Basic skills for assignment creation and submission
How to create a header in Word, containing your name, student number and assignment number
Step 1: Open Word (2007 or 2010)
Step 2: Click on the “Insert” tab
Step 3: Click on “Header”
Step 4: Click on the type of header you want to add
Step 5: Click in the header fields and add your information
Step 5: Click on “Close header” or double click below the line

Double-Click below the header line to close out of the header and to return your cursor to the body of the document, where you can begin to enter your data.
Step 6: Enter your data in the body of the document

Double-Click below the header line to close out of the header and to return your cursor to the body of the document, where you can begin to enter your data.
How to zip files
Step 1: Create a folder to hold your files
Step 2: Create or paste your files into this folder
Step 3: Right-Click on the main folder
Step 4: Hover the mouse over the “Send To” option
Step 5: Left-Click on “Compressed (zipped) Folder”
Step 6: The zipped file will then be automatically created.
Step 7: Attach this file to your email and send into CIE.

**Warning:**

1. Keep the file name brief. Too long of a filename can stop the file from unzipping properly.

2. Remember not to create zipped files larger than approximately 6 Mb. There are file size limitations based on what your ISP allows for email transfers.

3. It is better to send multiple files in one zipped folder than many zipped folders holding only one file.

4. Always include your name, student number and assignment number in your documents. They often become separated from the email they were attached to and then become unidentifiable.