

How to layout your Final Word Document – Assignment 2

You will have **10 main pages** to address your assessment 2 questions + (1 Cover Page and +1 Final Harvard Reference List page = Total 12 pages).

You need to add the same video link that you created for your 1st assignment on this Cover Page.

The Assessment 2 Briefs clearly explained and suggested that (DIKW) will be answered within 4 pages, which means 1 page for each element of **D I K W**.

As Assessment Briefs said you should explain each PowerPoint page spending 200 words. You will have 10 main pages x (each page 200 words) total of 2,000 words.

How you are going to layout your work.

To complete your Assessment-2, you must use (it is a combination of) PowerPoint, Excel and Word Documents and your **final submission file on the Turnitin must be in WORD Doc format.**

- 1- First, you will design your PowerPoint presentation (A total of 12 pages) and answer the questions.
- 2- You **MUST** use in-text citations on each slide (academic and credible sources) to support your arguments.
- 3- You **MUST** show your final Harvard Reference List.
- 4- An academic work without citations / final Harvard Reference list has **NO** value and has **NO** credit.
- 5- You are going to use Excel (Check Sessions 6,7,8 on your Moodle page) to provide different types of charts based on your collected primary data.
- 6- You will copy these charts from Excel and paste them on the relevant PowerPoint Slide. (**DO NOT** take a screenshot, photographs of screens are not acceptable)
- 7- You may add bullet points or short paragraphs on each slide to explain your arguments **BUT DO NOT** add many texts (This is not going to be professional).
- 8- Once you have your PowerPoint pages ready, simply copy each PowerPoint slid from the left-hand (Clipboard) to your final word document. I am going to show you one final example here. Please check the next page

THIS IS AN EXAMPLE :Title will be here

You may add bullet points



- ❖ AAA
- ❖ BBB.....
- ❖ CCC.....
- ❖ DDD.....
- ❖ EEE.....
- ❖ FFF.....

You may add a short paragraph to explain the chart or other objectives (DO NOT add many text)

(Smith 2009, P.5)

Here Under each PowerPoint slide, you must explain the slide. This should NOT be more than 200 words. Your total word count is 2,000 words. And you have 10 main PowerPoint pages.

In the end, you are going to have a word document total of 12 pages and you will submit it on Turnitin.

- ❖ One cover page + (add the same video link that you created for your Assessment 1)
- ❖ 10 main pages and you need to address the questions (Include your PowerPoint page)
- ❖ You MUST show in-text citations (Harvard Style)
- ❖ Final Harvard Reference List is compulsory.