**Case Study- Director’s Request for PCs using MS Word Table, MS Access, and MS PowerPoint**

**Case Study – Using MS Office 2010 / 2013 / 365**

**Please use the document “READ FIRST - Case Study Instructions – Director’s Requirements” for each of the parts described below.**

**Part 1: Specifications Table (MS Word)**Use the project description HERE to complete this activity. For a review of the complete rubric used in grading this exercise, click on the Assignments tab, then on the title Case Study Part 1 - PC Specs (Word)– click on Show Rubrics if the rubric is not already displayed.

For the case study provided to you, create MS Word tables that identify and contain the hardware and software requirements to meet the director's requirements. The MS Word document in its final form will include 6 MS Word tables. It will include a two-paragraph narrative summary that classifies the user type and identifies the PC category that will be recommended. The specific instructions are found in the table at the end of this file.

Students are expected to conduct external research to adequately address all aspects of the assignment requirements. It is suggested that students use a computer manufacturer's site (i.e., Apple, Dell, Toshiba) to help in identifying all the components needed to meet the director's requirements. Remember, although there are 5 computers to be purchased, you are required to configure only one, as the same one may be purchased for all 5 employees. Any outside sources should be correctly cited in APA style at the end of the table. Students will need to include specific requirements from the case study to show why each item is being recommended. Each element listed below must be incorporated into the assignment. Omissions will result in loss of points.

Make and model and description are required, when at all possible.. For example, if the solution suggested is a 32” IBM Monitor, say so. Do not just say monitor because that does not provide sufficient information for a purchase. It is not necessary, for example, to identify the make and model of a USB port.

You must also consider components that may be a part of a machine or device. For example, the System Unit table will require elements such as USB ports. The monitor and mouse are typically separate devices on a desktop, but on a laptop or tablet they are often integrated. You should identify the various forms of input and output for your computer(s) on the Hardware table, whether they are separate devices or integrated elements.

There should be sufficient detail in this case study for procurement/purchasing personnel to buy the systems. Details are crucial.

Don’t focus on web references as to where the equipment can be found, although you may include your source(s). Focus on a solution to specific requirements.

Do not ‘number’ requirements in your table, even though they are numbered in the “Case Study – Director’s Requirements’ document. In many cases there are several requirements expressed in a single numbered listing. It’s important that you are clear about which requirement is addressed by a specific piece of hardware or software.

All identified hardware and software and relevant requirements must be listed in the tables. Mentioning an item or a requirement in the two paragraph narrative is perfectly ok, but it must also be in the tables.

*Additional information:*

You are supposed to tie back your recommended specs to all of the original requirements. Spell out the requirements that apply to your selection of hardware, etc., and do so in the tables. Your customer would not appreciate having to guess as to which requirement is being met by your items.

**Don't forget the components necessary for the computers to communicate with each other and connect to the internet.**

Suggested layout for the tables (other layouts are possible):

Three columns: Group (Input, Output, Etc), Device, Requirement; then one row for each Device. Arrange your tables so that you don't leave lots of blank rows. See the Sample Tables for suggested layouts.  These samples can be found in the topic labeled "Optional Tutorials-Word project" in the Readings for Week 4.

Include details where it makes sense. For example:

Scanner. This isn't enough information to tell what the device is capable of. The customer wants to know how it's "tricked out". What model is it? Is it an All-In-One or standalone (why?)? How much RAM does it have? Does it have wireless capability? Can it accept camera memory cards? What resolution can it handle?

Adapter Cards. Your customer wants to create and edit high quality photos and videos. This usually means you'll need a beefed-up graphics adapter. Be prepared to answer these questions: What model is it? How much RAM does it have? Is it integrated or discrete? This means you need to understand a little about graphics cards. Integrated means it is a chip (not an actual card) that is part of the motherboard. Typically, integrated video is ok but not as powerful as discrete video cards. These are actual adapter cards that have lots more circuitry and dedicated RAM than the smaller integrated chips. So they are more powerful and better for the customer’s requirements.

Monitor. While the software applications actually enable video creation and editing, the hardware enables the "high quality" requirement. You can hook up a display to the standard VGA port on the computer. However, the newer machines come with HDMI ports, which enables High Definition displays. If the recommended desktop or laptop has an HDMI port the user can get full 1080p on the video display unit. These specifications may satisfy the customer’s requirement to create and edit high quality digital photos and videos.

Ports. Everybody needs ports, right? I just described an important one - HDMI. How about Ethernet, SATA, FireWire, USB (2.0 or 3.0), media cards? Think of the data transfer/exchange requirements and what kind of speeds are necessary to make them work effectively.

External Storage. The customer may want users to exchange data quickly. Are CDs or DVDs the way to go? What about USB flash memory cards? Or some kind of network storage?

Here are the specific instructions:

| **Element #** | **Requirement** | **Points Allocated** | **Comments** |
| --- | --- | --- | --- |
| 01 | Open and save an MS Word document with the following name:  “Student’s Last Name Specs” Example: Smith Specs  Set normal text to Arial, 12 point.  Create a Title Page which shows title, your first and last name, course name and due date. | 0.2 | This is the font in normal paragraphs. Heading and title fonts may be a larger size.  The title must be  *Specification for the Director by  your name  the course  due date.*  Center the title on the page |
| 02 | Use a footer to create page numbers for all pages except the title page.  Place the page numbers in the footer section on the right side of the page. | 0.2 |  |
| **Take a look at the Sample Tables for ideas on how to best lay out your tables.** | | | |
| *03* | *Table #1 - Create a table that identifies the manufacturer, type (desktop, laptop, tablet) and model of computer being recommended for purchase.* If you are recommending a computer that is being built from components rather than purchased as a unit, indicate that in the type column. The table must be labeled “**Recommended Computer**.” | 0.5 | *Remember that the requirement is to identify and configure only a single computer.* |
| *04* | *Table #2 - Create a table that shows all of the required Hardware devices. The table must be labeled “****Hardware Devices****.” User requirements are posted in the case study.* | 0.1 |  |
| *Remember to include any items that might be integrated with the system you have chosen. The table should have all the necessary columns, rows, and column headings to show the following:* | | | |
| *05* | * *Input Devices* – Identify each device type, including make/model, and show which specific user requirements are met. | 0.5 | For example, you might include the following information in your table to describe one Input Device: **Input Device – 1.2 Megapixel video camera, model, from xxxx supplier. Requirements met – create video files.** |
| *06* | * *Output Devices* – Identify each device type, including make/model, and show which specific user requirements are met. | 0.5 | Make, model and description are required. |
| *07* | * *Communication Devices* – How will the computers “talk” to each other and connect to the internet? Identify each device type, including make/model, and show which specific user requirements are met. | 0.5 | Make, model and description are required. |
| *08* | * *Storage Devices* – **External** (including portable) storage devices and show which specific user requirements are met | 0.5 | Make, model and description are required. |
| *09* | * *Other Peripheral Devices* – What other hardware components are needed to complete the computers and office system. Identify each device type, including make/model, and show which specific user requirements are met. | 0.5 | Make, model and description are required. |
| *10* | *Table #3-Create a table that shows the various required System Unit Components. The table must be labeled “****System Unit Components****.”* | 0.1 |  |
| *The System Unit Components must reflect the type of system identified for purchase by the* ***Hardware devices*** *table.*  *The table should have all the necessary columns, rows, and column headings to show the following:* | | | |
| *11* | * *Processor* – Include type and clock speed and state how processor type and clock speed meets the Director’s specific user requirements. | 0.5 | Identify manufacturer – Intel, AMD, Apple, etc. |
| *12* | * *RAM* – Include type and amount and state how RAM type and amount meets the Director’s specific user requirements. | 0.3 | Type and amount are sufficient. |
| *13* | * *Adapter Cards* – Identify each type and show which specific user requirements are met. | 0.5 | Types sufficient unless an unusual adapter card is required. |
| *14* | * *Ports* – Include types, how many of each type, and show which specific user requirements are met. | 0.3 | Types and number are sufficient. Be sure to include all that are integrated with the system you are configuring. |
| *15* | * *Storage Devices* – Identify **internal** system unit storage devices, size of hard drive, and state how each storage device and the hard drive size recommended meets specific user requirements. | 0.5 | Types and sizes are sufficient. Remember, this is internal storage, including the hard drive. |
| *16* | *Table #4-Create a table that shows the various required Application Software. The table must be labeled “****Productivity Software****.” Specific product names MUST be listed.* | 0.1 |  |
| ***Review the user requirements to ensure that software has been selected to meet each need.*** *The table should have all the necessary columns, rows, and column headings to show the following:* | | | |
| 17 | * Identify types of software, recommended specific product names, and how this software meets specific user requirements. | 2.0 | Be sure to include product name and version. |
| *18* | *Table #5-Create a table shows that the various required System Software. The table must be labeled “****System Software****.” Include one operating system and at least three utility programs.* | 0.1 |  |
| *The table should have all the necessary columns, rows, and column headings to show the following, and each component must be tied to the computers in your Recommended Computers table:* | | | |
| *19* | * *Operating System* – Identify a specific operating system and version | 0.75 | Identify company supplying the OS (Intel, AMD, Apple, etc.). Include version #. Identify to which computer(s) this component will be assigned. |
| *20* | * *Utility Programs* – Include at least 3 utility programs **that do not typically come installed with the OS** and state how each utility program meets specific user requirements. | 0.75 | **Identify utility programs that do not come installed with the OS.** For example, choose and include a particular security program such as Norton or McAfee, etc. |
| *21* | *Table # 6-Create a table that shows the required Internet connectivity and Web-hosted applications and services. The table must be labeled “****Internet Connectivity & Web Services****”* | 0.1 |  |
| *Review what specific user requirements related to online work or file sharing that have been included in the Director's list of requirements. The table should have all the necessary columns, rows, and column headings to show the following:* | | | |
| 22 | * Identify the specific ISP that should be used for Internet connectivity. | 0.5 | ISP type meets specific user requirements in the case study. |
| 23 | * Identify the specific Web services that should be used. | 0.5 | State how the Web services that were identified meet specific user requirements in the case study |
| 24 | Write a brief two-paragraph narrative that categorizes the user type, identifies the category of PC (s) required, and summarizes your recommendations.  NOTE: There are 13 office requirements listed in the case study. Each one will need the appropriate hardware and software that will improve the productivity in the office. The users are the people working in the office that will be affected by the 13 requirements. The type of PC could be anything from a laptop to a server. It is essential that you connect the requirements with your recommendations.  Grammar, syntax, punctuation, spelling, and APA formatting as necessary. Points WILL be deducted if errors are found in the summary or in the tables. | 1.25 | Two well-written, concise and organized paragraphs not to exceed one-half a page.  Proofread your entire file before submitting. |
| 25 | **Place narrative after the title page but before the tables.** | 0.25 |  |
|  | **TOTAL** | **12** |  |