

# University of Zululand



**Department of Communication Science**  
**Module: Digital Communication 1**  
**Module code: 1COM151**  
**Assessment 2: Microsoft Word**  
**DUE DATE: 26 April 2024**

## **SECTION 1: CREATING A FOLDER**

1. Open File Explorer
2. Open the memory stick or Documents
3. Create a folder
  - a. Name of the folder: **20229857Sangweni**
  - b. Remember to use your student number & surname
4. Close file explorer

## **SECTION 2: BUSINESS MEMO**

1. Open MS WORD
2. **SAVE** the blank document as **MEMO20229857** in the folder that you've just created
  - a. Remember to use your student number

***(# symbol below, simple means, press enter twice on your keyboard)***

### **INSTRUCTION ON HOW TO FORMAT THE MEMO:**

- The word **Memo**: font size 36
  - Font style: Bold as directed above
- **Font** for the rest of the document: Tahoma
- **Font size** for the rest of the document: 12

Remember to **UPDATE on the SAVE icon** before you close MS WORD



**FACULTY OF ART  
DEPARTMENT OF COMMUNICATION**

**MEMO**

**To:** All ComSci Staff

**From:** HOD

**CC:**

**Date:** 01 February 2022

**Re:** Alterations to stationery brochure

After a long discussion with our sales team, I have decided to make several alterations to the terms and conditions set out in our stationery brochure.

**#**

**STOCK #**

- If we do not have all ordered goods in stock and the order is placed before 2pm, we will deliver what goods we have in stock, the remainder will be forwarded as soon as it arrives at our warehouse.
- Damaged stock delivered must be reported to us immediately. #

**DELIVERY #**

1. We will endeavor to achieve next day delivery only if orders are received over the telephone before 2pm Monday to Thursday.
2. Orders received after 2pm will take up to three working days to deliver. #

No orders should have to wait more than a week if stock is available. If the full order has not been delivered within 7 working days, a discount of 10% of the overall order will be given. If there are any queries with these new conditions please contact Miss Blackthorn who is now dealing directly with our catalogues.

*[35-marks]*

### **SECTION 3: RESUME**

A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments. Usually paired with a cover letter, a resume helps you demonstrate your abilities and convince employers to hire you and convince them that you're qualified.

1. **Open MS WORD**
2. **SAVE** the blank document as **RESUME20229857** in the folder that you've just created in section 1
  - a. Remember to use your student number
3. Prepare a **resume** with the following sections:
  - a. Personal Details
  - b. Education History
  - c. Current Study
  - d. Work History
    - i. Most of you haven't worked before, you may choose to enter details of one organisation that you wish to work for.
  - e. Referees
4. Remember to **UPDATE on the SAVE icon** before you close MS WORD

*[35-marks]*

### **SECTION 4: COMPRESS/ZIP FOLDER & EMAIL**

1. Compress the folder
2. Email it to:

KwaDlangezwa Campus		
BA Intercultural Communication	<a href="mailto:1com151assessments@gmail.com">1com151assessments@gmail.com</a>	Ms. Makhutla

3. **SUBJECT** of email: **Ass2 Surname & Student number**
  - a. Example: Ass2 Zondo 20224949
4. Email must be written in a business format
5. Sign the email
6. Attach a compressed/Zipped **FOLDER** with 2 files that you've created
  - a. Send 1 email with a folder that has 2 files

*[30-marks]*