

First Assignment (09/12/98)

Prepare a document, which lists a minimum of 30 computer science/IT related words/terms together with their definition. The Document should comply with the following requirements:

- ❖ The list of words/terms must be :
 - Sorted alphabetically
 - Grouped by first letter and separated by titles
- ❖ A table of contents will indicate the page where each group begins (A...page 1, B...page 3, C...)
- ❖ There will be a front page/cover (you are free to design your own format but please include your name)
- ❖ The name of the document will be printed in the top right corner of each page
- ❖ The page number and the total number of pages will be printed in the bottom right corner of each page
- ❖ The previous two requirements do not apply to the front page.

Submit

Word document file (Format: PC, Windows 95 and Word 97, 3"5 floppy disk, virus free). Do not make the file too big, it must fit on one floppy disk.

Pass: The document meets the requirements and the result is obtained by the effective use of word processor features.

Merit

As for Pass, plus:

- The assignment handed in by the date 09/12/98
- The appearance of the document is neat
- Figures/Schemes/Illustration have been added where they may help comprehension

Distinction

As for Merit, plus:

- Full use of the word processor capacities
- Accurate definitions and examples
- The number of definitions which have been investigated is significantly greater than the minimum requirement
- The overall document looks professional

IF THE SUBMISSION DEADLINE IS NOT RESPECTED THE MAXIMUM GRADE IS "PASS"

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