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Preparing and Submitting Digital Assignments

Experiment 15 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To package and verify a digital assignment in the requested formats.

Principle

A correct submission includes the intended final files, meaningful names and evidence of successful upload. Exported views and editable files serve different purposes.

Requirements

- Completed dummy report, workbook or presentation.
- Instructor's format/naming instructions and an approved practice submission area.

Procedure

1. Read requirements

List required file types, naming pattern, deadline and destination. Identify whether an editable file and PDF are both requested.

2. Finalise

Check content, formula results, headings, units and spelling. Remove comments or private information not intended for submission.

3. Save names

Use the required student/activity identifiers and preserve correct extensions. Avoid several ambiguous "final" versions.

4. Export/reopen

Create the requested PDF/export, reopen every file and check pages, charts, images and formulas.

5. Submit

Upload only the intended files through the instructor-approved area and confirm successful completion.

6. Record receipt

Save the confirmation/time and, where possible, reopen the submitted file. Keep a local final copy and note any requested resubmission.

Fundamentals of Computer Operations

Observations and Record

Submission check	Evidence
Required formats / filenames	_____
Files reopened / output reviewed	_____
Upload confirmation / date-time	_____
Submitted version / local copy	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A workbook export shows the calculated table but may not preserve editable formulas. If the instructor requests both, submit the workbook and PDF with matching base names.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why reopen before upload?

It confirms the saved files are readable and contain the intended final work.

2. What proves a submission better than an upload attempt?

A platform confirmation and, when available, the reopened submitted file.

3. Why retain a local final copy?

It supports later review or a legitimate resubmission.

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