- Contrast
- Automatic Colour Balance
- Cropping
- Greyscale

The images were set together to give the impression of a film strip and repeated throughout the leaflet. Within the presentation they were positioned on the relevant slide and had custom animation applied to them.

When creating the Black and White version of the presentation I had to open up the transparency of the school logo within Microsoft Photo Editor and change the logo to black by adjusting the Brightness, Contrast and Gamma balance. Again this was successful.
Course Information

- Computer Application Skills
- Computer Theory
- Life Skills
- Assessment Objectives
- Mode of Assessment
- Frequently Asked Questions

Application Skills

- Spreadsheets
- Databases
- Word Processing
- Desk Top Publishing
- Web Authoring / Internet
- Graphic Manipulation

Computer Theory

- Hardware & Software
- Computers in Society
- Communications & Networks
- Data Logging & Control
- Systems Life Cycle Theory
Life Skills

- Systematic approach to problem solving using the Systems Life Cycle
- Research
- Report Writing
- Time Management
- Organisation and Method

Assessment Objectives

- Apply knowledge, skill and understanding of ICT to a range of situations
- Apply Life Cycle and document ICT systems for use by others and develop understanding of the wider applications and effects of ICT
- Reflect critically on the way the student and others use ICT

Mode of Assessment

**GCSE ICT Full Course [1185]**

<table>
<thead>
<tr>
<th>Paper or Component</th>
<th>Mode of Assessment</th>
<th>Weighting</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper 1</td>
<td>Four Coursework Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper 2</td>
<td>Section A – Multiple Choice Questions</td>
<td>40 %</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td>Section B – Structured questions based on an annually pre-released case study</td>
<td>40 %</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td>Section C – Structured Questions</td>
<td>40 %</td>
<td>2 Hours</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

- **Which course?**
  Students who intend to follow a career in ICT should attempt the long course. All others are recommended to take the short course.

- **Can I change course?**
  Yes – if the project workload is proving to be too demanding it is possible to transfer from the long to the short course. This choice should usually be made toward the end of year ten.

At Work ..... Or At Play?

- Slide transition, Custom animation and automatic timings applied as per design spec.
- Graphics spaced out across slide to enable maximum exposure to students at work within presentation.
Functions applied to improve the overall look of the presentation

Entrance Effect

Animation Properties

Show Set Up - Loop

Slide Transition Effects

Slide Master Toolbar

Slide Master View
**Error Correction**

As I developed my presentation, I tested the various features according to my test plans. The results with any additional comments are shown as follows:

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Text</th>
<th>Expected Result</th>
<th>Actual Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spell Check</strong></td>
<td>No Spelling Errors</td>
<td>Corrected</td>
<td>No Problems encountered</td>
</tr>
<tr>
<td><strong>Grammar Check</strong></td>
<td>No grammatical errors</td>
<td></td>
<td>After re-sizing certain text boxes this was OK</td>
</tr>
<tr>
<td><strong>Text Layout</strong></td>
<td>All text should fit in the text box layout</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td>Resized graphics should remain in perspective</td>
<td>Unstretched – Resized using corner place holders</td>
<td></td>
</tr>
<tr>
<td><strong>Stitching</strong></td>
<td>Images should remain sharp</td>
<td>No pixilation</td>
<td>Achieved - resolution of image still sharp</td>
</tr>
<tr>
<td><strong>Pixilation</strong></td>
<td>Images should load promptly and file size should be kept as small as possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transition</strong></td>
<td>All slides should use the same slide transition</td>
<td>Achieved without problem</td>
<td></td>
</tr>
<tr>
<td><strong>Effect</strong></td>
<td>Timing of transition should allow time for entire content of each slide to appear and be read by user</td>
<td>Unsatisfactory. Not enough time to view the content properly</td>
<td></td>
</tr>
<tr>
<td><strong>Timing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Custom Animation</strong></td>
<td>All animations should match the ones requested in design</td>
<td>Animations work well and add to professionalism. They match.</td>
<td></td>
</tr>
<tr>
<td><strong>Animation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Layout</strong></td>
<td>Consistency should be seen throughout the presentation</td>
<td>Works well.</td>
<td></td>
</tr>
<tr>
<td><strong>Consistency</strong></td>
<td>The layout must be easy on the eye and not too crowded</td>
<td></td>
<td>Some text was too big and difficult to read easily</td>
</tr>
<tr>
<td><strong>White Space</strong></td>
<td>The colour schemes and text used should give the presentation a formal look</td>
<td>Matched the leaflet and worked well.</td>
<td></td>
</tr>
<tr>
<td><strong>Formality</strong></td>
<td>The content should be easy to read and understand</td>
<td>Amount kept to a minimum – OK</td>
<td></td>
</tr>
<tr>
<td><strong>Ease to understand content</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Text Layout – Some of the text boxes had to be resized and the width adjusted slightly in order to improve the layout and make it look professional.

White Space – I felt that some of the sections of text that the end user wanted included within the presentation were too much for the reader. In order to maximise the ease with which the user could view the information I had to do two things:
   1. I spread out the content over two slides to make it easier to read.
   2. To improve the presentation, I adjusted the size of the font to create as much white space as possible while still keeping the font large enough to be easily read.

Timing – My end user requested that the slide show should ideally last for a maximum of three minutes. Initially, I counted the number of slides to be used within the presentation and set the transition timing on each so that I met this requirement. However, when I added the content of the slides and ran through the show I discovered that there was not enough time allowed on certain slides for the reader to read the content comfortably. To overcome this problem, I increased the time that slides 5, 6, 9, 10 and 11 were projected for. The show length is now 3 minutes 25 seconds which I will have to tell the end user about but it now has a much smoother flow and feel to it when viewed.

Animation – As certain of the slides are now projected for longer, I have been able to increase the timing of the custom animation effects slightly. This further enhances the smoothness and professionalism of the presentation.
Evaluation

- Effectiveness Of The System
- Future Development Potential
Section Five - Evaluation

Have I achieved my Objectives?

- Create a template that can be re-used each year
- Include information on all available GCSE ICT courses
- The output must be easy to read and understand
- The leaflet should be printed on one sheet of A4
- The presentation and leaflet must both have a formal appearance
- Keep the presentation shorter than 3 minutes in length
- Leaflet should be clear if printed in Black and White
- There must be no typographical errors within the solution

Within the evaluation, I will revisit each of my objectives in turn to ensure I have satisfied them.

- **Create a template that can be re-used each year**
  I have created a master slide for the presentation and a master page for both the colour and black and white leaflets. These have been saved as separate files and backed up for future use.
  Within the leaflet, the text has been imported from text files. This means that if the text is changed within the text file, the content of the leaflet will be automatically updated using dynamic data linking. Any changes to be made within the presentation can be easily made by either overwriting the existing text or copying and pasting the updated text from the text file.

- **Include information on all available GCSE ICT courses**
  Within the presentation I included a full breakdown of the mode of assessment for each of the courses. I did not have space to do this within the leaflet but did include the name and number of each of the courses along with the number of projects required to successfully complete the course.

- **The output must be easy to read and understand**
  I am happy with the clarity of the finished products, having shown them to various people. All that were shown the presentation and leaflet said that they were clear, easy to read and to understand. I deliberately chose to use Sans Serif fonts to help make the text clear and easy to read.

- **The leaflet should be printed on one sheet of A4**
  As can be seen from the finished document at the end of this report, the leaflet fits on one sheet of A4 if printed back to back.

- **The presentation and leaflet must both have a formal appearance**
  I think the presentation and leaflet do have a formal appearance. This opinion is backed up by the comments of those I have shown them to. The colour schemes used for both backgrounds and the text have consistency and do not use bright, vivid colours.

- **Keep the presentation shorter than 3 minutes in length**
  As discussed in the error correction part of my report, this did not prove to be possible. I set the slide transition timings so that I could meet this objective but found that this did not leave sufficient time to read and take in the entire content of the presentation.
Leaflet should be clear if printed in Black and White

When I had finished my leaflet, I printed a copy off in Black and White to check the clarity of the hard copy produced. Although it was okay, I felt that it could be improved. To do this, I saved a copy of the leaflet, took off the colour background and reformatted the colour of all text and Word Art to black. When I printed a copy of this I was very pleased with the clarity of the output.

There must be no typographical errors within the solution

This was achieved without any real problem. First I performed a spell check and grammar check on the text files given to me by the end user. Having done this, I then printed off a hard copy and proof read them again. The content of these text files was inserted into my leaflet and copied and pasted into my presentation.

User Feedback

I showed my completed presentation and leaflet to my end user and received the following comments from the ICT Department.

In general my end user is very happy with the final product and found it easy to read and understand.

They were particularly pleased with the animation effects used within the presentation and felt these made the presentation look very professional.

They were also very pleased with the slide transitions. They commented that this was ‘Simple but effective and very professional’.

They still expressed doubts about the length of the show but agreed that this could not be properly judged till the presentation was used at an open night. Only then could they judge whether the whole show would keep the attention of the parents attending.

The end user did not like the fact that a white border appears around the outside of the colour version of the leaflet and would like this changed if possible.

The head of ICT said they liked the photographs I had chosen, but felt that a greater variety of photographs should have been used within the leaflet. As was explained to me, parents like to see a wide variety of students in photographs to maximise the chance of them recognising one.

My end user also said that it would be nice if a record of those parents that had attended the open night could be recorded in a Spreadsheet, so that they could be contacted afterward to thank them for coming along.

The end user suggested that if a letter were not sent to each parent attending, that an e-mail address were added to the front page of the leaflet so that parents could make contact in the future if they required additional information about the GCSE ICT courses available.

Comments on Future Development and User Feedback

I have considered the feedback I received from the user and after further consideration, would recommend the following development of the system in the future.

If the presentation did prove to be too long and did not hold the attention of the parents in its entirety, I would suggest one of two things to my end user. Either we could remove some of the content to reduce the length of the show, or I could change the effects I had applied to the animations. If each animation were to appear instead of fade in, this would help reduce the time the show lasted and still give the parents the same length of time to read the content.

When I was implementing the leaflet, I adjusted the page margins to try to get rid of the white border that appeared when the leaflet was printed without success. As a future development I would seek professional advice to overcome this problem. If it was not possible to get rid of the border, I would change the background colour scheme to fade out from the centre. As can be seen on the finished leaflet, it is only at
the edge of the leaflet that is darker where this problem shows up. If I were to change the background colour effect, I would have to darken the font used for the assessment objectives to keep them clear.

- My own thoughts are that keeping the number of photographs to a minimum adds to the consistency of the finished leaflet. However, I accept the end users comments and would, in the future, obtain and edit some more photographs that could be inserted into the leaflet and or the presentation to supplement the photographs currently being used.

- I asked the end user about details of students and their families that are held centrally within the school database. Having been told that names and addresses were readily available, I would recommend the following as a future development. I would prepare a reusable template on Microsoft Word, using the same colour scheme and themes that have been used in the leaflet and presentation. By entering certain fields within this letter, it would be an easy task to create a personalised, mail merged document to send to each of the families that had attended the open night. If it were to prove too time consuming to record the names of all those who attended, filter their records and create a mail merged document, I would add the Head of Department’s e-mail address to the front page of the leaflet. In this way the parents would feel that they have a point of contact should they need more information about the courses at a later date.
Glossary of Terms
Glossary of Terms – used in the report

Listed below are technical terms used within the body of the report along with definitions of their meanings. You should try to incorporate all of these terms within your own report where appropriate.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications software</td>
<td>- Programs designed to help people perform particular types of work on the computer through the manipulation of text, numbers and graphics etc.</td>
</tr>
<tr>
<td>Back Up</td>
<td>- A back up is a safety measure whereby you make an additional copy of your work and hold it elsewhere on the hard drive or preferably in a completely different location</td>
</tr>
<tr>
<td>Backing storage devices</td>
<td>- These are the drives used for the media that the back up is stored on e.g. CD Rom Drive, Zip Drive, Floppy Disc Drive.</td>
</tr>
<tr>
<td>Browser software</td>
<td>- Applications software that creates a user interface that allows your operating system to communicate with the World Wide Web e.g. Internet Explorer or Netscape Navigator</td>
</tr>
<tr>
<td>Cropping</td>
<td>- A method by which you reduce the size of a graphic by reducing the area of the image that can be viewed.</td>
</tr>
<tr>
<td>Custom Animation</td>
<td>- A means of automating the appearance of the contents with a slide show presentation.</td>
</tr>
<tr>
<td>Data Capture</td>
<td>- The method by which you would collect data electronically.</td>
</tr>
<tr>
<td>Domain area</td>
<td>- The area of the hard drive allocated to a particular user within a networked system. It is accessed through use of a username and usually a password as well.</td>
</tr>
<tr>
<td>Download</td>
<td>- The transmission of electronic data from a server or the internet to your own computer.</td>
</tr>
<tr>
<td>Drop Caps</td>
<td>- A feature of Desk Top Publishing packages that allows you to format the first letter of a paragraph differently than the remainder of the text.</td>
</tr>
<tr>
<td>DTP</td>
<td>- Desk Top Publishing; The design, layout and printing of a document combining text and graphics on a page.</td>
</tr>
<tr>
<td>Electronic format</td>
<td>- A document or graphic saved on a computer.</td>
</tr>
<tr>
<td>Electronic solution</td>
<td>- The solution to a problem that is created on a computer.</td>
</tr>
<tr>
<td>Formal appearance</td>
<td>- A document with a formal appearance uses pastel colours and sans serif fonts</td>
</tr>
<tr>
<td>Greyscale</td>
<td>- The term used for a graphical image that has been converted to a black and white image.</td>
</tr>
</tbody>
</table>
Hard Copy - This means a printed copy of a Worksheet.

Hierarchical Folder Structure - An organisation with few things, or one thing, at the top and with several things below each other thing. An inverted tree structure. Examples in computing include a directory hierarchy where each directory may contain files or other directories.

Intranet System - An intranet is a network within one organisation that cannot be accessed via the Internet from outside the organisation.

List of Objectives - This is a list of 5-7 criteria, established after consultation with the end user that must be satisfied in order to produce a satisfactory solution to the problem.

Master Page - A special view of a page within Publisher that can be used to create a template to be used throughout the entire document.

Master Slide - A special view of a slide within Power Point that can be used to create a template to be used throughout the entire presentation.

Network - A network is a number of computers that are connected together, sharing software and peripheral devices. A network offers both advantages and disadvantages to the users.

OCR - Optical Character Recognition. OCR software is used to recognise characters within a graphic file or characters uploaded into the computer and save them as a text file. Reduces file size.

Operating System - The main software that is in use on a computer system. The operating system is responsible for booting up the computer and making all its resources available to the user and other software packages in a user friendly environment. Good examples are Windows 2000 and Windows NT.

Overview - A summary of the make up of the overall system.

Page Set Up - Accessed via the File Drop Down Menu and used to format the page before printing Hard Copy.

Pixilation - The result of a graphical image becoming unclear due to increasing its size too much.

Resize - Change the size of a graphic by dragging the placeholders.

Resolution - In general, this refers to how sharp and clear an image looks on screen or on paper, and how much detail you can see. It is usually determined by the number of dots (or pixilation1s) per square inch (the more there are, the higher the resolution) and is used to describe printers, monitors, and scanners.
<table>
<thead>
<tr>
<th><strong>Term</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Robust solution</td>
<td>- The solution to a problem that has been fully tested, has no errors and will fulfil the function that it has been designed for.</td>
</tr>
<tr>
<td>Scanner</td>
<td>- A device that converts images (such as photographs) into digital form so that they can be stored and manipulated on computers.</td>
</tr>
<tr>
<td>Self Timed Presentation</td>
<td>- A fully automated presentation that requires no human interaction once started.</td>
</tr>
<tr>
<td>Slide Transition</td>
<td>- The effect applied to a slide when it appears.</td>
</tr>
<tr>
<td>Software</td>
<td>- Computer Programs that have been written to perform a specific task. This may be in the form of systems software where the software helps the computer to function or Applications Software where the program has been written to help the user perform a specific task.</td>
</tr>
<tr>
<td>Source File</td>
<td>- A file holding the text that is inserted into another document.</td>
</tr>
<tr>
<td>Stretching</td>
<td>- The effect produced by changing the size of a graphic by adjusting the height or width disproportionately.</td>
</tr>
<tr>
<td>Template</td>
<td>- An outline document that can be reused over a period of time.</td>
</tr>
<tr>
<td>Terminal</td>
<td>- A device that allows you to send commands to a computer somewhere else. At a minimum, this usually means a keyboard and a display screen and some simple circuitry. Usually you will use terminal software in a personal computer - the software pretends to be (emulates) a physical terminal and allows you to type commands to a computer somewhere else.</td>
</tr>
<tr>
<td>Text Wrapping</td>
<td>- A feature that allows text to automatically move onto a new line or wrap itself around a graphic.</td>
</tr>
<tr>
<td>Transparency</td>
<td>- A graphic in which the background is transparent [See through].</td>
</tr>
<tr>
<td>Typographical Errors</td>
<td>- Errors that are made when entering data through typing mistakes.</td>
</tr>
<tr>
<td>Upload Time</td>
<td>- The length of time it takes for a graphic to load into an application from another source.</td>
</tr>
<tr>
<td>User Requirements</td>
<td>- A list of all the things that the End User needs in order to solve the problem on hand.</td>
</tr>
<tr>
<td>Watermark</td>
<td>- A graphic that has had its level of transparency set to a very high percentage and is usually placed behind text.</td>
</tr>
<tr>
<td>Workstation</td>
<td>- A computer that is attached to a network.</td>
</tr>
<tr>
<td>White space</td>
<td>- The blank areas within a document that make the other content easier to view.</td>
</tr>
</tbody>
</table>