

FINAL PROJECT

REQUIREMENTS

DUE DATE:

Friday, Dec 11th

at 10:00 am

COMPUTER LITERACY
FOR TECH[S]
MFG-109-01

Instructor:
Adriana Aristizabal

Topic Selection: The project content should be about technology: communication or social networking (Facebook or Twitter), hardware, or software. Examples:

- Difference between Laptop and Desktop Computer
- Advantages and Disadvantages of Facebook and Twitter
- Facebook VS Twitter
- Cell phones technology
- Android VS iPhone
- INTEL VS AMD technology
- Memory Cards technology
- Storage devices technology
- **Scams on the Internet**
- or any other technology topic you want

Computer Skills: ONLY USING MICROSOFT OFFICE WORD

- Include a Cover Page
- Insert a new page after the cover page to create the table of contents (after you create your outline, you click in references > table of contents)
- Insert a new break after the table of contents to start your document (for that, click in page layout> breaks> new page) *****Review Word Module 3 and 4*****
- Insert a header including the file name and date, and a footer including your name and page number using quick parts
- Insert different pictures according your topic and apply different format styles to the images
- Insert a list (bullets or numbering) and a table.
- Includes references (footnotes and/or citations) and insert works cited
- Apply any other feature or tool that you learn in class (shapes, smartart, charts, word art, or tables).