Objectives of session

- Practice test planning skills and documentation writing skills by working on Assignment 3
- Complete Journal Entry

Assessment

This session will not be assessed.

Activity 1 – User Manuals [15 mins]

Before Studio: Bring along a copy of a user manual that you consider is good and another that is not as good.

During studio: Consult with your team to discuss what elements make a user manual effective or ineffective. Your case study requires a working system to be implemented. Along with the system, a user manual is required. Decide on an agreed form the user manual for the conference system will take: in particular record the style of the user Manual and arrive at a table of contents.

Activity 2 - Report Writing Skills and Decisions [30 mins]

Before Studio: To complete this exercise you will need:

- Search MS Word HELP; "Styles", "AutoText Entry", "Table of Contents", "Headers and Footers". Summarise the purpose of each of these utilities.

During Studio:

1. Discuss the relevant sections SIMS Style Guide (see http://www.sims.monash.edu.au/style) that will be needed when preparing your submitted report. Ensure your document conforms to the SIMS Style Guide.
2. Discuss how MS Word Styles can make formatting your document easier. List the styles and their properties setting required for the report.
3. Having set the styles, explain what is needed to automatically generate a Table of Contents at the beginning of the document.
4. Discuss a use and purpose of the AutoText entry. Decide on an Autotext entry that could be used in the report that would make report writing easier.
5. Decide on the contents of the footer to be placed in the document. Possible suggestions might include:

   a. horizontal line to separate the footer from the text
b. names of team members,
c. the filename or the document,
d. the page number of the number of pages, and
e. the date the file was last saved

**Activity 3 – User Manual and Test Planning [2 hours]**
Work on Assignment #3

**Activity 4 – Reflective Journal Entry [15 mins]**
Send an email to your tutor and studio academic with subject heading "IMS2000 Reflective Journal Entry – Student ID". See Sections 9.1 and 9.2 for sample and template of Reflective Journal Entry.

**Preparation for week 9:**
- Assignment #3 will be submitted during week nine’s studio.
- Project Management presentations will take place