DESCRIPTION OF THE TASK TO BE ATTEMTED

Introduction

E-mail is the new modern way to Communicate. Most people have access to the internet Now meaning that they can send e-mail to anybody in the world for example you can meet people over the internet and then get to know them better by E-Mailing them. You can use e-mail to buy things of the Internet anything from a Television to a new car. In this project I will investigate how I can communicate with people by using different methods.

Ideas Of Task

For my Project we have to solve a problem through communicating, using computers. The problem could be anything; the main ideas are openings of clubs. For example communicating to people, through computer means, about a new opening of, say a new football club. This is not the only choice though; you could just make a presentation, for say pupils who are starting secondary school, telling them about the secondary school, its teachers, and the facilities. We have to communicate ideas to a decided audience, it could be advertising, or simply information presented in either a presentation, or website.

Chosen Idea

The problem, which I have chose, is that a company wants to make more Kung-fu clubs around London because they feel that the area is not exactly safe for children to go out by themselves, and so children need to learn how to defend themselves. The company needs to get information around about the new fighting clubs opening.

If I had to get information around about this club I could make a PowerPoint presentation about the club, and than make interviews with a group of people, by presenting my presentation. I could also make a poster on Microsoft publisher, giving details and small amounts of information. If this is to brief I could make a leaflet or flyers, also on publisher and hand them out to people. If this does not work I could make a questionnaire, on Microsoft word, asking about if they need a certain club made around their area. I could spend some time on making a web site about this club, giving all information and details on it.

The easiest way is to email a friend about this club and tell them about it, I could than ask him to forward this mail to at least five other people, and so make an Internet chain.

E-mail in many peoples mind is the best way to communicate to each other this is because of many reasons. It is very quick if you are connected to an Internet server and many others it is free and instant once you have sent your e-mail it has been delivered to destination that you sent it to. In many ways Electronic Mail is the most important part of the Internet as it allows people to communicate almost instantly with others around the world.

E-mail is an asynchronous method of communication because the mail takes time to be sent from one place to another, unlike the telephone, but it allows very fast communication of ideas around the world; it allows people to send a message to more than one person.

Full Description Of Task

The audience is obviously the children, ranging from ages of about 13-19. This is because the kung-fu club is being made for them, but children are not the only people who are going to be interested in what's going on, the parents will wont to know what is the starting times and finishing times. They would also want to know where the clubs are situated and so I will have to put all the information a parent would want to know in my Web site and other communicating methods as well.

The data that will be contained in my problem, the kung fu club, will be information like why are we making this club, who is it being aimed at, when will it open, what are the opening and closing times, and finally where are they going to be situated.

I will need to write out some questionnaires, for research. I will ask about there personal details, like name, address, telephone number, etc. most importantly though I will ask about how they feel about a new kung-fu club opening. I will ask if they are interested, if they know anyone else that might be interested, if they have practised kung fu and if they have, then for how long?

By asking these questions I will find out about how many people are interested in this idea, and if we are dealing with amateurs or professionals. I also asked how much they were willing to pay and when they can attend the club. By asking this sort of questions I will get a rough idea about how much I should charge and what times I should start and finish the classes.

ANALYSIS

Research

To find out how many people will be interested in the new kung-fu club I had to made some questionnaires, for my research, and gave them to ten different people to answer.

Important questions about times when people can attend classes are asked so that the answers for these questions can be used to suit the timetable for the kung fu club. Also questions about past experience is asked so that teachers know at what level they can teach the students. Whether it is at an intermediate stage or rookie stage. Also by handing out these questionnaires we will find out how many people are interested in becoming members of the club, so that we know how big our classes will be and how many students we will have.

Also for my research I will be looking at other websites about kung fu clubs in the UK. The next two pages are two different sites, which I have found from the Internet. I have annotated them, showing the good points and bad points of the websites, and what I will be putting into my website.

The first web page I have found and annotated has more good points than the second one has, and it has less bad points. So this first one should attract more members as it is better presented and will attract all the viewers. It has more colour, a better layout, and pictures, which should interest the viewers. The second one has too much text, which will bore the readers.



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An Invitation

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Whether a begann in experienced Maria. And this is a great opportunity to beam performendant of both Imenial and Extendigenciales, applications and standards.



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hast occurs away and independs preliming environment. In adoption of an away, I get a book comme to meets your character & meets officers, more a fall with your on what King Rum all about and more tell workground forg, you have to conserve (from only get as best manifymatifymus as ide justice, talk was existence (e.g.).

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So what have not got to been

-Trachet Pid Ale.

QUESTIONNAIRE
Name: Tom
Surname:
Date Of Birth: 05/09/87
Address:
Tel No.:
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes \square No \square
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $\pounds 300 \square \pounds 300-\pounds 350 \square \pounds 350-\pounds 400 \square \pounds 400-\pounds 450 \square \pounds 450+\square$
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE Name: Paul Surname: White **Date Of Birth:** 19/08/88 Address: 36 Rydal Drive, Baxley, Kent, SE1 9RS Tel No.: 02083015674 Will you be interested in a new kung-fu club for children aged 13-19? Yes □ No □ Maybe □ Have you ever practised kung fu before? If yes, for how long? Have u herd about the new club? Where from? Internet_□ Poster_□ Group Presentation_□ Word of Mouth_□ Other_□ Do you know anyone else who might be interested in the club? Yes □ No □ Maybe □ How much would you be willing to pay to be a member of the club annually? *-*£300 □ £300-£350 🗆 £350-£400 £400-£450 £450+□ What days could you come to practice fighting? Tuesday □ Monday □ Wednesday ☐ Thursday ☐

QUESTIONNAIRE
Name: David
Surname: Caufield
Date Of Birth : 05/04/85
Address: 118 Fendyke Rd, Thamesmead, London, SE12 7TB
Tel No.: 02087629069
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes $_{\square}$ No $_{\square}$
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $\pounds 300 \square \pounds 300-\pounds 350 \square \pounds 350-\pounds 400\square \pounds 400-\pounds 450\square \pounds 450+\square$
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE
Name: Sam Hunt
Surname:
Date Of Birth: 25/12/90
Address: 27 Herbert Rd. Woolwich. London. SE2 5DA
Tel No.:
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes \square No \square
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $\pounds 300 \square \pounds 300 \pounds 350 \square \pounds 350 \pounds 400 \square \pounds 400 - \pounds 450 \square \pounds 450 + \square$
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE
Name: Jack
Surname:
Date Of Birth: 05/09/87
Address: 43 Brewery Rd, Plumbstead, London, SE18 9DY
Tel No.:
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes $_{\square}$ No $_{\square}$
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $£300 \square £300-£350 \square £350-£400 \square £400-£450 \square £450+\square$

QUESTIONNAIRE
Name: Asim
Surname: Arshad
Date Of Birth: 13/10/88
Address: 33 Longlane, Bexley, Kent, SE2 4YP
Tel No.: 01322783247
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes ☐ No ☐
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? -£300□ £300-£350□ £350-£400□ £400-£450□ £450+□
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE
Name: Sasha
Surname: Smith
Date Of Birth: 19/01/86
Address: 9 Kings Avenue, AbbeyWood, London, SE2 7FD
Tel No.: 02083104592
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes ☐ No ☐
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $\pounds 300 \square \pounds 300 \pounds 350 \square \pounds 350 \pounds 400 \square \pounds 400 \pounds 450 \square \pounds 450 + \square$
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE Name: Jamal Surname: Mustag Date Of Birth: 13/07/88 Address: 12 Hurst Rd, Bexley, Kent Tel No.: 01322832490 Will you be interested in a new kung-fu club for children aged 13-19? Yes □ No □ Maybe □ Have you ever practised kung fu before? If yes, for how long? Have u herd about the new club? Where from? Internet_□ Poster_□ Group Presentation_□ Word of Mouth_□ Other_□ Do you know anyone else who might be interested in the club? Yes □ No □ Maybe □ How much would you be willing to pay to be a member of the club annually? £300-£350 \square £350-£400 \square £400-£450 \square -£300 □ £450+□ What days could you come to practice fighting? Tuesday ☐ Wednesday ☐ Thursday ☐ Monday □

QUESTIONNAIRE
Name: Jamie
Surname: Chan
Date Of Birth: 35/02/89
Address: 19 Langdale Crescent, Bexley, Kent
Tel No.: 01322522598
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes \square No \square
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? -£300□ £300-£350□ £350-£400□ £400-£450□ £450+□
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

QUESTIONNAIRE
Name: Rena
Surname: Patel
Date Of Birth: 14/07/86
Address: 465 Rydal Drive, Bexley, Kent, SE12 6GD
Tel No.: 01322783021
Will you be interested in a new kung-fu club for children aged 13-19? Yes \square No \square Maybe \square
Have you ever practised kung fu before? Yes \square No \square
If yes, for how long?
Have u herd about the new club? Where from? Internet Poster Group Presentation Word of Mouth Other
Do you know anyone else who might be interested in the club? Yes \square No \square Maybe \square
How much would you be willing to pay to be a member of the club annually? $\pounds 300 \square \pounds 300\pounds 350 \square \pounds 350-\pounds 400\square \pounds 400-\pounds 450\square \pounds 450+\square$
What days could you come to practice fighting? Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday □

Summary Of Research

By looking at the research, that I have made, I know that people are interested in a new kung-fu club and they know other people who may be interested, this is proven by the questionnaires. In the questions, where it says, "will you be interested in a new kung-fu club?" a lot of people had answered "yes". They also had written that they knew other people who also may be interested.

I also know that most people can only practise the kung fu on the weekends because I have made the age bracket for 13-19 year olds and so they are children who need to go to school, this is why they cannot attend on weekdays.

Another vital piece of information is how much money I will charge people to be a member of the kung-fu club. Most people would be willing to pay £5-£10 a week, but if they are going to be members they will need to pay yearly.

I used many more methods to get the information, about the new club around; I made a web site, a power-point presentation, and a poster, so we get as many people as we can to attend the classes.

These questionnaires will help me decide what times and days I want to hold the classes, how much I want to charge them, how many people will be interested in the club, and what ages are interested.

By looking at the data I will charge the students about £500 a year, as most of the people, given a questionnaire, gave this as the amount that they would pay. I will set up classes on most days, if not possible then on weekends.

SPECIFICATIONS

Specification For Website PAGE 1

- At the top of the page there is a title, which reads "kung fu", with two men standing in their stance, just underneath the title.
- There is than an explanation of kung fu and what the members will learn through the year.
- Each paragraph is in a different colour, so that children do not get bored of reading the text.
- The first paragraph is in red, the second is in green, the third is in blue, the fourth in orange, and the final paragraph is in purple.
- The font used is MATISSE ITC, size 12, regular.
- Next to the first paragraph there is a picture of a man with his leg above his head.
- Besides the fourth paragraph there is another picture, where a man has made a sidekick on another man. These pictures are also used to keep the children interested.
- At the bottom of the page there is a hyperlink, which takes you onto the second page the class schedule. The hyperlink reads "Class Schedule" in font MATISSE ITC, size 20, bold and underlined.

PAGE 2

- At the top of the page there is a title again, reading "Kung Fu", but this time there is not two people standing underneath, there is a picture of a Ying-Yang symbol on the left of it.
- There is than a sub-title reading "Class Times" in font MATISSE ITC, size 18, bold, and in the colour orange.
- Than there is the times and days in which classes of martial arts will be held.
- The day is in font MATISSE ITC, size 12, bold and in black.
- The times and level of which classes will be taught in (beginners or intermediate) is listed below the day. In size font 12, MATISSE ITC, regular. If intermediate the colour will be brick, if the class is for beginners the colour will be navy.

Specification For Presentation PAGE 1

• A picture takes up the front page. The background is black; at the top in white writing it reads "KUNG FU LEARNED SKILLS". Underneath there is a picture of a man in black fighting with another man, in white.

PAGE 2

- Every page has a black background
- All writing is in MATISSE ITC, colour grey.
- This page has a title reading "what?" at size 44.

- The page explains what Kung fu is and hat it is about. The writing is in font size 20, on every page.
- I have put animated affects on every item on each page, they all appear as dissolved. First comes the title, than the first paragraph, second paragraph, and finally the third last paragraph.

PAGE 3

- On the third page there is a title at the top, which appears first, at size font 54, reading "why?"
- Than there are three paragraphs explaining why kung fu is important and why we are opening new clubs.
- Same affects are used on this page as the ones before.
- Picture of two men fighting, one that has kicked the other, in the right hand side of the slide.

PAGE 4

- Page four is a page giving details about the club, such as places where clubs will be situated, and phone numbers for help.
- On the third page there is a title at the top, which appears first, at size font 54, reading "where?"
- On the right hand side there is a picture of the Ying-Yang sign.

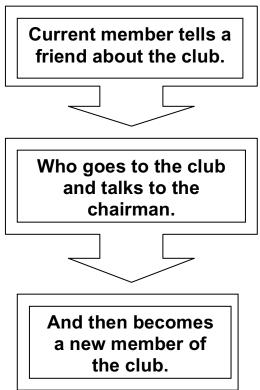
DESIGN OF THE ICT SYSTEM

Design Of Solution

The solution of the problem, the company needs to get information around about the new fighting clubs opening, is to advertise the opening of it. Presentations, posters, and questionnaires will do this.



We could also use the method of "tell-a-friend". This will have to be the method that we use after we get a few members coming to the club. The process will go something like this:



What happens is a current member of the club tells a friend about the club and the friend tells another, and so on. This way more people will no about the club and we should get more members.

Also to try and make this work further, in the Presentation and WebPage we could tell the readers to tell a friend about the club.

IMPLEMENTATION

Hardware Resources Required

To access the Internet and see my web site, or to view my PowerPoint presentation, for information on the new Kung Fu club there are some minimum requirements, which you will need. They are listed in the table below.

Component	Standard Requirement
Processor	Personal computer with Pentium
	486-MHz or higher
RAM For Windows 95 or Windows 98	8 MB required for Outlook
Operating System	Microsoft Windows® 95 or later operating system, Microsoft Windows NT® Workstation operating system version 3.51 or later with Service Pack 5
Available disk space	
	102 MB
Numbers indicate default	
installation; your hard-disk usage	Word
will vary depending on configuration.	Excel
Choices made during custom	PowerPoint
installation may require more or less hard-disk space.	Outlook

Software Resources Required

Two programs that I have used to advertise my new club is PowerPoint and publisher.

I have made a PowerPoint presentation on Microsoft PowerPoint. It tells you about what kung fu is all about, why we are opening these new clubs, and where they are going to be built.

On publisher I have made a simple poster showing that we are opening a new club, it contains no information apart from who to contact if you are interested. Also on publisher I have made a web page about the club. It gives you almost the exact same information as the PowerPoint presentation but it also gives you the class schedule for the club.

METHOD	ADVANTAGES	DISADVANTAGES	MARK
PowerPoint Presentation	 Text, pictures, and sounds are available. Can use animated effects on text and pictures. Choices of different background Is able to run and circulate through the pages automatically. 	 There is a limited space on the screen Not on Internet. Limited animation features. Cannot be seen by anyone when they want. 	7
Web Page	 Text, pictures, and sound are available. Choices of different background. Animated pictures Hypertext links to different pages. Scrolling marquee. Can be seen by anyone with an Internet connection 	If too many pictures on the page it can be slow to load up.	9

Data Collection, Data Capture And Input

Data has been collected through questionnaires. A number of questions were printed on paper and handed out to people from the ages of 13-19. The questions were based on their thought of the new club. If they are interested in joining the club, what times and days they will be able to train, if they have done it before, and if they think it is a good idea. There are also questions asking about their personal details.

These questionnaires have been then put together and compared. These questionnaires have then been used to find out information about what times and days to hold classes, what ages we will be teaching, and whether we will be teaching at a rookie level or an intermediate level.

Pictures and sounds will be collected mostly from the Internet, which was used in my website and in my presentations. These pictures were used in my presentation and website to keep the children, reading it, entertained and so they do not get bored.

Data Verification And Validation

Data validation is necessary because it checks that the data is of the right type. For example, a percentage should be between 0 and 100. The main benefit of data validation is that it is automatic, so it is quick and easy to spot errors. There are four main validation techniques; range check, presence check, check digit, and data type check.

Range check makes sure that the data is within a specific range, for example, a persons month of birth should be a number between 1 and 12.

Presence check makes sure that important information has actually been entered, for example, a customer record might have to contain their postcode, so the software wont allow the postcode field to be left empty.

Check digit, checks that numerical data has been entered accurately. The final digit of a number is determined by a formula that uses all the previous digits. So if the numbers been entered incorrectly, the check digit will be wrong. A good example is the ISBN number on a book – the last digit is a check digit.

Data type check, checks that the text hasn't been put where numbers are needed.

The methods, which have been used to collect the data, are questionnaires. The questionnaires given out and filled in are shown in earlier pages. These questionnaires give us the information we need, it gives us an idea of how many people will be willing to join, how much they would pay for a yearly membership, and the times in which they are available.

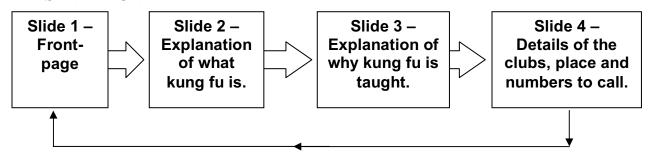
We now have a rough answer to these questions because we have been given the information from the people who were given the questionnaires. Questions about how much will they pay, when they will be available, if they are experienced, and if they were interested in the club were asked in the questionnaires.

To check these questionnaires and input the data into a computer we will have to use an Optical Mark Recognition scanner (OMR). The OMR scanner will detect what boxes have been ticked in the second part of the questionnaire – the important part. So data validation is not needed, as I have not designed a data capture form, which requires someone to fill in information, apart from marking boxes.

Data verification is not really needed either as there is no filling in of information. All that might need to be done is Proofreading, to check if boxes have been marked, and that the information input into the computer is the same as the original. This may make the data a little more accurate but it does not eliminate human error.

Data And Program Structures

PRESENTATION

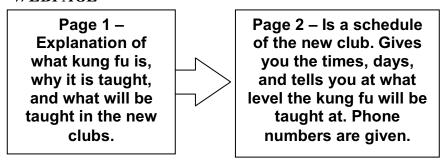


The title page is the first page of the presentation because of obvious reasons. The title page is then followed by an explanation of what kung fu is. I have put the explanation in so that adults will get a flavour of what kind of things will be taught to the members of the club.

Following the explanation of kung fu, page 2, there is a page explaining why kung fu is taught. It links perfectly with the second page. First the audience is being told what kung fu is and now why kung fu is taught. In this third page the audience is also given a brief history of kung fu.

The final page is details of the club, such as telephone numbers, and where the clubs are going to be situated. The first two pages should interest the audience enough to make them want to join. So the last page gives them phone numbers so that they can get them down in case they want to join.

WEBPAGE



Page 1 on my WebPages is a bit like pages two and three on my presentation. It gives an explanation of kung fu and why it is taught. It also tells the audience a bit about what the members will learn. This has been put as the first page because of the same reason why pages two and three, on the presentation, were put in as pages two and three, because it will interest the readers. It will encourage new members to come and join.

Page 2 on the website is a timetable. It is a schedule, giving you the times and days in which classes will be held at. It also tells you whether the classes will be held for rookies or at levels of intermediate teaching. This page has been put as the second page, firstly because it would not make any sense in putting it as the first page, but most importantly because it will give the readers an idea of what days they will be able to attend, if they join. Also on the bottom of this page there are details about who to contact for information, and phone numbers.

Output Format WEBPAGE

	PAGE 1	PAGE 2
Title	Picture of two men in their stance, under a title, which reads "kung fu".	Font style used – Matisse itc. Size used – 20, bold. Colour used – Dark red.
Subheading	Font style used – Matisse itc. Size used – 16, bold. Colour used – teal.	Font style used – matisse itc. Size used – 14, bold. Colour used - dark red, orange, green, violet, and dark teal.
Body text	Font style used – Matisse itc. Size used – 13, bold. Colours used – dark red, orange, green, violet, and dark teal.	Font style used – Matisse itc. Size used – 13, bold. Colours used – dark red, green, and dark teal.
Pictures	Picture in the title, picture of man kicking, picture of man with weapon, picture of Ying-Yang sign.	Picture of Ying-Yang sign beside the title.

PRESENTATION

IRESENTATION					
	PAGE 1	PAGE 2	PAGE 3	PAGE 4	
Title	-	Font style used – matisse itc. Size used – 24, bold. Colour used – Grey.	Font style used – Matisse itc. Size used – 24, bold. Colour used – Grey.	Font style used – Matisse itc. Size used – 24, bold. Colour used – Grey.	
Subheading	-	-	-		
Body text	-	Font style used – Matisse itc. Size used – 13, bold. Colour used – Grey.	Font style used – Matisse itc. Size used – 13, bold. Colour used – Grey.	Font style used – Matisse itc. Size used – 13, bold. Colour used – Grey.	
Pictures	Picture of two men fighting. With a title above, reading "kung-fu – learned skills"	-	Picture of two men fighting.	Picture of Ying- Yang sign.	

The defaults have been changed because I am trying to make it more interesting and more attractive for the audience. The audience are mainly children, because it is them who will be joining, and so they will like to see some colour or pictures. They would find it more attractive to look at, than the default – times new roman font. If the audience were adults then maybe you could leave the defaults on to make it look more professional.

TESTING

WEBPAGE

What To	How To Test It	Expected	Actual	Necessary
Test		Outcome	Outcome	Changes
All information correct	Get a professional of martial arts to look it over	It is factual	It is factual	No changes needed.
The style of language is clear for the target audience	Get someone from the lowest age and someone from the highest age of the target audience at the club to read it and check that they understand	The style of language is clear for the target audience	The style of most of the language is clear for the target audience	Change a few words so that younger children can understand it
The pictures load up	Load up the Web site	The pictures should load up	The pictures load up but take time.	To take away a few pictures so it loads quicker.

To make it evident that I have actually tested all of these things and fixed the problems, if all the information was correct, I have got signatures from professionals in the evaluation criteria, and have taken screen-shots which are shown in later stages, in the technical documentation part of the project.

PRESENTATION

What To	How To Test It	Expected	Actual Outcome	Necessary
Test		Outcome		Changes
All information correct	Get a professional of martial arts to look it over	It is factual	It is factual	No changes needed
The style of language is clear for the target audience	Get someone from the lowest age and someone from the highest age of the target audience at the club to read it and check that they understand	The style of language is clear for the target audience	The style of most of the language is clear for the target audience	Change a few words so that younger children can understand I
The pictures load up	Check through the presentation	The pictures should appear	The pictures did appear	No changes needed
The animated affects work	Check through the presentation	The animated affect should work	The animated affects worked	No changes needed
The sounds work	Check through the presentation	The sounds should work	The sounds worked	No changes needed
The	Check the presentation	Text, pictures,	The texts and	Get a teacher to
presentation	through	and sounds	pictures only	check if everything
should rotate		should come	appeared at some	has been done
automatically		on itself	points. Sounds worked	correctly

To prove that everything in my presentation is correct and works, that the style of language is correct for the target audience, pictures load up, animated affects & sounds work, and the presentation rotates automatically, testers have signed the criteria, and screen-shots, shown in the technical documentation.

DOCUMENTATION OF SOLUTION

User Documentation

Presentation

The presentation is obviously about the kung-fu club. It explains what kung fu is, why it is taught, and details about the club. This presentation has been set up on Microsoft PowerPoint. The following are instructions helping you how to run the presentation.

First of all the system requirements to run Microsoft Office is:

- Personal or multimedia computer with a 486 or higher processor
- Microsoft Windows® 95 operating system or Microsoft Windows NT® Workstation 3.51 Service Pack 5 or later (will not run on earlier versions)
- For Use on Windows 95. 8 megabytes (MB) of RAM required to run applications individually (12 MB required to run Microsoft Access); more memory may be required to run additional applications simultaneously
- For Use on Windows NT Workstation. 16 MB of memory required to run applications individually; more memory may be required to run additional applications simultaneously
- Office Standard Hard-Disk Space Required. 60–167 MB; approximately 102 MB required for typical installation, depending on configuration (use the Office Upgrade Wizard during set-up to maximize free disk space)
- Office Professional Hard-Disk Space Required. 73–191 MB; approximately 121 MB required for typical installation, depending on configuration (use the Office Upgrade Wizard during set-up to maximize free disk space)
- CD-ROM drive
- VGA- or higher-resolution video adapter (Super VGA, 256-color recommended)
- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Additional Items or Services Required to Use Certain Features

- 9600- or higher-baud modem (14,400 baud recommended)
- Multimedia computer required to access sound and other multimedia effects
- Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, or other MAPIcompliant messaging software required to use e-mail
- The Publish To The Web feature in Microsoft Access requires Microsoft Internet Information Server for Windows NT or Microsoft Personal Web Server for Windows 95
- Microsoft Exchange Server required for certain advanced workgroup functionality in Microsoft Outlook®
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

Troubleshooting?

General Problems And Solutions

If PowerPoint crashes inexplicably or acts weird, or if you have mysterious printing problems, first, try the "Glare Method"

Shut down Windows, turn your computer off, glare at it for five minutes, restart it, and then try the following:

- Try whatever it was you were doing when the problem arose. See if it works now. Sometimes a restart is all it takes to fix things up.
- If not, see don't use PowerPoint for anything serious until you've done this! Do that stuff.
- If possible, open your presentations then choose File, Save As and save it under a new name. This helps clean out accumulated digital trash and ensures that you have a backup copy of your work.
- Locate your \TEMP folder and clean out all the mess of files that's probably accumulated there IMPORTANT: If you're trying to recover a corrupted presentation, DO NOT delete temp files until after you've tried the suggestions in Recovering a corrupt presentation
- Make certain that there's plenty of hard drive space, especially on the drive where Windows is installed.
- Disable any virus protection programs. See if that makes the problem go away. If the anti-virus software has any Office-specific scanning components, try with just those disabled. Norton Anti-virus's Office virus scan feature is notorious for causing problems; if this feature is disabled, most PowerPoint problems will disappear.
- Run Scan-Disk and de-fragment your hard drives
- Try setting your graphics hardware acceleration back
- Right-click the Windows desktop, choose Properties from the popup menu, then click the Settings tab. Try a different resolution and/or colour depth setting; if you have a choice, avoid so-called "High colour" and pick either 256-color or True-color/24 bit modes.
- Make certain that you have a printer driver installed, that it's set as the default printer, and that it's connected to a printer attached to your local machine, to FILE: or, if it's a network printer, that the printer and server it's attached to are up and running properly.

Now start PowerPoint again. See if the same problem occurs.

If it does, restart your computer in Safe Mode and test again. If that works, it probably means that you have a bad video driver. Check with the manufacturer of the video board for updated drivers.

If you're on a network, check the network vendor's site for known issues with PowerPoint. Novell in particular seems to get along badly with PowerPoint. Visit the Novell searchable knowledgebase and search on "PowerPoint" for a list of issues.

If you see specific error messages from PowerPoint, there's a whole section of the FAQ devoted to these. Check there for the specific message you're getting.

If nothing else solves the problem, try uninstalling then reinstalling PowerPoint (or Office).

If that doesn't clean things up, try running a registry cleaner after uninstalling and before reinstalling.

Avoiding "Converting Metafile" Dialogs In PowerPoint MAC Problem

Windows PowerPoint presentations that contain graphs or certain images may cause "Converting Metafile" dialogs to pop up upon opening on the Mac. How can this be avoided so that the presentations open more quickly?

Solution

This will often happen with presentations containing graphs. It happens because PowerPoint for Windows embeds graphs differently than the way PowerPoint for Mac does it.

Mac pastes graphs as Excel objects.

PowerPoint for Windows pastes/inserts graphs as embedded OLE (Object Linking & Embedding) objects. The graph data is there, but what you see on the slide is a Windows Metafile image of the graph. Windows Metafiles are fine for Windows, but PowerPoint for Mac can't display them directly. It needs to convert the graph in order to display its image on the slide.

There is, fortunately, a way to get around the problem. While on the PC (or on the Mac), open the problematic presentation and find all of the graphs.

Right-click (Control-click on the Mac) each graph, and select Grouping, Ungroup, which converts the graph to PowerPoint shapes on most occasions. With XP and up, this only removes the OLE link from each object, and leaves the Windows Metafile image. With XP and newer versions (and possibly other configurations), you need to ungroup it once again to convert the graph to PowerPoint shapes, then choose Grouping, Regroup. In any case, if you have the option to ungroup, continue doing so and then regroup. Otherwise, the one ungroup command should create a collection of PowerPoint shapes, at which point you can select Grouping, Group.

Warning: this detaches the graph from the original spreadsheet, so you can no longer edit the graph from within PowerPoint.

The same technique works for other OLE content (which might be images, Word tables, Excel spreadsheets or just about anything you can copy and paste from other

applications in Windows). Right-click (Control-click on Mac) each one and try to Ungroup. A normal image won't allow ungrouping, but most OLE content will, so when you find one that gives you that option, ungroup. Again, especially if you are in XP or a newer version, you want to keep ungrouping until the image turns into a collection of selected PowerPoint shapes, and then regroup (or Group if that's greyed out) once.

Repeat the process for every non-PowerPoint shape that allows ungrouping.

After that, save the presentation, and you shouldn't see those dialogs any longer.

Error: "Memory Was Too Full To Draw Everything..." Or Red X In PowerPoint 98/2001 MAC.

Problem

you get a "Memory was too full" error when PowerPoint tries to display a page or you see Red X icons where graphics or charts should be.

Solution

Usually this is a symptom of insufficient memory allocation to PowerPoint.

Fortunately, this problem no longer exists in PowerPoint X since OS X has dynamic memory allocation. This problem is quite easy to fix if you have an adequate amount of RAM on your computer.

First, locate the Microsoft Office folder, and then click on the "Microsoft PowerPoint" application icon.

Go to File -> Get Info -> Memory.

Change the "Preferred" size to at least 20000K (about 20 MB). You can allocate even more for better performance if you have lots of RAM.

MAC: How Do I Recover Corrupt Or Unreadable PowerPoint Presentations?

If you're getting messages like "PowerPoint cannot open the type of file represented by .ppt" when attempting to open a PPT file, it's likely that:

- Your file was password protected in PowerPoint 2002 (XP) but you're opening it in an earlier version of PowerPoint; earlier versions can't open password-protected files and will give this scary error message when you try
- Your presentation file has become corrupted

If it's a PPT XP file and you're opening it in an earlier version of PowerPoint, have the file's owner open it again in XP and save again without the password protection.

Otherwise, getting a corrupt presentation back seems to be pretty much a crapshoot. If you have an earlier version or a backup of the file, dig it up now. If not, you can try some of the things listed below.

Whatever else you do, make a backup copy of your presentation and work on it.

Animations Don't Work In PowerPoint X After Updating To Jaguar Problem

Animations don't appear properly in PowerPoint X.

Solution

Apply the latest Mac OS X update through Software Update, a System Preferences component.

Then apply the latest Office X updates available on: PowerPoint Updates

If you continue having problems, go to PowerPoint -> Preferences. Under the "View" tab, toggle the option to "Enable Quartz Text Smoothing".

Windows Presentations Lose Animations In PowerPoint MAC

PowerPoint 2002 (XP) uses an entirely new animation system, which has not been implemented in any other version of PowerPoint on Mac or Windows. Don't use the new animations in PowerPoint 2002 (XP) if you plan to view the presentation on the Mac, in any older version of PowerPoint for Windows, or in any of the free viewers on either platform.

If you know your PowerPoint 2002 presentation will be shown in any other version of PowerPoint or one of the viewers, choose Tools, Options from the menu bar, click the Edit tab, then put a checkmark in each of the three boxes listed under "Disable new features". That way you won't be able to accidentally use any features that won't work in other versions.

PowerPoint X Crashes On Start-Up

Apply the latest Office X updates, available at PowerPoint Updates

Try repairing privileges.

For OS 10.2.x:

- Go to Macintosh HD/Applications/Utilities.
- Open up Disk Utility.
- Select your hard disk, and then click the First Aid tab.
- Click the button to "Repair Disk Permissions".

For OS 10.1.5:

Download the Repair Privileges utility, free from Apple, and run it:

Run Disk First Aid

Run Disk First Aid. Instructions on how to run it in OS X are located on the Apple Knowledge Base.

You should be able to run it from a Safe Boot or from starting off of the OS X CD, but if you cannot, you can run FSCK manually (instructions are on the page).

Also delete the following files:

- ~/Library/Preferences/com.microsoft.PowerPoint.plist
- ~/Library/Preferences/Microsoft/PowerPoint Settings (10)
- ~/Library/Preferences/Microsoft/PowerPoint Temp

If that doesn't help, reinstall Office X and re-apply updates:

Insert the Office X CD, then open the Value Pack.

Click the Value Pack Installer.

Check "Remove Office", then install.

Run the "Remove Office" utility.

When done, re-install Office X from the CD, and then re-apply the latest Office X updates, available at PowerPoint Updates

If that doesn't help, you could have corrupt fonts. Take a look at this article on the Microsoft Knowledge Base

Website

The website explains and gives the same details as the presentation does. It is obviously about the kung-fu club. It explains what kung fu is, why it is taught, and details about the club. This presentation has been set up on Microsoft PowerPoint. The following are instructions helping you how to run the presentation.

The minimum system requirements needed to run the Internet are:

- 90 MHz Pentium processor with 32 MB of RAM
- 20 MB of free disk space
- 28.8k modem
- SVGA monitor at 800x600 screen resolution
- Microsoft Dial Up Networking (DUN) 1.3
- Microsoft Windows Socket Extension (Winsock) 2.0
- Internet explorer 5.0 or later

The recommended system requirements needed to run the Internet are:

- 200MHz Pentium MMX processor with 64 MB of RAM
- At least 20 MB of free disk space
- 56K modem
- SVGA monitor at 800x600 screen resolution
- Sound card and speakers
- Internet Explorer 5.0 or later

Troubleshooting?

Multiple Errors Trying to Access Web Sites Symptoms

When you try to access an existing Web site, you may receive the following error messages:

Unable to open <u>http://<servername>/<page>.</u> The site reports that the item you requested could not be found.

-And-

404 Not Found. The requested URL /page was not found on the server.

Cause

This error message occurs because FrontPage cannot find the page. This problem occurs when any of the following situations are true:

- You typed the address incorrectly.
- The proxy server setting in FrontPage is invalid.
- You are trying to follow a link created by one of the following components:

Confirmation Field
Discussion Form Handler
Registration Form Handler
Save Results Form Handler
Search Form
Hit Counter

NOTE: These are browse-time components, which require the server extensions to be installed in order to work. The links are valid, but the browser is unable to find the corresponding page until the server extensions are installed.

- The Web folder was deleted.
- The Web content was moved.

Resolution

To work around this problem, use the appropriate method for your situation.

Method 1: If You Typed the Address Incorrectly

Ensure that you typed the Uniform Resource Locator (URL) correctly. If it is incorrect, retype the URL correctly and try again.

Method 2: If the Proxy Server Is Invalid

FrontPage allows you to specify a proxy server. To verify that the server is correct, follow these steps:

- 1. On the Tools menu, click Options, and then click Proxy Settings.
- 2. In the Internet Properties dialog box, click Connections, and then click LAN Settings.
- 3. In the Local Area Network (LAN) Settings dialog box, verify that the Proxy address is correct. If the Proxy address is correct, confirm that the proxy is functioning properly.

<u>Method 3</u>: If You Are Using Browse-time FrontPage Components The browse-time FrontPage components require the FrontPage Server

Extensions to function. If the FrontPage Server Extensions are not installed on the Web server, the Web server administrator must run the Microsoft Management Console and install the appropriate server extensions to the Web server that you are using.

Method 4: If the Web Folder Was Deleted

If you deleted the folder that contains all of your Web pages, FrontPage still maintains pointers to that information in another file.

Method 5: If the Web Content Was Moved

If you moved your content from its original location, move it to its original location, start the Microsoft Management Console, uninstall the server extensions, and then move the content where you want it and reinstall the FrontPage Server Extensions.

TECHNICAL DOCUMENTATION

PRESENTATION Slide 1



Slide 2

WHAT?

Kung Fu comes from China and dates back to origins well into the B.C. era. It is an approach toward life and self-cultivation which includes combat but goes well beyond the concept of combat. Kung fu is as much about spiritual training and self-involvement as it is about fighting.

The term Kung Fu actually means "time" and "effort" and can actually refer to any endeavour which is approached with an attitude of slow and persistent perfection through time. The common understanding of the term Kung Fu denotes a martial and fighting context, however Kung Fu is also founded deeply on ideas of character development and right action. One can just as easily be Kung Fu at street cleaning or piano playing.

In Kung Fu one finds a wide range of techniques. There are punches from all angles, kicks from all angles, attacking blocks, as well as those that just simply "defend", and joint-locking or There are throwing or take-down techniques and wrestling as well as various controls and methods of subduing an opponent. In Kung Fu one finds hard, muscle powered techniques and also softer techniques that utilise evasion tactics and structural alignment for effectiveness.

Slide 3

WHY?

We are opening new clubs all over the Bexley borough because we feel that the area is not particularly safe and that the children in the area need to know how to defend themselves.



Our aim at the Academy is to turn out excellent martial artists. Our programme is open to the complete beginner as well as experienced martial artists of either sex and offers phased classes, from novice to black belt and beyond. Our training is aimed at producing rounded and effective martial artists capable of reacting to whatever they have to face; from self-defence through to international competition.

Slide 4

WHERE?

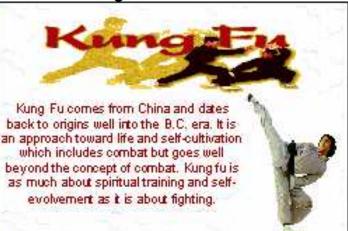
Classes will be performed at the following addresses:

- •1 Florence rd, Abbeywood, London
- •39 Brewery rd, High Street, London
- •27 Long Lane, Green Street, London
- •67 Hurst rd, Bexleyheath, London

Classes start at: 4th April 2003



WEBSITE Page 1



The term Kung Fu actually means "time" and "effort" and can actually refer to any endeavor which is approached with an attitude of slow and persistent perfection through time. The common understanding of the term Kung Fu denotes a martial and fighting context, however Kung Fu is also founded deeply on ideas of character development and right action. One can just as easily be Kung Fu at street cleaning

n Kung Fu one finds a wide range of techniques. There are punches from all angles, kicks from all angles, attacking blocks, as well as those that just simply "defend", and joint-locking or There are throwing or take-down techniques and wrestling as well as various controls and methods of subduing an opponent. In Kung Fu one finds hard, muscle powered techniques and also softer techniques that utilize evasion tactics and structural alignment for effectiveness.



All these techniques of kicks, punches, holds, throws, and take-downs will all be taught to the members of our club by two wery professional teachers.

They will take the children through stages in their yearly membership, and if they pass the stage they will get a belt, to show how experienced they are in kung-fu fighting.

CLASS



Class

Monday Beginner 6:30 to 8:10 Tuesday Beginner & Intermediate 12:30 to 1:30

Wednesday Beginner 6:30 to 8:10 Thursday Beginner & Intermediate 12:30 to 1:30

Friday Beginner 6:30 to 8:10

Saturday Beginner & Intermediate 11:00 to 12:30

sunday Beginner & Intermediate 5.00 to 6.30

HOME

EVALUATION

Webpage

Criteria	Result	Testers Signature
The web site loads up	It did	
The information is relevant and concise	Most of it was	
There is sufficient information	There was	
The information is correct	It was	
The style of language was clear for the target audience	It was	
The pictures are all clear and load up correctly	Loaded up perfectly	
The font, font size and colour are suitable for the target audience	The font style, size and colour were perfect	

As you can see from looking at the above table, it is completely different to the success criteria, from earlier. Now all the problems have been solved and corrected. Before the language was too advanced for younger readers, and so I had to read it through again and change some of the vocabulary, I than got a younger student from my school to read it through and ask him if he could understand it, anything which he did not I had to change again.

The problem with the pictures, on the Webpage, was that they took too long to load up; there was not no real problem with how clear the pictures was. To make sure that the pictures loaded up I had to get rid of a few, so that the page did not have to load up as many pictures. Also if the picture quality is high, than it would take a lot longer to load, so the picture quality is not perfect, as I have lowered it.

Everything else about the Webpage was at good standards, and did not really have to be changed. These were things like the font size, colour, and style. The information did not have to be changed or expanded, as it was all correct and up to a reasonable length.

Presentation

Criteria	Result	Testers Signature
All information correct	It was	
The style of language is clear for the target audience	The language is understandable for teenagers.	
The pictures load up	They do	
The animated affects work	They do	
The sounds work	They do	
The presentation should rotate automatically.	It does	

The same problem has been corrected for the presentation, as was done for the webpage that the language of the text had to be brought down to the level at which a thirteen year old can read. The same procedure was done, I had changed some of the vocabulary and got a thirteen year old to read it through, making sure he could understand everything.

At first the presentation did not run through automatically, by itself. I wanted everything to come up by it, so that the slides changed under a time delay, but at first this was not working. Not everything appeared in the slides, as I did not put a time delay on them. So I solved the problem with a teacher, and made sure it worked by running it through and reading it, I also made sure that the time delay was not put on, on a too long period, or for a too short period.

To prove that I have actually fixed these problems I have got testers to check it and got them to sign next to the two criteria tables, as you can see, and also in the Documentation above, there are screen shots of my Presentation and Webpage so u can see that all the visuals are correct.