Module Project

# **Learning Goals**

1. Apply the integrated functions and capabilities of the Microsoft Office suite for presenting documents effectively.
2. Use the advanced features of office productivity software for data processing, data visualization, presentation, electronic communication, and research.
3. Utilize computer resources and tools in a responsible and productive manner.

# **Project Options**

1. Data Gathering Activity

Form a group and prepare presentation activity involving population of the seven (7) continents for the past ten (10) years. Use a word processing software for the actual documentation of the product. Use electronic spreadsheet for the graphical presentation of the data gathered. Use presentation slides to report the topic.

1. Product Presentation

Form a group and prepare a product presentation activity. Use a word processing software for the actual documentation of the product. Use electronic spreadsheet for the graphical presentation of the data as per comparison of facts against competitors. Use slides show for the presentation of the product. The slide show to be automated.

1. Research with Survey Activity

Form a group and choose a survey topic on Malware. Construct questionnaires relative to the identified topic. Gather facts/details by making survey. Use a word processing software in creating a survey tool, summary report and other documentation materials. Use electronic spreadsheet for the graphical presentation of the data. Use slide show for the presentation of the research made.

# **Rubric**

* Documentation 35%
* Graphical Representation of Facts 30%
* Slide Show Presentation 35%