

CIS 101 Internet Research Project

150 Points

Name: _____

Background

To provide a project of interest to individual students, without step-by-step directions, that reviews the major applications of CIS 101: Internet, Word, Excel and PowerPoint. Through their work, students will make decisions and interpretations on the research they find and communicate these findings through computer applications software tools. Using career-specific information will provide a topic of interest to each student who researches and then communicates the results of that research to others.

Objectives

- Formulate a specific research topic related to a program of study at STI
- Use search engines to find targeted, career-specific information
- Utilize keywords, quotes, + and – in searching
- Download appropriate copy-right free images for a report title page
- Make decisions and interpretations on research material as to its importance and relevance to the research topic
- Create a research report using the relevant research material and Word features
- Credit sources of research information
- Utilize statistical and numerical research information to communicate that information through an Excel worksheet and also graphically through a chart
- Present research findings through a PowerPoint presentation
- Learn more about your chosen field of study at STI
- Learn more about other fields of study at STI

Your instructor may wish to create a **CIS 101 Research Project** subfolder on your H: All files created with this project can be saved under this folder.

This project is completed in 4 phases during the semester. An indication of the Unit that the phase is associated with is in parentheses. Here is a general explanation of the four phases. Please turn to the detailed information that follows for each phase as you begin to work in that phase.

PHASE I (Internet) – 20 Points

- Formulate a Research Topic Pertaining to Your Chosen Field of Study.
- This topic could be anything from researching, comparing and contrasting the job duties of various jobs in your profession to researching professional organizations in your field of study.
- The topic should help you learn about your future career.
- Use search engines to help you find web sites that relate to your topic and print the information needed.
- Download at least one image related to your topic that you can use in Word and PowerPoint.

- Gather information that also contains numerical/statistical information for use in an Excel worksheet/chart.

PHASE II (Word) – 60 Points

- Extract the highpoints and ideas from your research, and then communicate this information in your own words via a Word research report of a minimum of 2 pages.
- Remember to give credit to ideas and information that you directly quote in your report, or share an idea. Your References section of the report lists all your sources.
- Use the attached “CIS 101 Research Report” example at the end of this packet to give you an idea of how to set up this report in Word. This report is an example of one that a Health student may have written.
- The attached research report gives all Word setup information needed to set up a similar report for your topic.
- Follow the list of minimum features that you should include in your Word report.

PHASE III (Excel) – 40 Points

- Utilize the statistical or numerical information in your report by creating an Excel worksheet and chart of this type of information.
- Follow the list of minimum features that you should include in your Excel worksheet and chart.

PHASE IV (PowerPoint) – 30 Points

- Using the research report written back in the Word unit, now prepare a PowerPoint to communicate the highpoints to an audience.
- Follow the list of minimum features that you should include in your PowerPoint presentation.

The specific minimum features that should be included for each phase are outlined on the next pages.

The due dates for each phase will follow at the end of the unit, and will be announced by your instructor. For example, the due date to have your research topic formulated and the research complete and printed will follow the end of the Internet Unit. The research report will follow at the end of the Word Units. Your instructor shall announce what will be submitted for scoring purposes.

Program instructors at STI have provided us some web site URLs that you may wish to investigate for possible research topic information. If you are not able to find anything suitable by using search engines and keywords, then contact your instructor for a URL that has been provided to us.

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PHASE I

Formulation of Research Topic

Name: _____

Program of Study at STI: _____

Due Date: _____

20 Points Assigned Based on the Topic Chosen and Efforts Put Into Searching for Information

What is the topic you have formulated for your research project?

Which URLs have you researched for your topic? Circle those you will actually use for this report:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please print and attach research you have collected so far.

What type of image did you download for use in Word and Powerpoint?

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PHASE II

Creation of Research Report – 60 Points

Name: _____

Program of Study at STI: _____

Due Date: _____

Create a research report with the following features and characteristics. A sample report is also attached for your reference. Save your report as **Your Name Word Report** in your H: You may have a subfolder created for saving this file. When it comes time to submit your work, you will put a copy of the report file in the teacher's dropbox along with a copy of the downloaded image file (make sure it has your name on it) and print a copy of the report for scoring.

Length

2 pages to the Body (Minimum)

1 References Page

1 Title Page

Word Features – Setup

12 pt, Times New Roman

Margins of 1" on ALL SIDES

Double Spacing in Body (Use CTRL + 2 to quickly set a double space)

Direct Quotes are Single Spaced and Indented (Use CTRL + 1 to quickly set single sp)

Footer Used for Page Number and Name, but not on title page; Begin **Page 1** on first page of the body

½" First-Line Indent for Paragraphs

Hanging Indents for References

If you used an author's "idea", you should reference in parentheses

Centering, Bolding where indicated

A Downloaded image is in the Title Page

CTRL + ENTER to force a page break prior to the REFERENCES page at the end

Appearance – Content

Research topic and research was submitted to the instructor prior to report writing

Free of spelling errors

Content is purposeful, meaningful and in student's own words

Sources are given credit

Correct grammar used

Other

Meets due date

Research Report File with student name in Dropbox

Downloaded Image File in Dropbox with Student Name on it

Report is Printed

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PHASE III

Creation of an Excel Worksheet and Chart – 40 Points

Name: _____

Program of Study at STI: _____

Due Date: _____

Create an Excel worksheet that communicates numerical and/or statistical information found in your research. After the worksheet is complete, graphically communicate some or all of that information by creating a chart that is embedded on the same page as the worksheet.

Save your worksheet to the H: and name it **Your Name Research Worksheet**. It will be printed when it is complete. You may have a subfolder created in H: in which you can save your work.

The following minimum Excel features should be present in your completed work:

- Column and Row Titles are Formatted and Appropriate
- Worksheet Title (Subtitle is optional) is Merged, Centered and Formatted
- Your Name is in the Header
- Give credit to your source, below the chart
- Evidence of SUM function
- Evidence of custom formulas
- Worksheet is readable and not truncated in any way
- Layout of the worksheet facilitates readability
- Appropriate use of color for an attractive appearance
- Appropriate use of bolding, italicizing and centering
- Appropriate use of borders and shading
- Numerical information is formatted for commas, decimals, currency or percents as needed
- Numerical information is aligned and promotes readability down the columns
- Chart communicates information from the worksheet and is clear as to what is being communicated
- Chart titles (main, x axis, y axis) and legend are used to promote understandability
- Word Art can be used in the chart title
- Autoshapes (such as an arrow) are used to pinpoint certain information in the chart if needed for understandability
- Print a “regular worksheet” that is completely readable
 - If truncated in any way, best fit the columns that are cut off
 - Best fit means double clicking the column borders that are in need

- Use portrait or landscape, whichever your layout needs
- A formula page is printed so it fits on one page
 - CTRL + ~ is used to convert your worksheet into formulas
 - Print Preview the formulas and use Page Setup if needed to:
 - FIT to 1 Page
 - Set Gridlines
 - Set Column – Row Headers
 - Use portrait or landscape (whichever suits your layout best)
 - Print the formulas page if you are sure there are NO truncations
 - If truncations, best fit the columns that are cut off
 - Best fit by double clicking the column borders
 - Note that some of your formatted information may look “unformatted” when in formula view, this is OK as long as ALL formulas are completely readable

No dropbox file is necessary since formulas will allow the teacher a “look behind” the worksheet and chart.

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PHASE IV

Creation of a PowerPoint Presentation – 30 Points

Name: _____

Program of Study at STI: _____

Due Date: _____

Create a PowerPoint presentation from your Word Research Report. Start out by highlighting the MOST important points in your report. Now create a presentation in PowerPoint that outlines those most important points and summarizes your report at the end. You will be presenting this PowerPoint, and can expound upon any points you have outlined on your slides. Your presentation to the class will take no more than 5 minutes.

Save your presentation to the H: and name it **Your Name Research PowerPoint**. You may have a subfolder created in H: in which you can save your work. This file will be printed and placed in the dropbox when it is complete.

The following minimum PowerPoint features should be present in your completed work:

- Minimum of 8 slides
- Slide content is arranged following the tips presented on the “Powerpoint Design Considerations” handout. For example, “5-7 rule” is followed, white space is visible, wording of bulleted items follows a consistent grammar pattern. For example, the first word of each bulleted item on one particular slide may be a verb – be consistent.
- Title Slide has the title of your presentation, your name, CIS 101 and the date
- The slide following the title slide states the purpose of the report (or objectives, what you hope to show).
- Summary Slide is present
- Variety of slide layouts is present, including title text, bulleted, clipart/bulleted, table and chart. Must have at least 4 different layouts
- PowerPoint sound is used
- PowerPoint transitions are used
- Appropriate Font and Color are used
- Clipart is used in appropriate places
- At least 1 image is a downloaded image that was downloaded back in Phase I and used in the report in Phase II
- Numerical/statistical information is used on a slide (similar to the Excel chart or worksheet data) . . . perhaps in a chart or table slide layout
- A PowerPoint design template is used
- Enhancements and animations from Units C-D in our textbook are used per the originator’s design
- Name is in a Header on the NotesPage (VIEW – Header and Footer - NotesPage tab)

- Presentation is Printed as a Handout – 3 slides per page and Submitted to Instructor
- Presentation is copied to the Dropbox