



WORD / INSPIRATION TASK

Module Name/s:	Workplace Skills
Time Frame:	Lockdown 2020
Briefing Date:	Online on 5 May 2020
Due Date:	Not defined
Assessment Type:	Research and Skills application Project
Individual or Team Project?	Individual
Project Total	75 Marks
Pass Mark:	60%
Submission Format:	Electronic
	Electronic tasks to be saved as pdf: Inspiration Task_ANG_Your Name
E-mail electronic submissions to:	Upload on the online course site.

Purpose:

- 1) To practice using Microsoft Word more efficiently for task submission and creating professional documents .
- 2) To reflect on my inspirations and influences towards career goal setting.

QUESTION 1 (50)

Answer Question 2 on a Word document, that contains all of the following elements:

- 1.1 Headers and Footers with your name, project date, project title and page numbers. (5)
- 1.2 A cover page to introduce your task (5)
- 1.3 An index that is accurately formatted using the Word Table of Contents Tool. (5)
- 1.4 Headers and sub headers for all sections of your task. (10)
You must have at least 5 sections to your document.
- 1.5 At least 5 Citations. (10)
- 1.6 Bibliography that is accurately formatted using the Word Bibliography Tool. (10)
- 1.7 Minimum Word Count of 500. (5)

QUESTION 2 (25)

Create a 2-3 page (500 word) document to describe what person, event or ideas inspire you to reach for your goals.