

Class X (IT – Vocational)

Holiday Homework Assignment

1. Create the following form in MS Word.

Place appropriate logo here

MANICALAND STATE UNIVERSITY
BOX 1000
MUTARE
Tel+263 20 100 000,01,02,03

Place appropriate logo here

READ INSTRUCTIONS ON PAGE 3 BEFORE COMPLETING THE FORM

POSTGRADUATE ADMISSION APPLICATION FORM 20

1. PERSONAL DETAILS

SURNAME: _____ FIRST NAME: _____
 DATE OF BIRTH: _____ PLACE OF BIRTH: _____
 SEX: _____ TITLE: _____
 MARITAL STATUS: _____ PREVIOUS SURNAME (IF ANY): _____
 NATIONAL I.D.: _____ RACE: _____
 NATIONALITY: _____ CITIZENSHIP: _____
 PROVINCE: _____ RELIGION: _____

	YES	NO	IF YES TYPE AND /OR ATTACH PROOF
ANY PHYSICAL DISABILITY			
ARE YOU A WAR VETERAN			

2. CONTACT DETAILS (All correspondence will be forwarded to the Physical Address)

PHYSICAL ADDRESS: _____ NEXT OF KIN'S NAME: _____
 _____ RELATIONSHIP _____
 _____ NEXT OF KIN ADDRESS: _____

 CELL/ TEL: _____
 Email Address: _____ CELL/ TEL: _____

3. PROGRAMME CHOICES (PLEASE INDICATE PROGRAMME AND AREA OF SPECIALISATION (IF ANY), NB: turn to page 4 for programmes)

FIRST CHOICE PROGRAMME: _____
 SECOND CHOICE PROGRAMME: _____
 THIRD CHOICE PROGRAMME: _____

TICK APPROPRIATE

ENTRY TYPE : NORMAL MATURE SPECIAL
 INTAKE TYPE : FULL TIME PARALLEL BLOCK RELEASE VISITING SCHOOL
 SPONSORSHIP: GOVERNMENT SELF OTHER.....

FOR OFFICE USE ONLY

RECEIPT NUMBER: DATE OF RECEIPT:.....
 APPLICATION NUMBER DATE RECEIVED:

4. ACADEMIC HISTORY**ORDINARY LEVEL AND ADVANCED LEVEL**

MONTH (EG. 11/04)	YEAR	EXAMINATION BOARD (EG. ZIMSEC, AEB)	'O' LEVEL	SUBJECT	RESULT/ GRADE
				MATHEMATICS	
				ENGLISH	
			'A' LEVEL		

4.1 UNIVERSITY AND POST SCHOOL LEAVING STUDIES

COLLEGES/UNIVERSITY (IF OUTSIDE ZIMBABWE GIVE ADDRESS)

DATE OF AWARD	PROGRAMME UNDERTAKEN DEGREE/DIPLOMA/CERTIFICATE	NAME OF UNIVERSITY/ COLLEGE	DEGREE CLASS

ADDRESS (IF OUTSIDE ZIMBABWE):

CELL/TELEPHONE

5. EMPLOYMENT HISTORY

GIVE DETAILS OF EMPLOYMENT AND EXPERIENCE

COMPANY/INSTITUTION	OCCUPATION	JOB DESCRIPTION/DUTIES	FROM	TO

ARE YOU UNIVERSITY STAFF OR DEPENDENT (i.e. wife, husband or child)

IF 'YES' PLEASE GIVE NAME, DEPARTMENT AND TELEPHONE

.....

.....

6. REFEREES

1. NAME: _____

2. NAME _____

ADDRESS _____

ADDRESS _____

CELL/TEL: _____

CELL/TEL: _____

2. Power Point Presentation

You are back at the organization you were attached. The organization wants to computerized and network their activities and has asked you to prepare a presentation on the advantages of computerizing and networking computers.

Your presentation should consist of:

- i. 4 Slide presentation, explaining what a computer is, advantages of computerizing, advantages and disadvantages of networking computers.
- ii. A different slide layout for each slide in each presentation.
- iii. A different slide design for each slide.
- iv. Action buttons to advance the slides back and forward (no timing), and action buttons to link the first slide to the second slide. The last slide should also an action button to take it back to the first slide.
- v. Slide animation and transition.
- vi. Save your work as computerization in your folder.

3. Mail Merge

Open your word processing application and type the following letter on a new blank page. And save this letter with name 'Course Letter'.

12 George Street

Sydney

NSW 2000

Dear Participant

As you may be aware we have been running a variety of courses at the college ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 2-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly,

Morgan Reilly

Course Director

Data List (name this list as 'Course_participant_Data')

TITLE	FIRST NAME	SURNAME	ADDRESS 1	ADDRESS 2	CITY
Mrs	Mary	Collins	10 Bally Rd	Bondi	Sydney
Mr	Tom	Thompson	15 Bondi Rd	Coogee	Sydney
Ms	Roberta	Reynolds	85 Oxford Street	Maroubra	Sydney
Mr	Scott	Brooke	45 Scott Rd	Randwick	Sydney
Ms	George	Stephens	34 George Street	Bondi	Sydney
Mr	Frank	Hunter	23 Mullins Rd	Tamworth	NSW
Mrs	Shiela	Goddins	45 Llandaff Rd	Rushcutters Bay	Sydney

Merge the above mentioned letter with the given Course Data List and generate letters for every participant.

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