

Present and Publish

This *Present and Publish* projects booklet, which accompanies Glencoe's *iCheck Series Microsoft Office 2010*, contains fifteen projects that offer students additional practice for many of the skills covered in the text. Projects follow a step-by-step approach similar to that used in the student text.

Data Files

Data files students will need to complete the projects are provided on the Online Learning Center.

Tips for Using the Projects in Class

You have permission to copy the projects for your students. Because the projects reinforce skills covered in the text, they can be used as tools for assessing student progress. Projects can also be used as a differentiated instruction tool and assigned to advanced students as extra credit work.

If work on a project extends to a second day, have students circle the number of the step they will begin with on the second day. You might want to have students turn in the work they completed the first day. If students turn in their first-day work, have them write their names on the project instruction sheet, print out the work they have completed, and turn these in to you.

Assessment Strategies

Each project has a rubric, which can be used as a self-assessment checklist by the students and as an assessment tool by the teacher. The rubrics include categories of skills students had to perform to complete the project. The student's performance can be ranked in each category as Excellent, Proficient, Developing, or Beginning. The rankings are based on the number of errors in the student's completed project.

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Word Projects

Project 1 Create a Title Page

Solution File

PP_Project_01_SF.docx

Skills Covered

- Modifying margins
- Keying text
- Modifying text
- Working with styles
- Working with graphics
- Comparing and merging documents

Background

Your physics teacher has assigned you to write a report titled “Why We Use Gears.” She has given you specific instructions about how she wants the title page to look.

Purpose

Create a title page for your physics report about gears.

Procedure

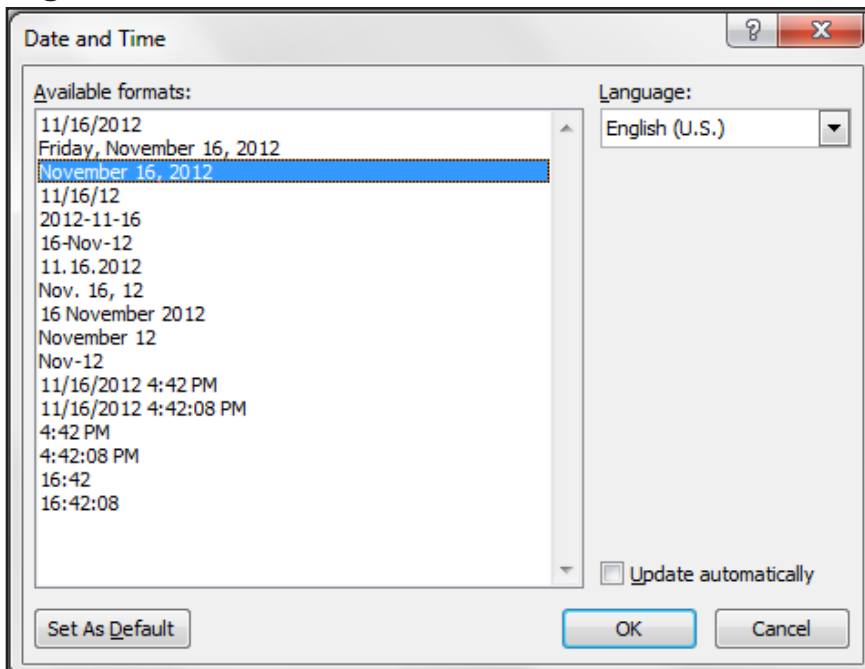
1. Start Microsoft Word, if necessary.
2. Click File and choose New.
3. In the Available Templates dialog box, double-click Blank document.
4. Click the View tab. Make certain that Print Layout is selected.
5. If the rulers are not visible, on the View tab, click Ruler.
6. Click Page Layout>Margins>Custom Margins. In the Page Setup dialog box, under Margins, set Top to 3. Click OK.
7. Click Home>Styles>Heading 1. In the Font group, open the Font Size drop-down menu and click 20.
8. Key: **Why People Use Gears**. Press Enter five times.
9. Notice that Normal is now selected in the Styles group.
10. Key: **by**. Key: **your name**. Press Enter.
11. Key: **Ms. Lomas**. Press Enter.
12. Key: **Physics**. Press Enter.

Word Projects

Project 1

13. Choose Insert>Text>Date&Time.
14. In the Date and Time dialog box, under Available formats, choose the format highlighted in Figure 1.1. Click OK.

Figure 1.1



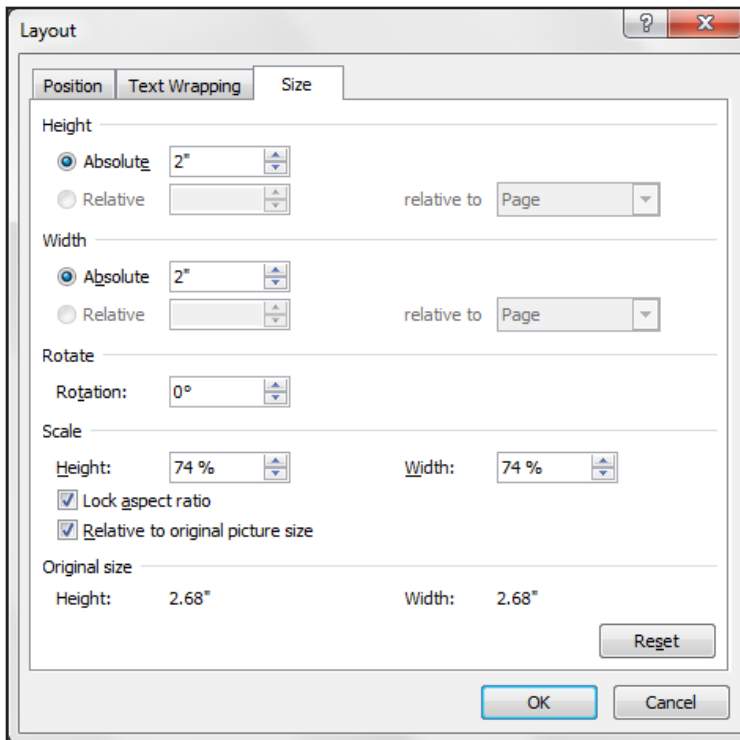
15. Position the insertion point anywhere in the word People in the title (Why People Use Gears). Double-click to select the word People. Press Delete. Key: **We**. The word We should now replace People in the title (Why We Use Gears).
16. Choose File>Save As to save your title page.
17. In the Save As dialog box, navigate to the location where you are saving your documents.
18. In the Save As dialog box, in the File name text box, key: **Physics Title Page-[first initial and last name]**. Click Save.
19. Position the insertion point at the end of the line containing the title. Press Enter to go to a new line. Choose Insert> Illustrations>Clip Art. The Clip Art task pane opens.
20. In the Search for text box, key: **gears**. Click Go. A group of images containing gears appears.
21. Pick an image that you think will be appropriate for your report. Open the drop-down list at the right side of the image and click Insert. The image is inserted into your document. Close the Clip Art task pane.

Word Projects

Project 1

- Right-click the graphic and click Size and Position. In the Layout dialog box, click the Size tab. Under Height, key: 2 in the Absolute text box. The dialog box should look similar to Figure 1.2. Click Close.

Figure 1.2



- You decided that the letters in the title are too close together. Highlight the title. Choose Home>Font.
- In the Font dialog box, click the Advanced tab. Change Spacing to Expanded. Make certain that the By text box contains 1.5 pt. Click OK.
- Press CTRL + A. The entire document is selected. Choose Home>Paragraph>Center.
- Choose File>Save to save your modified document.
- Proofread your work and correct any errors. Resave your title page if necessary.
- Obtain a copy of a classmate's title page document. Store this file in a location where you will be able to access it later.
- Choose Review>Compare>Compare. In the Compare Documents dialog box, under Original document, locate and select your document. Under Revised document, locate and select your

Word Projects

Project 1

classmate's document. The dialog box should look similar to Figure 1.3. Click OK.

30. If there are any differences other than the names, double-check your work to make certain you have properly formatted your title page. Close your classmate's document. If necessary, resave your document.

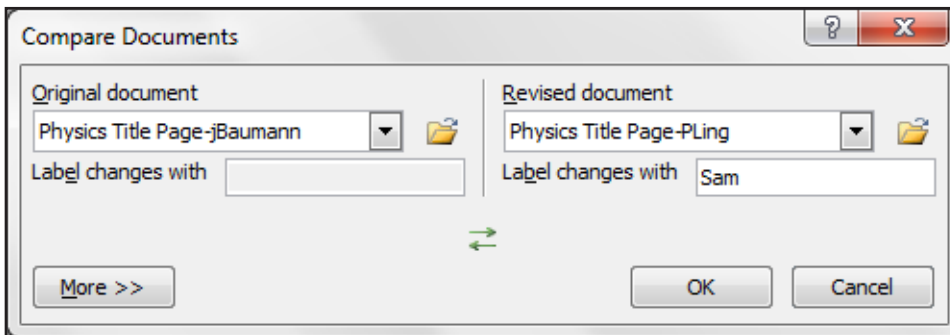


Figure 1.3

31. Choose File>Print>Print. Your title page is printed.
32. Click the Close button to close your document.

Present and Publish

Project 1 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Layout	<ul style="list-style-type: none"> • Margins are properly set • All content is correctly positioned on the page 	<ul style="list-style-type: none"> • Margins are properly set • Most content is correctly positioned on the page 	<ul style="list-style-type: none"> • Margins are not properly set and/or some content is incorrectly positioned on the page • Margins are not properly set 	<ul style="list-style-type: none"> • Most or all content is incorrectly positioned on the page 	
Title and Text	<ul style="list-style-type: none"> • Are correct • Are correctly formatted 	<ul style="list-style-type: none"> • Contain 1 error • Are correctly formatted 	<ul style="list-style-type: none"> • Contain two or three errors • Are not all correctly formatted 	<ul style="list-style-type: none"> • Contain more than three errors • Are incorrectly formatted 	
Graphic	<ul style="list-style-type: none"> • Is well-chosen • Is properly sized 	<ul style="list-style-type: none"> • Is well-chosen • Is not properly sized 	<ul style="list-style-type: none"> • Could have been better chosen • Is not properly sized 	<ul style="list-style-type: none"> • Is poorly chosen or missing • Is not properly sized 	

Word Projects

Project 2 Water Park Usage Summary

Data File

PP_Project_02_data.docx

Solution Files

PP_Project_02_SF.docx

PP_Project_02_SF.xlsx

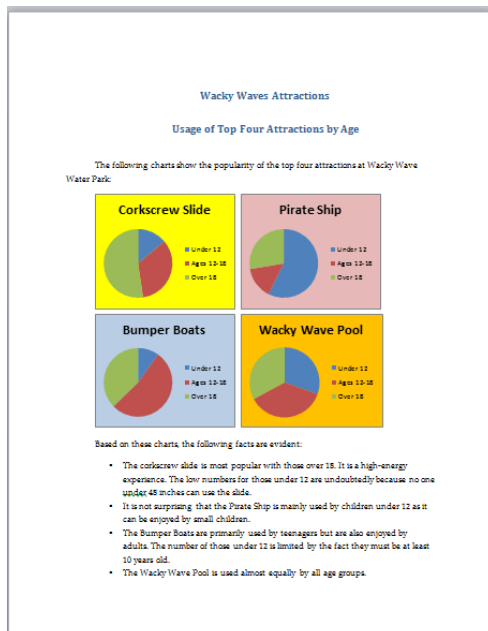
Skills Covered

- Keying cell content into worksheets
- Performing calculations in worksheets
- Creating and modifying charts
- Modifying styles
- Using the thesaurus
- Copying and pasting graphics
- Modifying bulleted lists

Background

Wacky Waves Water Park has over 20 attractions. The park manager would like a single-page summary comparing the popularity of its top four attractions. He wants to be able to compare the percentages of people in each of three age groups (under 12, ages 12–18, and over 18) using these four attractions on a single day. Figure 2.1 shows an example of how this summary might look.

Figure 2.1



Word Projects

Project 2

Purpose

Create a one-page summary of usage for the top four attractions. This summary should include four pie charts that graphically illustrate usage by each of the three age groups.

Procedure

1. Start Microsoft Excel. Make certain a new blank worksheet is open.
2. Starting in cell A1, enter the data shown in Figure 2.2. Notice that columns B, C, and D contain the number of people using each ride in each age group. Drag the column dividers to widen the columns so that all of the labels and data are visible.

Figure 2.2

	A	B	C	D
1	Activity	Under 12	Ages 12-18	Over 18
2	Corkscrew Slide	42	102	158
3	Pirate Ship	189	49	91
4	Bumper Boats	25	133	94
5	Wacky Wave Pool	90	108	97
6				

3. Make certain that the column headings are centered and in bold type.
4. Select cells B2-B6. Choose Home>Editing>AutoSum. The total for column B appears in cell B6.
5. Repeat Step 4 for Column C and Column D. You should now have totals for each of the three columns.
6. In cell A6 key: **Total**. Make it bold. The worksheet should now appear as shown in Figure 2.3.

Figure 2.3

	A	B	C	D
1	Activity	Under 12	Ages 12-18	Over 18
2	Corkscrew Slide	42	102	158
3	Pirate Ship	189	49	91
4	Bumper Boats	25	133	94
5	Wacky Wave Pool	90	108	97
6	Total	346	392	440

Word Projects

Project 2

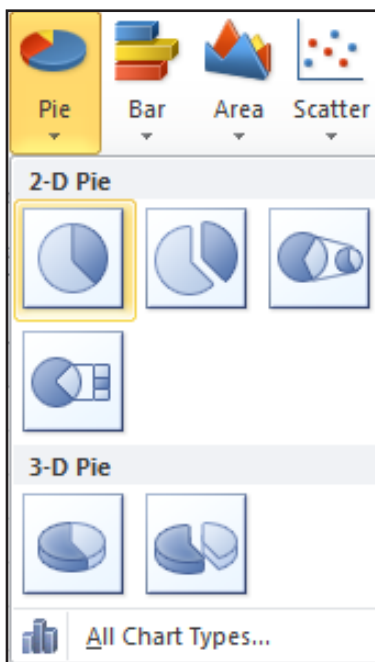
7. Save the worksheet as Attractions-[first initial and last name].xlsx.
8. You are now going to use the data in Row 2 to create a pie chart. Drag to select cells B1-D1 (the column headings). These headings will be used in the chart's legend.
9. Hold down the Control key (Ctrl) and drag to select cells B2-D2 (see Figure 2.4).

Figure 2.4

	A	B	C	D
1	Activity	Under 12	Ages 12-18	Over 18
2	Corkscrew Slide	42	102	158
3	Pirate Ship	189	49	91
4	Bumper Boats	25	133	94
5	Wacky Wave Pool	90	108	97
6	Total	346	392	440

10. Choose Insert>Charts>Pie.
11. Click the pie chart in the upper-left corner, as shown in Figure 2.5. The pie chart appears on the worksheet.

Figure 2.5

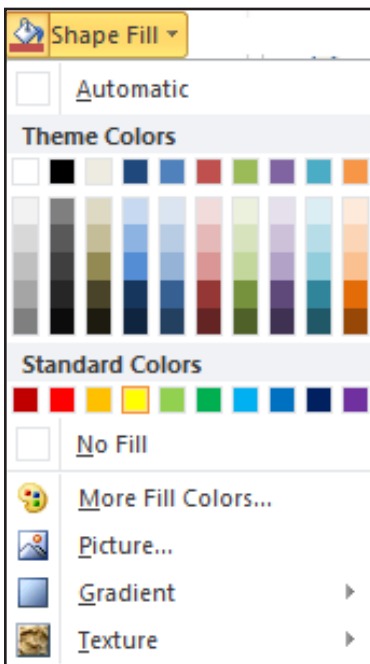


Word Projects

Project 2

12. Click anywhere in the chart to make certain it is selected. Under Chart Tools, choose Layout>Labels>Chart Title. Click Above Chart.
13. Key: **Corkscrew Slide**. Press Enter. The title appears above the chart.
14. Click anywhere in the chart to make certain it is selected. Choose Format>Shape Styles>Shape Fill. Select yellow.

Figure 2.6

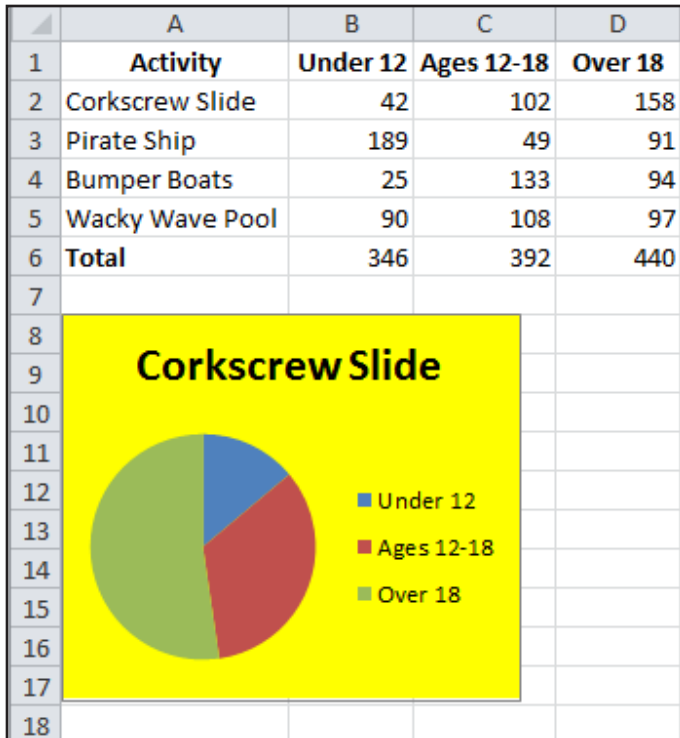


15. Drag the chart to the left edge of the worksheet, below the data columns.
16. Position the mouse pointer in the chart's lower-right corner and drag inward until the chart is about the size shown in Figure 2.7.

Word Projects

Project 2

Figure 2.7



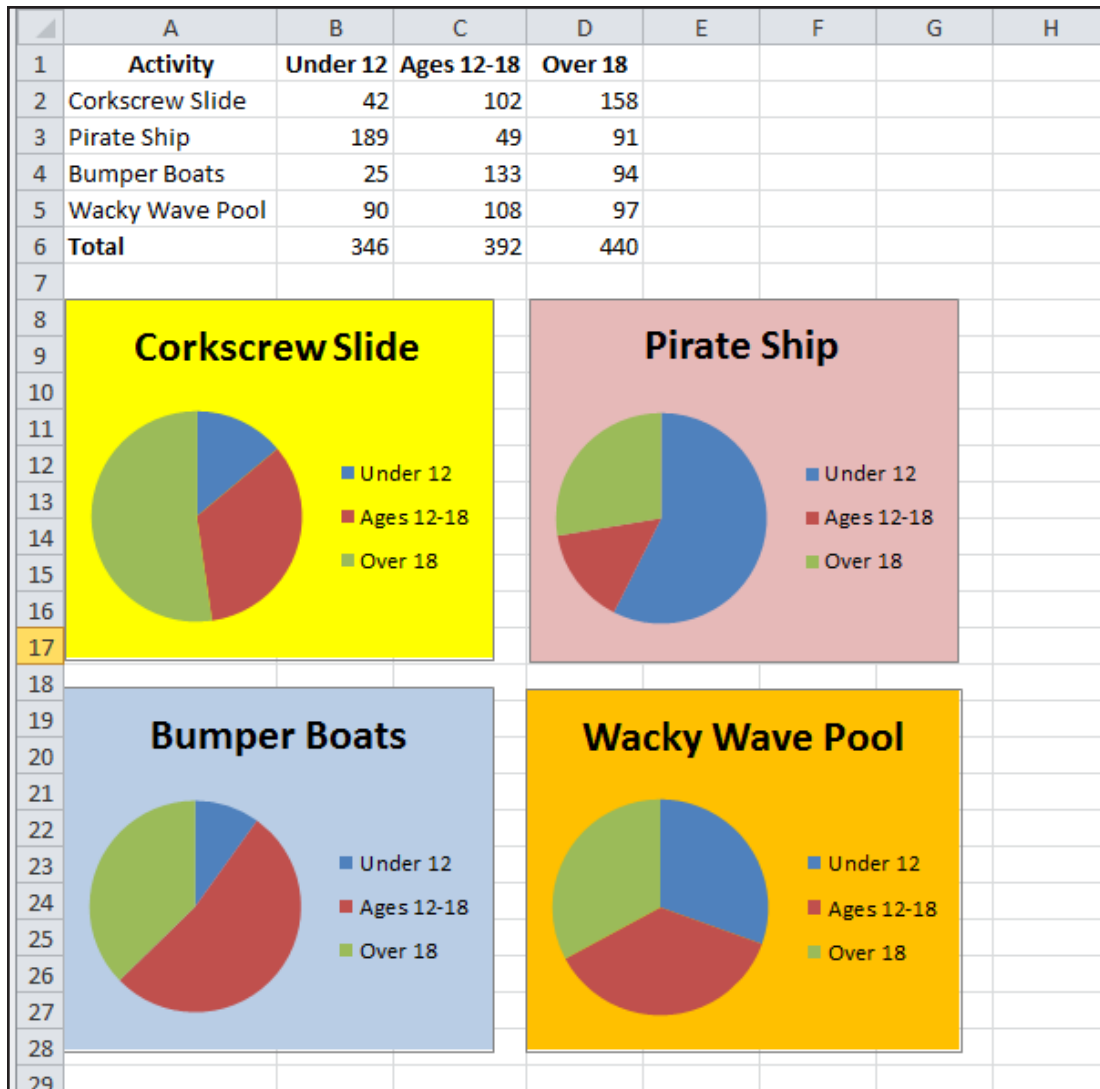
17. Repeat Steps 8-16 to create a chart for the Pirate Ship attraction. Position it to the right of the Corkscrew Slide chart.
18. Repeat Steps 8-16 to create a chart for the Bumper Boats attraction. Position it directly below the Corkscrew Slide chart.

Word Projects

Project 2

- Repeat Steps 8-16 to create a chart for the Wacky Wave Pool attraction. Position it to the right of the Bumper Boats chart. The spreadsheet should now appear as shown in Figure 2.8.

Figure 2.8



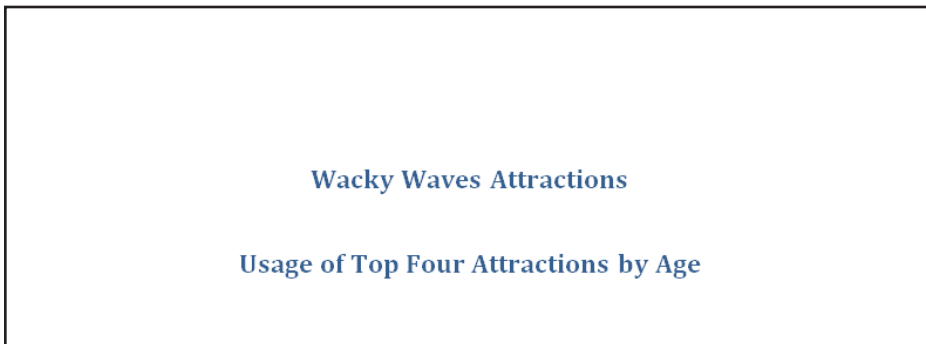
- Choose File>Save to resave your worksheet.
- Start Microsoft Word, if necessary. Open a new blank document. Save as: Attractions-[first initial and last name].
- At the top of the page, key: **Wacky Waves Attractions**. Press Enter.
- On the second line, key: **Usage of Top Four Attractions by Age**. Press Enter.

Word Projects

Project 2

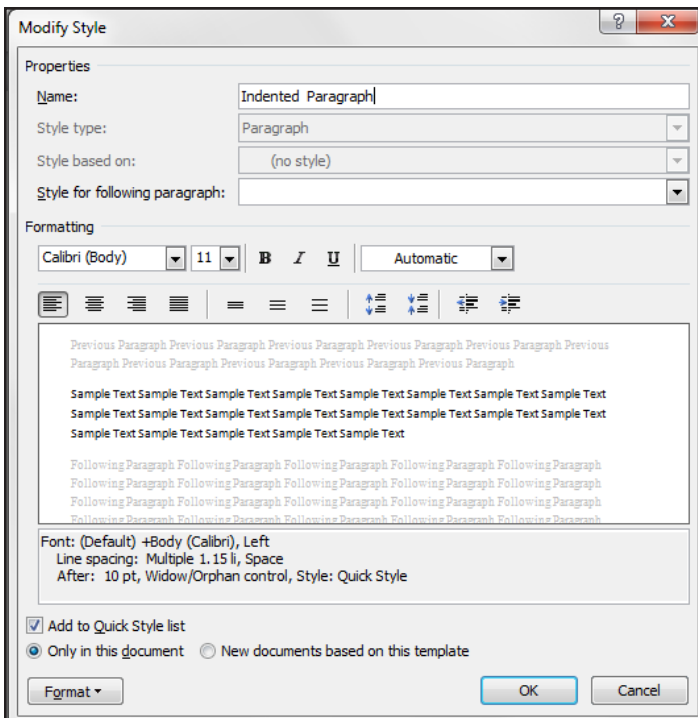
24. Select the two titles you just entered. Choose Home> Styles>Heading 1.
25. Make certain the two titles are still selected. Choose Home> Paragraph>Center. They should now appear as shown in Figure 2.9.

Figure 2.9



26. Position the insertion point two lines below the titles.
27. Go to Home>Styles and right-click Normal and click Modify. In the Name text box of the Modify Style dialog box, key: **Indented Paragraph** (see Figure 2.10).

Figure 2.10

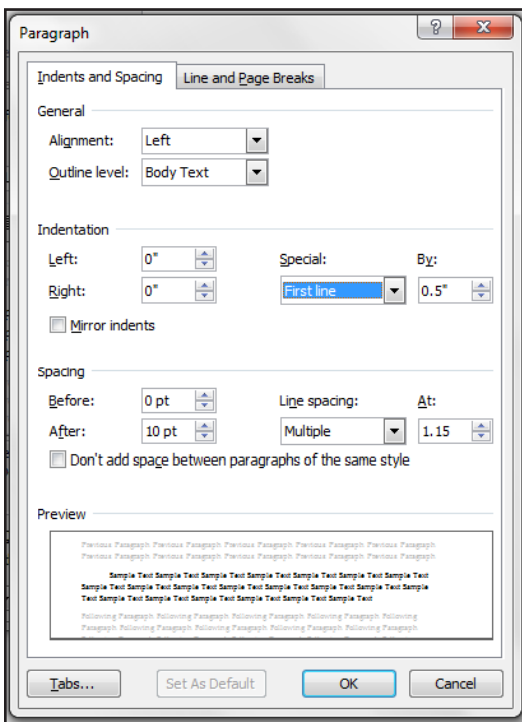


Word Projects

Project 2

28. Click the Format button in the lower-left corner of the Modify Style dialog box and click Font. In the Font dialog box on the Font tab, click Palatino Linotype (or a similar font). Click OK.
29. Click the Format button again and click Paragraph.
30. In the Paragraph dialog box on the Indents and Spacing tab, open the drop-down list for the Special text box and click First line (see Figure 2.11). Click OK twice.

Figure 2.11



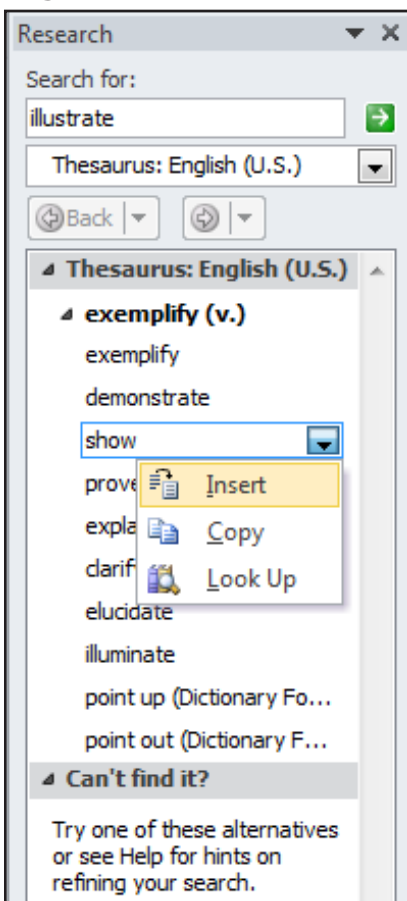
31. In the Styles group, make sure that the Indented Paragraph style is selected. Key the following text:
The following charts illustrate the popularity of the top four attractions at Wacky Waves Water Park:

Word Projects

Project 2

32. You decide you do not like the word *illustrate* in this sentence. You would like to find a similar word to replace it. Double-click *illustrate* to select it. Choose **Review>Proofing>Thesaurus**. The Research task pane opens. One of the thesaurus word options is *show*. Click the drop-down arrow next to *show* and click **Insert** (see Figure 2.12). Your text now reads *The following charts show the popularity of the top four attractions*. Close the **Research** task pane.

Figure 2.12



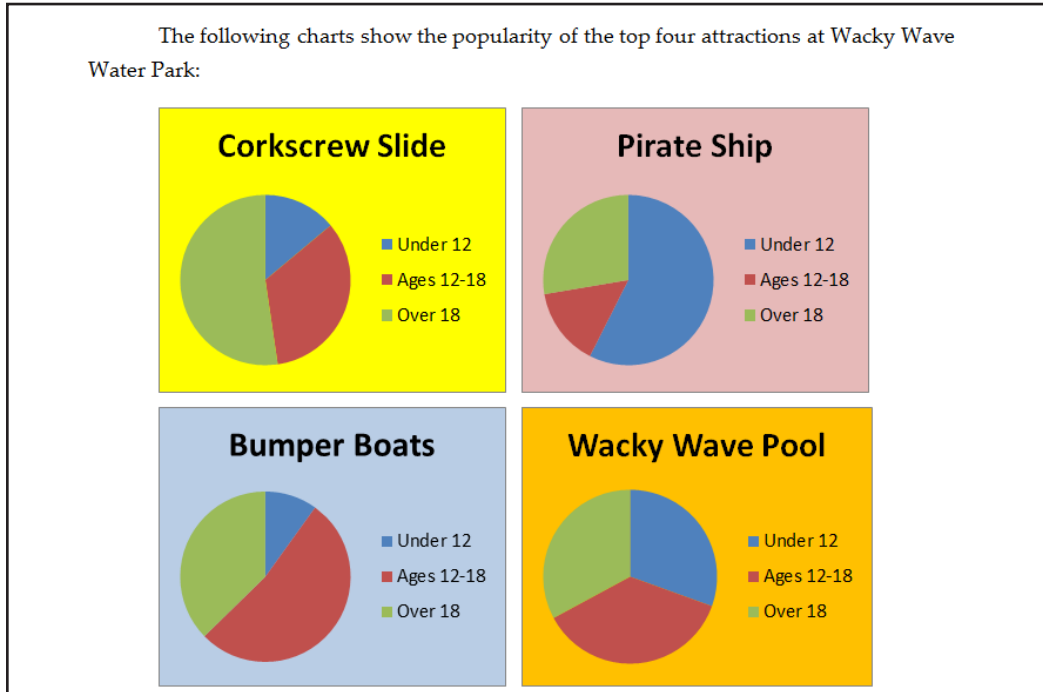
33. Position the insertion point at the end of the line. Press **Enter** once. Press **Enter** twice to leave a blank line following the text. In the **Styles** task pane, click **Normal**.
34. Switch to your Excel worksheet. Click anywhere in the background of the first chart to select it. Press **Ctrl+C** to copy the chart.
35. Switch back to your Word document. Press **Ctrl+V** to paste the chart.
36. Continue copying and pasting each of the pie charts into the Word document.

Word Projects

Project 2

37. Position the charts as show in Figure 2.13.

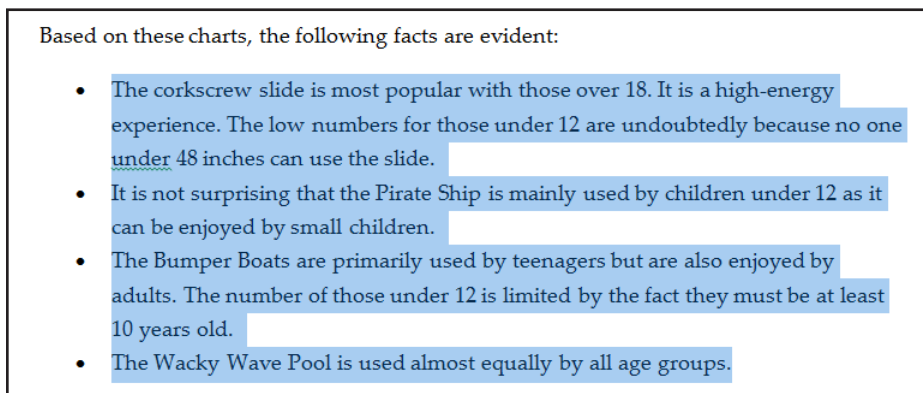
Figure 2.13



38. Open your PP_Project_02_data.docx and copy all of its text. Go into your Attractions document and position the insertion point below the charts. Then paste the text into your Attractions document below the charts.

39. Make certain that all the text in the body of this document is formatted in the Indented Paragraph style. Select the bulleted list (see Figure 2.14).

Figure 2.14

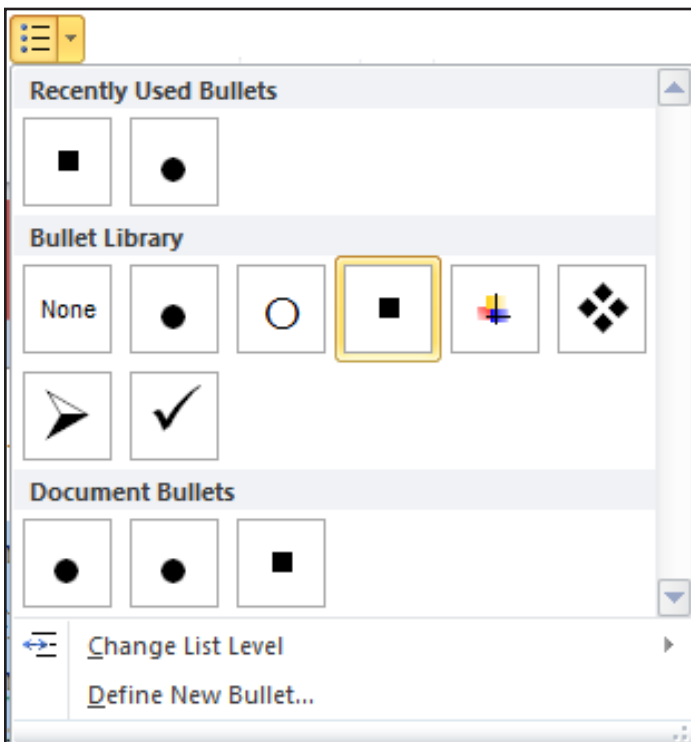


Word Projects

Project 2

40. Go to Home>Paragraph>Bullets. In the Bullets drop-down menu, click the square bullet as shown in Figure 2.15.

Figure 2.15



41. Proofread your document, correcting any errors.
42. Save your document.
43. Print a copy of the document.

Present and Publish

Project 2 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Layout and Formatting	<ul style="list-style-type: none"> Document is exceptionally well laid out Title and text are properly formatted and in the correct styles Bulleted list is correctly formatted 	<ul style="list-style-type: none"> Document is well laid out There is one error in the way that title, text, or bulleted list are formatted 	<ul style="list-style-type: none"> Document could have been better laid out Title, text, and bulleted list have two to three formatting errors 	<ul style="list-style-type: none"> Document is very poorly laid out Title, text, and bulleted list have more than three formatting errors 	
Content	<ul style="list-style-type: none"> Document title and text are correct Excel worksheet is correct 	<ul style="list-style-type: none"> Document title and text contain one content error Excel worksheet contains one content error 	<ul style="list-style-type: none"> Document title and text have two to three content errors Excel worksheet has two to three content errors 	<ul style="list-style-type: none"> Document title and text have more than three content errors Excel worksheet has more than three content errors 	
Pie Charts	<ul style="list-style-type: none"> All four charts are present and very well formatted Charts have correct titles and content 	<ul style="list-style-type: none"> All four are present and properly formatted There is one error in the titles or content 	<ul style="list-style-type: none"> There is one error in the way charts are formatted There are two to three errors in the titles and/or content 	<ul style="list-style-type: none"> Charts are not all present or there two or more formatting errors There are more than three errors in the titles and/or content 	

Word Projects

Project 3 Create a Vacation Brochure

Solution File

PP_Project_03_SF.docx

Skills Covered

- Modifying margins
- Modifying fonts
- Inserting graphics
- Applying a border
- Researching on the Internet

Background

You are the marketing director for Turtle Sea Resort in the Bahamas. An important part of your job is to encourage visitors to try the wide range of activities available at your resort.

Purpose

Create an exciting, colorful brochure containing information on the features your resort has to offer. Figure 3.1 shows how the brochure's cover might look. This brochure must meet a list of specifications given to you by the resort's manager.

Figure 3.1



Word Projects

Project 3

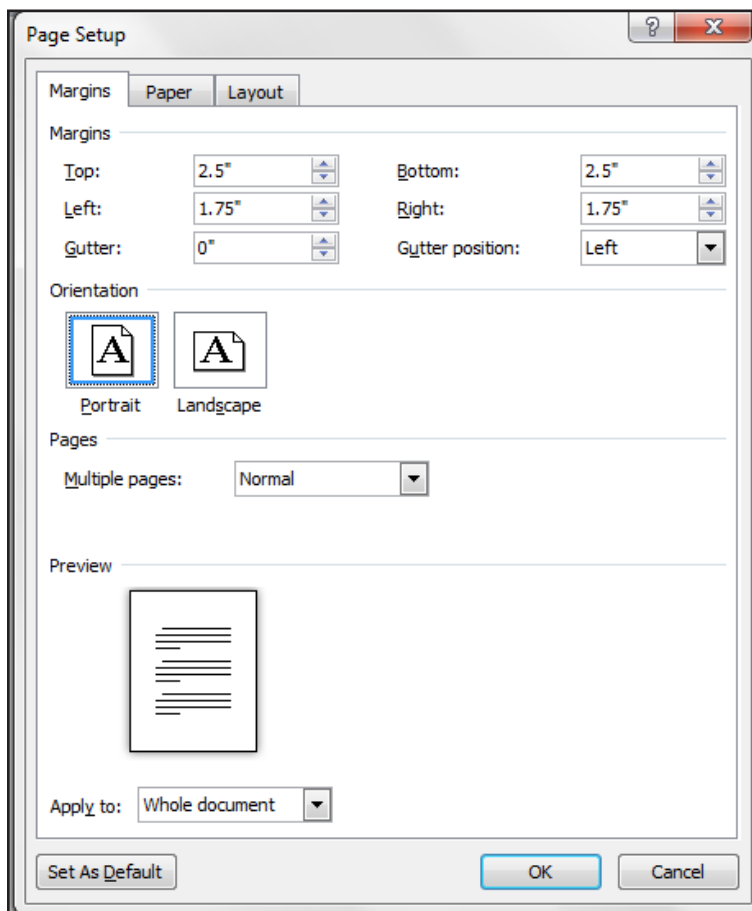
Procedure

The specifications for the Turtle Sea Resort brochure are divided into two categories. The first group of specifications applies to the entire brochure. The second group of specifications applies only to individual pages.

The following specifications apply to the entire brochure.

1. Use Microsoft Word to create your brochure.
2. Include at least four pages in the brochure.
3. Make each page 6 inches wide by 7 inches high. Set the margins as shown in Figure 3.2.
4. Use a consistent color scheme throughout the brochure. Use colorful pastels that will remind people of the ocean.

Figure 3.2



Word Projects

Project 3

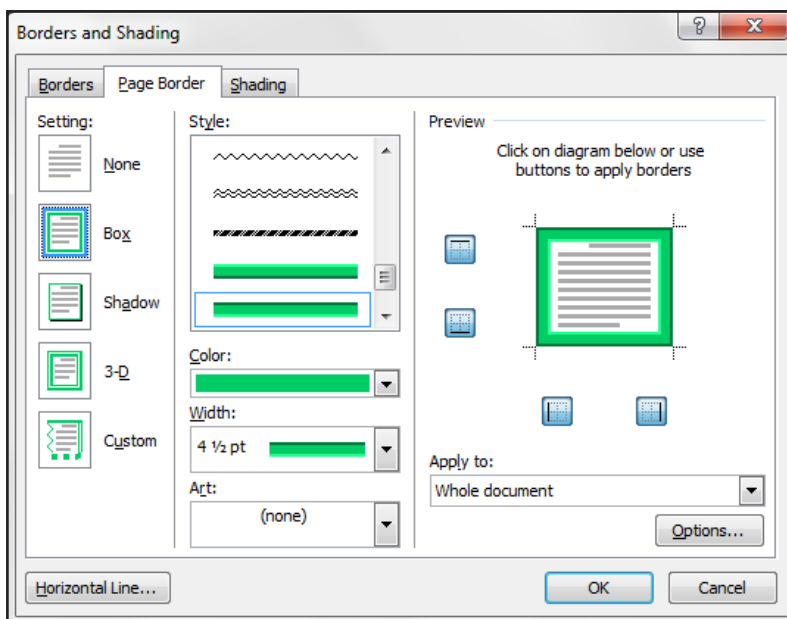
5. Place the resort's logo near the top of each page. The logo should incorporate a turtle. You can use Clip Art for the logo or create your own original logo. Figure 3.3 shows a sample logo.

Figure 3.3



6. Use at least two different fonts and two different font sizes. Choose one font for the titles and a second font for the text. Place more important items in a larger font size. Create styles as necessary.
7. Use at least two different font colors in your brochure. Be consistent in your use of color. For example, make all the text in the body of the brochure the same color.
8. Place a colorful title at the top of each page. Make the titles as attractive as you can.
9. Use the Borders and Shading dialog box (see Figure 3.4) to insert a border around each page.

Figure 3.4



Word Projects

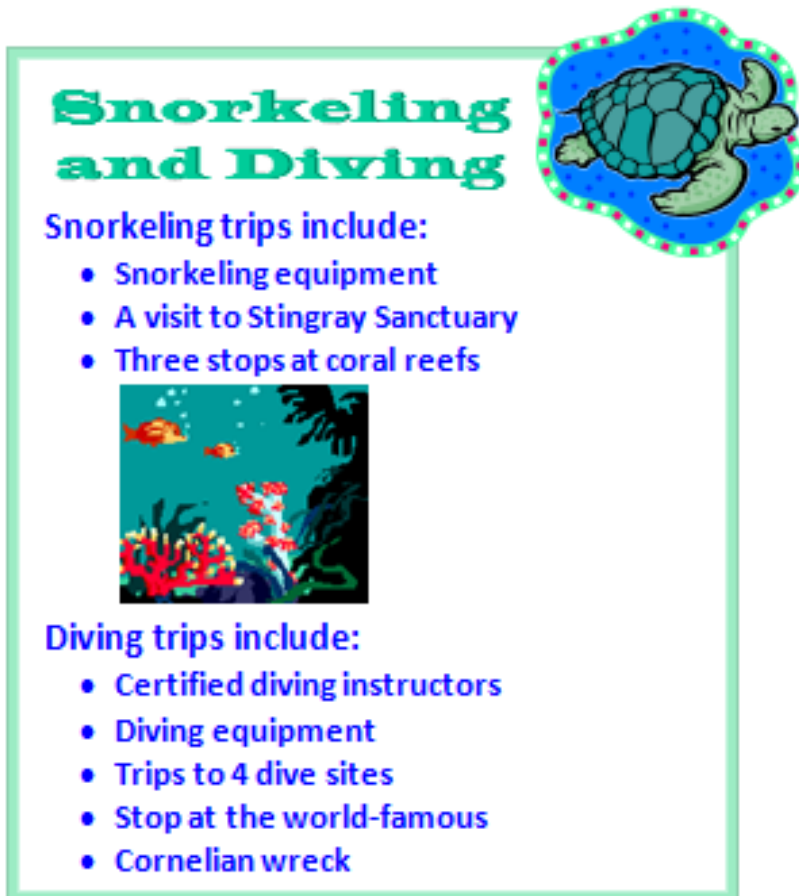
Project 3

10. Use at least two graphics (in addition to the resort logo) in your brochure. You can use Clip Art or create your own original graphics.
11. Conduct research on the Internet to learn more about different activities commonly available at resorts in the Bahamas (such as snorkeling, diving, and deep sea fishing).

The following specifications apply to individual pages.

12. Place the resort's name (Turtle Sea Resort) in a large, colorful font at the top of the cover (first) page. This page should contain a brief description of the resort. For example, you might describe its location, the number of rooms, and the types of restaurants.
13. On the second page, include information on snorkeling and diving. For example, this page might list the sites visited on snorkeling trips. The page should contain an appropriate graphic. Figure 3.5 contains an example of how part of this page might look.

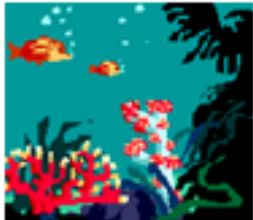
Figure 3.5



Snorkeling and Diving

Snorkeling trips include:

- Snorkeling equipment
- A visit to Stingray Sanctuary
- Three stops at coral reefs



Diving trips include:

- Certified diving instructors
- Diving equipment
- Trips to 4 dive sites
- Stop at the world-famous
- Cornelian wreck

Word Projects

Project 3

14. On the third page, include information on deep-sea fishing or another activity. You might include information similar to Figure 3.6.

Figure 3.6



**Deep-Sea
Fishing**

**Our Captain Sharper has 20 years of
experience going after the big ones!**

Fish for:

- Marlin
- Swordfish
- Sailfish
- Tuna



**If you do not catch any fish, you do
not pay!**

Note: All fishing is catch-and-release.

Word Projects

Project 3

15. On the fourth page, describe at least two additional water sports. Examples might include sailing, parasailing, and kayaking, as shown in Figure 3.7.

Figure 3.7



16. When you are done, perform the following steps.
17. Carefully proofread your brochure and make any needed corrections.
18. Save it as Resort Brochure-[first initial and last name].docx.
19. Print a copy of your brochure.

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Project 3 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Overall	<ul style="list-style-type: none"> • Has at least four pages • Margins are correct • Has a very attractive, appropriate color scheme 	<ul style="list-style-type: none"> • Has four pages • Margins are correct • Has an acceptable color scheme 	<ul style="list-style-type: none"> • Has fewer than four pages • Margins are incorrect • Color scheme could have been better chosen 	<ul style="list-style-type: none"> • Has fewer than four pages • Margins are incorrect • There is no consistent color scheme 	
Research	<ul style="list-style-type: none"> • Shows extensive research 	<ul style="list-style-type: none"> • Shows adequate research 	<ul style="list-style-type: none"> • Shows minimal research 	<ul style="list-style-type: none"> • Shows no research 	
Page Content	<ul style="list-style-type: none"> • Follows specifications • Is exceptionally well written • Is extremely well laid out 	<ul style="list-style-type: none"> • Follows specifications • Is clearly written • Is well laid out 	<ul style="list-style-type: none"> • Partially follows specifications • Could be more clearly written • Could have been better laid out 	<ul style="list-style-type: none"> • Does not follow specifications • Is poorly written • Is poorly laid out 	
Graphics	<ul style="list-style-type: none"> • Has exceptionally well-designed logo with turtle on each page • Uses at least two additional, well chosen graphics • Has an attractive border around each page 	<ul style="list-style-type: none"> • Has logo with turtle on each page • Uses at least two appropriate graphics • Has a border around each page 	<ul style="list-style-type: none"> • Logo does not contain turtle or does not appear on each page • Graphics could have been better chosen or border is missing 	<ul style="list-style-type: none"> • Logo does not appear on every page or is missing • Additional graphics are missing • Border is missing 	
Text	<ul style="list-style-type: none"> • Uses at least two fonts and two font sizes • Most important information is largest size 	<ul style="list-style-type: none"> • Uses only one font or one font size • Most important information is largest size 	<ul style="list-style-type: none"> • Uses only one font and/or one font size • Does not vary size of information according to importance 	<ul style="list-style-type: none"> • Uses only one font and one font size • Does not vary size of information 	

Word Projects

Project 4 Make a Flyer and Web Page Ad

Data File

PP_Project_04_data.docx

Solution Files

PP_Project_04_SF.docx

PP_Project_04_SF.htm

Skills Covered

- Modifying page setup
- Inserting WordArt
- Using AutoCorrect
- Formatting tables
- Modifying tables
- Saving a file as a web page
- Inserting a hyperlink

Background

The Happy Puppy Pet Clinic is planning to advertise the classes it offers clients. The clinic's manager wishes to mail flyers to all clients telling about the October classes. She also wants this class information placed on the clinic's Web site.

Purpose

Create a one-page flyer advertising the October classes. Also create a Web page containing this information.

Word Projects

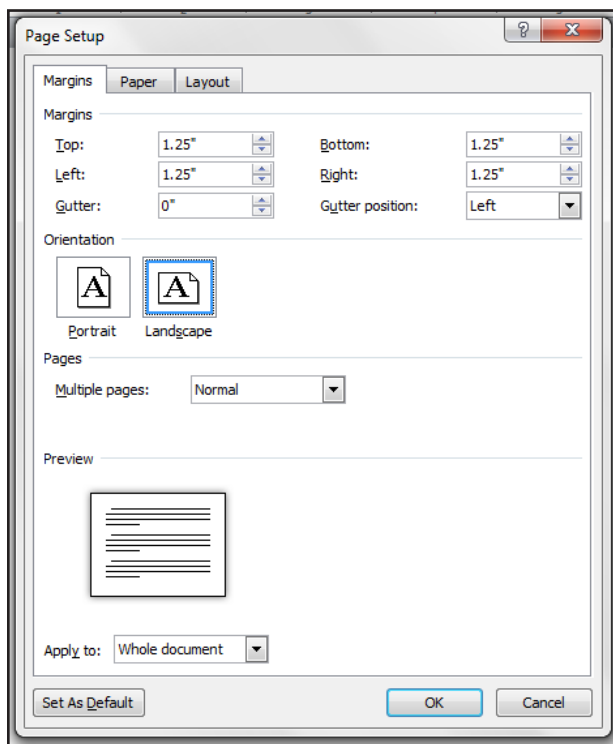
Project 4

Procedure

In steps 1-19 you will create a one-page flyer.

1. Create a new document in Microsoft Word. Give it 1.25-inch margins on all sides. Set up the document in landscape mode (see Figure 4.1).

Figure 4.1



2. Because the flyer will be printed in color, choose colors that attract the reader's attention.
3. Use WordArt to create the title Happy Puppy Pet Clinic at the top of the flyer.
4. Use the same WordArt style to create the subtitle October Class Schedule. Center it below the main title, but make it slightly smaller in size.

Word Projects

Project 4

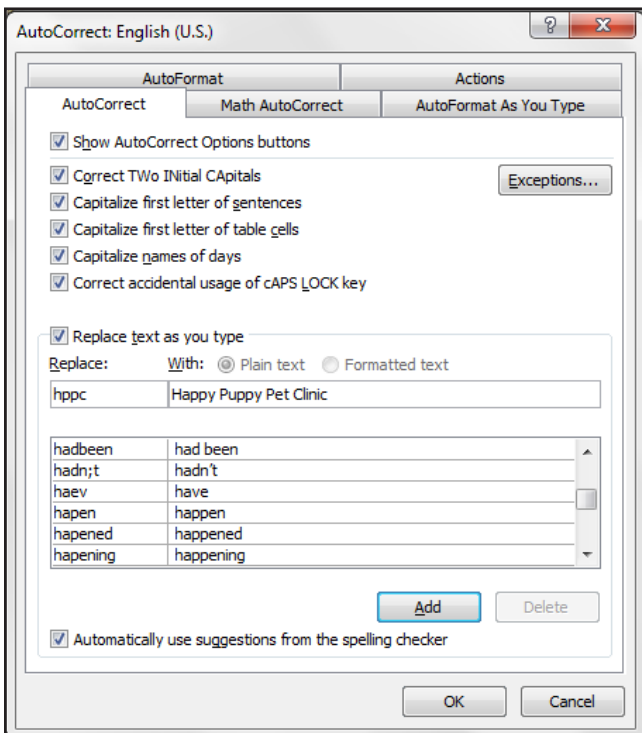
5. Insert an appropriate piece of clip art next to the titles (see Figure 4.2). Center the title, subtitle, and clip art horizontally.

Figure 4.2



6. Make the paragraphs single-spaced with a blank space between paragraphs. Use a 14-pt font for the text.
7. Use the name Happy Puppy Pet Clinic at least twice in the body of the flyer. Use AutoCorrect (see Figure 4.3) to instruct Word to replace the letters hppc with Happy Puppy Pet Clinic. To access AutoCorrect choose File>Help>Options>Proofing>AutoCorrect Options.

Figure 4.3



Word Projects

Project 4

- Below the subtitle, write a paragraph explaining the benefits of taking Happy Puppy's classes. For example, the Puppy Kindergarten class teaches owners techniques for dealing with behaviors such as chewing and jumping on visitors.
- Next insert a table containing the information on the October classes (shown in Figure 4.4). This table is contained in file PP_Project_04_Data.docx. Open this file and copy the entire table. Then paste it into your flyer below the first paragraph.

Figure 4.4

Class Title	Starting Date	Ending Date	Cost
Puppy Kindergarten	October 3	October 24	\$50.00
Canine Good Citizen	October 5	October 26	\$60.00
Flyball	October 5	October 19	\$40.00
Tracking Class	October 8	October 29	\$75.00
Grouchy Growlers	October 9	October 23	\$40.00

- Format the table so that it is attractive and readable. Use both shading and borders in your formatting.
- Make certain that the table's column headings are bold and centered.
- Center the table horizontally.
- Below the table, write a second paragraph providing more details on one of the classes. An example is shown in Figure 4.5. If you are uncertain as to what might be included in a specific class, conduct research on the Web.

Figure 4.5

As you can see, we've added a new class—Flyball! Flyball is a competitive sport for dogs who like to run and jump. Each dog races another dog to see who is fastest at retrieving a ball from a box.

Word Projects

Project 4

14. You now realize that you have forgotten to insert class times into the class schedule table. Modify the table by inserting the times shown in Figure 4.6. The times should be in the second column, to the right of the Class Title column.


Figure 4.6

Times
7:30 p.m.-9:00 p.m.
1:00 p.m.-3:00 p.m.
6:30 p.m.-8:00 p.m.
7:30 p.m.-9:30 p.m.
7:00 p.m.-8:00 p.m.

15. Write a third paragraph telling clients to call the Happy Puppy Pet Clinic at 555-1212 to register for a class.
16. At the bottom of the flyer, key the following:
Note: Registration deadline is September 15.
Highlight the note in yellow.
17. Make certain that the entire flyer fits on a single page as shown in Figure 4.7. If it does not, adjust the page's contents to make it fit.

Figure 4.7

Happy Puppy Pet Clinic October Class Schedule



Having trouble teaching your new puppy to stop chewing your shoes? Does your older dog bark when left alone? If so, Happy Puppy Pet Clinic has a class for you! Here's a list of classes we are offering in October.

Class Title	Times	Starting Date	Ending Date	Cost
Puppy Kindergarten	7:30 p.m.-9:00 p.m.	October 3	October 24	\$50.00
Canine Good Citizen	1:00 p.m.-3:00 p.m.	October 5	October 26	\$60.00
Flyball	6:30 p.m.-8:00 p.m.	October 5	October 19	\$40.00
Tracking Class	7:30 p.m.-9:30 p.m.	October 8	October 29	\$75.00
Grouchy Growlers	7:00 p.m.-8:00 p.m.	October 9	October 23	\$40.00

As you can see, we've added a new class—Flyball! Flyball is a competitive sport for dogs who like to run and jump. Each dog races another dog to see who is fastest at retrieving a ball from a box.

To register for a class, just call Happy Puppy Pet Clinic at 555-1212.

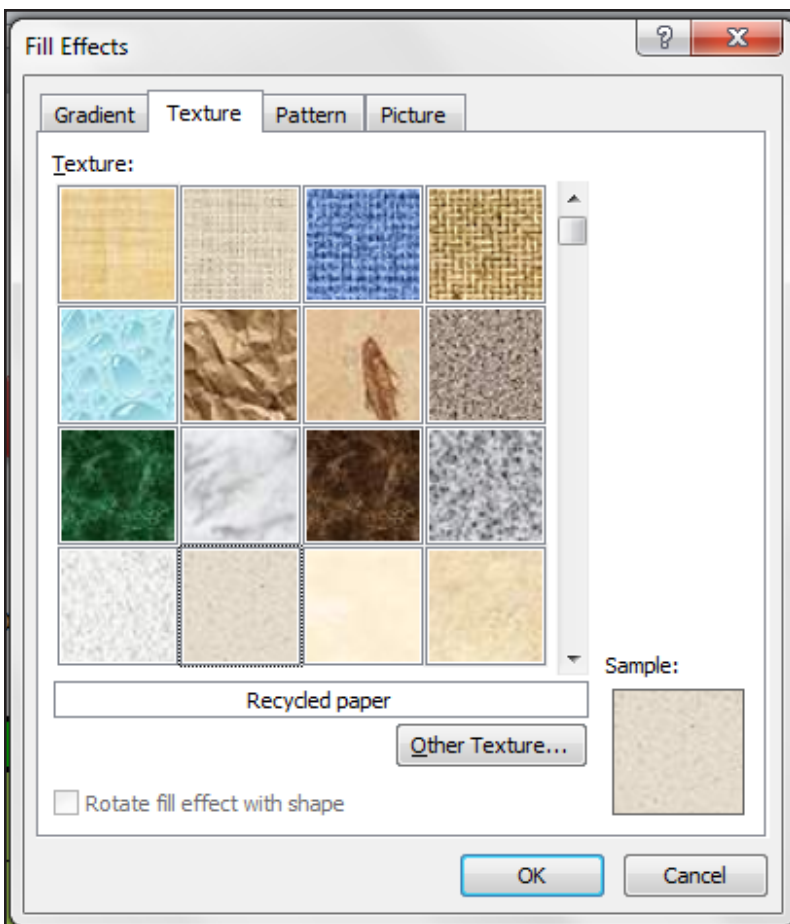
Note: Registration deadline is September 15.

Word Projects

Project 4

18. Proofread your flyer, correcting any grammar or spelling errors. Save it as Class Schedule-[first initial and last name].docx.
19. Print the flyer and double-check for errors. Make certain the graphics and text are attractively laid out. Make any needed changes and resave if necessary.
In steps 20-26, you will use your document to create a Web page.
20. Choose Page Layout>Page Background>Page Color. In the Page Color drop-down menu, click Fill Effects.
21. In the Fill Effects dialog box, click the Texture tab, and then click Recycled paper, as shown in Figure 4.8. Click OK.

Figure 4.8

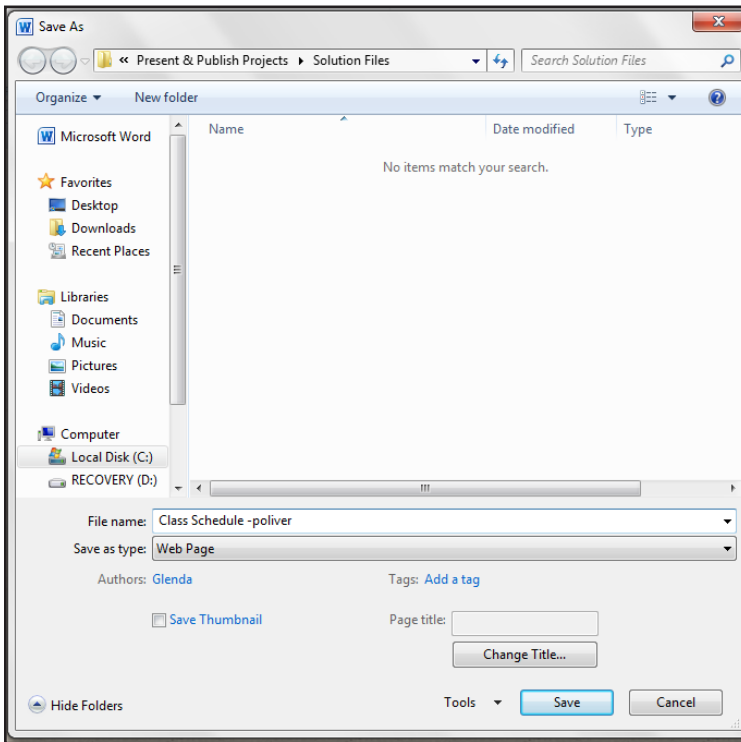


Word Projects

Project 4

22. Choose File>Save As. In the Save As dialog box, click the Save as type drop-down list and select Web Page. The Save As dialog box should now appear as shown in Figure 4.9. Click Save.

Figure 4.9



23. Make certain that your Web page is formatted so that it is attractive and readable. Your page should be similar to Figure 4.10.
24. Use the Insert Hyperlink dialog box to insert at least one hyperlink into your page (see Figure 4.11). For example, you might want to link to the American Kennel Club (akc.org).

Word Projects

Project 4

Figure 4.10



Happy Puppy Pet Clinic
October Class Schedule

Having trouble teaching your new puppy to stop chewing your shoes? Does your older dog bark when left alone? If so, Happy Puppy Pet Clinic has a class for you! Here's a list of classes we are offering in October.

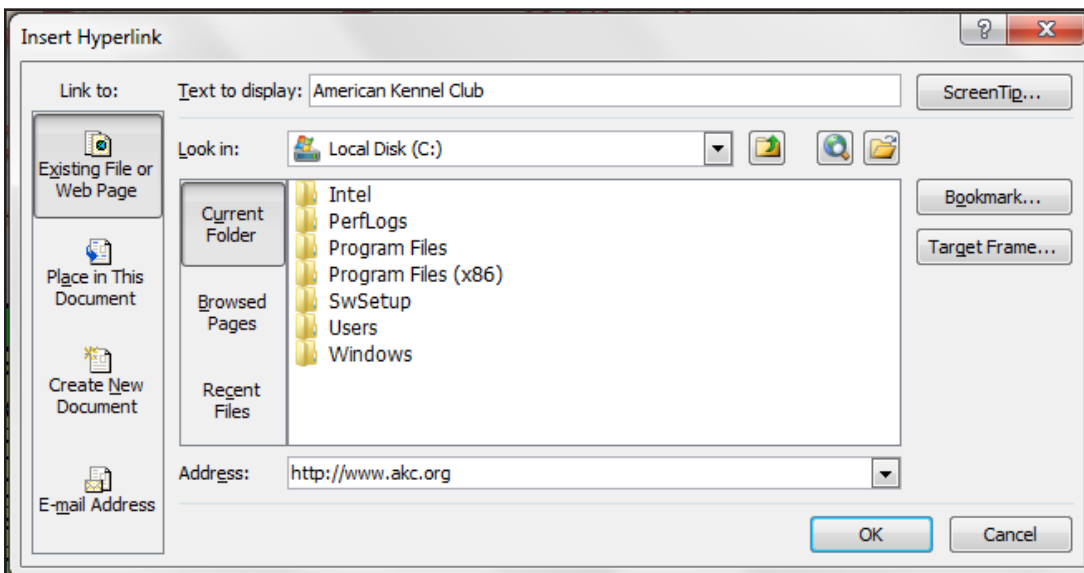
Class Title	Times	Starting Date	Ending Date	Cost
Puppy Kindergarten	7:30 p.m.-9:00 p.m.	October 3	October 24	\$50.00
Canine Good Citizen	1:00 p.m.-3:00 p.m.	October 5	October 26	\$60.00
Flyball	6:30 p.m.-8:00 p.m.	October 5	October 19	\$40.00
Tracking Class	7:30 p.m.-9:30 p.m.	October 8	October 29	\$75.00
Grouchy Growlers	7:00 p.m.-8:00 p.m.	October 9	October 23	\$40.00

As you can see, we've added a new class—Flyball! Flyball is a competitive sport for dogs who like to run and jump. Each dog races another dog to see who is fastest at retrieving a ball from a box.

To register for a class, just call Happy Puppy Pet Clinic at 555-1212.

Note: Registration deadline is September 15.

Figure 4.11



25. Save your document again. It should be called Class Schedule- [first initial and last name].htm.
26. Open the page in a Web browser. Check it for both appearance and correctness. Test the hyperlink to make certain that it works properly.

Present and Publish

Project 4 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Flyer Layout	<ul style="list-style-type: none"> • Margins are properly set and flyer is in landscape mode on a single page • Titles are extremely well designed using WordArt • Content is very well positioned on the page 	<ul style="list-style-type: none"> • Margins are properly set and flyer is in landscape mode on a single page • Titles are well designed using WordArt • Content is well positioned on the page 	<ul style="list-style-type: none"> • Margins are not properly set or flyer is not in landscape mode or it takes up more than one page • Titles could have been better designed • Content could have been better positioned 	<ul style="list-style-type: none"> • The flyer does not meet any of the specifications • Titles are poorly designed or missing • Content is poorly positioned on the page or missing 	
Web Page Layout	<ul style="list-style-type: none"> • Titles are in proper sizes and centered • Content is very well positioned on the page 	<ul style="list-style-type: none"> • Titles are in proper sizes and centered • Content is well positioned on the page 	<ul style="list-style-type: none"> • Titles are not in the proper sizes or are not centered • Content could have been better positioned 	<ul style="list-style-type: none"> • Titles are incorrect or missing • Content is poorly positioned on the page 	

Continued on next page.

Present and Publish

Project 4 Rubric

Name _____ Period _____ Date _____

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Text Content	<ul style="list-style-type: none"> • Text contains specified content • Text is correctly divided into paragraphs • Content is very well written • Web page contains a well chosen link to a related site 	<ul style="list-style-type: none"> • Text contains most of specified content • Text is correctly divided into paragraphs • Content is well written • Web page contains a link to a related site 	<ul style="list-style-type: none"> • Text is missing some specified content • There is an error in the way text is divided into paragraphs • Content could have been better written • Web page link is not well chosen 	<ul style="list-style-type: none"> • Much of the specified content is missing • There are several errors in dividing the text into paragraphs • Content is poorly written • Link is missing 	
Tables	<ul style="list-style-type: none"> • Content is correct and easily read • Both flyer table and Web page table are exceptionally well formatted 	<ul style="list-style-type: none"> • Content is correct and easily read • Both flyer table and Web page table are well formatted 	<ul style="list-style-type: none"> • Content is mostly correct and is somewhat difficult to read • Tables could have been better formatted 	<ul style="list-style-type: none"> • There are major errors in the content • Both tables were poorly formatted 	

Word Projects

Project 5 Create a Restaurant Menu

Data File

PP_Project_05_data.accdb

Solution File

PP_Project_05_SF.docx

Skills Covered

- Inserting WordArt
- Inserting borders
- Copying and pasting databases from Access into Word
- Inserting symbols
- Formatting tables
- Editing tables

Background

Barbara Bouvart, owner of Bouvart's Bistro, needs to be able to update the restaurant's menu on a regular basis. The restaurant maintains a database of menu items. These database records are used to make changes to the restaurant's menu.

Purpose

You will use the records in the restaurant's database to create an attractive, colorful, menu according to Barbara's specifications.

Procedure

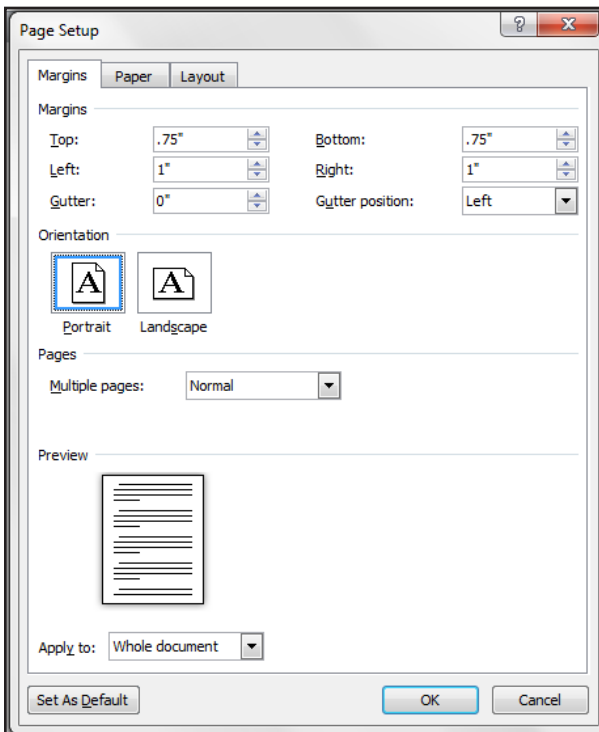
1. Open a new blank document in Microsoft Word. This document will contain the menu.
2. The menu will be printed in color. Because the restaurant's color scheme is green, use green in the menu wherever appropriate.

Word Projects

Project 5

3. Choose Page Layout>Page Setup>Margins and click Custom Margins. On the Margins tab, change the top and bottom margins to 0.75 inch (see Figure 5.1). Click OK.

Figure 5.1



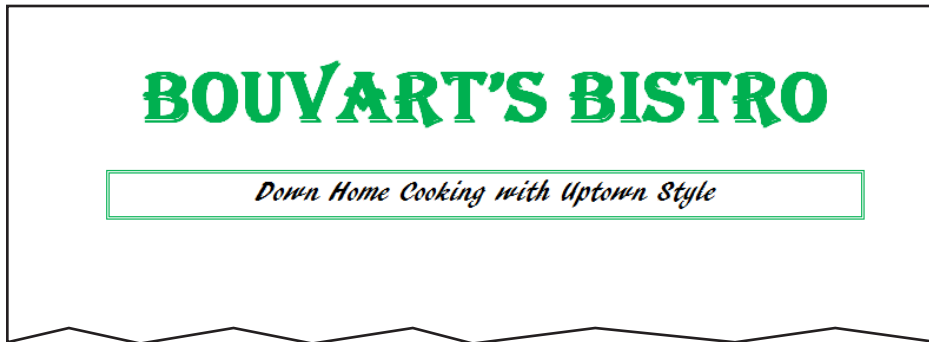
4. At the top of the menu, place the restaurant's name, Bouvart's Bistro. You can use WordArt or a large-size font to create the name.
5. Below the name, key the restaurant's slogan: **Down Home Cooking with Uptown Style**. Place it in a style of your choosing.

Word Projects

Project 5

- Place a border around the slogan. Figure 5.2 shows an example of how the menu heading might appear.

Figure 5.2



- Save your menu as Menu-[first initial and last name].docx.
- Open Microsoft Access. Open the database PP_Project_05_data.accdb. Once the database is opened, open the Menu Items table. It should appear as shown in Figure 5.3.

Figure 5.3

ID Number	Category	Item	Description	Price
1	Appetizer	Bison Meatballs	Choice bison from Marr Creek Farms with red pepper sauce	\$6.00
2	Appetizer	Portobello Mushroom	Large grilled Portobello mushroom marinated in olive oil and garlic	\$4.90
3	Appetizer	Crab Cakes	Our specialty--homemade crab cakes with fresh herbs	\$6.50
4	Entrée	Angus T-bone	Fire grilled to your specifications and served with caramelized onions and seasonal veget	\$18.50
5	Entrée	Grilled Salmon	North Atlantic salmon with our special cream sauce and roasted red potatoes	\$14.00
7	Entrée	Rack of Lamb	Pan roasted lamb with Moroccan spices and served with chick pea couscous	\$19.90
8	Entrée	Sea Scallops	Jumbo herbed scallops broiled to perfection and served on a bed of rice pilaf	\$16.50
9	Salad	Spinach Salad	Baby spinach leaves served warm with sauteed apples, sprouts, and candied walnuts	\$6.00
10	Salad	Barb's Classic Cobb	An all-time favorite with grilled chicken, bacon, jack cheese, egg, and tomato on fresh fie	\$8.00
*	(New)			\$0.00

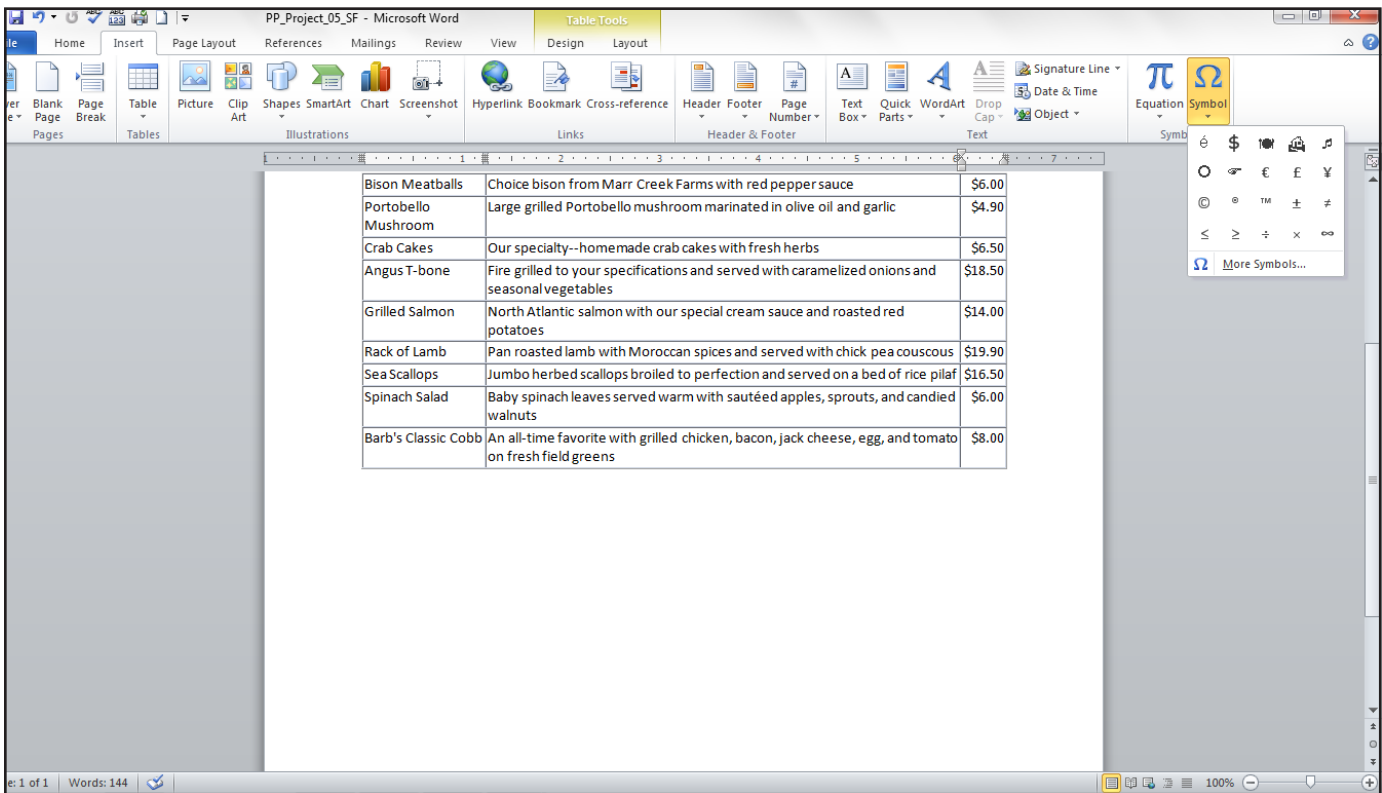
- Select all ten records in the table.
- Choose Home>Clipboard>Copy to copy all the records.
- Return to your Word document. Position the insertion point below the restaurant's slogan. Choose Home>Clipboard>Paste to paste the table into the document.
- Delete the first two rows of the table.
- Delete the first two columns of the table.

Word Projects

Project 5

14. In the second-to-last row, the first e in sautéed needs an accent. Select the letter e. Choose Insert>Symbols>Symbol. Select and insert the é (see Figure 5.4).

Figure 5.4



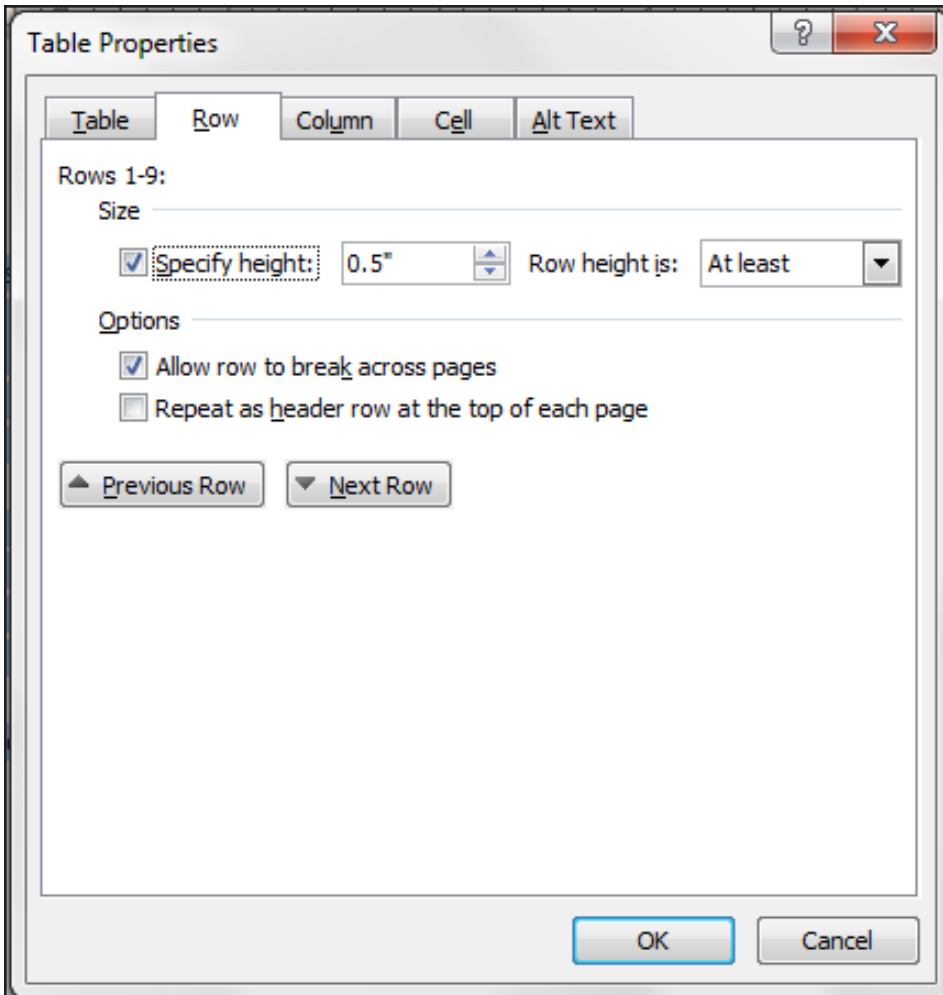
15. Select the entire table. Choose Design>Table Styles>Borders. In the Borders drop-down menu, click No Borders.
16. Make certain that the entire table is still selected. Choose Layout>Table>Properties.

Word Projects

Project 5

17. In the Table Properties dialog box, click the Row tab. Click the Specify height check box. Key 0.5 in the Specify height text box (see Figure 5.5).

Figure 5.5



Word Projects

Project 5

18. Continuing on in the Table Properties dialog box, go to the Column tab. Under Size, set the preferred width (click the Next Column button to move from column to column):

Column 1: 1.5 inch

Column 2: 4.25 inches

Column 3: 0.75 inches

Click OK to close the Table Properties dialog box.

19. Make the first column bold. Make the second column italic. The menu should look similar to the one shown in Figure 5.6.

Figure 5.6

BOUVART'S BISTRO		
<i>Down Home Cooking with Uptown Style</i>		
Bison Meatballs	<i>Choice bison from Marr Creek Farms with red pepper sauce</i>	\$6.00
Portobello Mushroom	<i>Large grilled Portobello mushroom marinated in olive oil and garlic</i>	\$4.90
Crab Cakes	<i>Our specialty--homemade crab cakes with fresh herbs</i>	\$6.50
Angus T-bone	<i>Fire grilled to your specifications and served with caramelized onions and seasonal vegetables</i>	\$18.50
Grilled Salmon	<i>North Atlantic salmon with our special cream sauce and roasted red potatoes</i>	\$14.00
Rack of Lamb	<i>Pan roasted lamb with Moroccan spices and served with chick pea couscous</i>	\$19.90
Sea Scallops	<i>Jumbo herbed scallops broiled to perfection and served on a bed of rice pilaf</i>	\$16.50
Spinach Salad	<i>Baby spinach leaves served warm with sautéed apples, sprouts, and candied walnuts</i>	\$6.00
Barb's Classic Cobb	<i>An all-time favorite with grilled chicken, bacon, jack cheese, egg, and tomato on fresh field greens</i>	\$8.00

Word Projects

Project 5

20. Insert a blank row at the top of the table. Key: **Appetizers** into the first column of this row. Set the style to Emphasis. This portion of the menu now looks like Figure 5.7.

Figure 5.7

<i>Appetizers</i>		
Bison Meatballs	<i>Choice bison from Marr Creek Farms with red pepper sauce</i>	\$6.00
Portobello Mushroom	<i>Large grilled Portobello mushroom marinated in olive oil and garlic</i>	\$4.90
Crab Cakes	<i>Our specialty--homemade crab cakes with fresh herbs</i>	\$6.50

21. Insert a blank row above Angus T-bone. Key: **Entrées** into the first column of this row. (Make certain to include the accent.) Set the style to Emphasis.
22. Insert a blank row above Spinach Salad. Key: **Salads** into the first column of this row. Set the style to Emphasis.
23. Proofread the menu, correcting any spelling or grammar errors. Resave the menu. With your teacher's permission, print the menu.

Present and Publish

Project 5 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Layout and Appearance	<ul style="list-style-type: none"> • Color is very well used • Menu is extremely well laid out • Items appear on single page 	<ul style="list-style-type: none"> • Color is well used • Menu is well laid out • Items appear on single page 	<ul style="list-style-type: none"> • Color could have been better used • Menu could have been better laid out • One or two items run onto second page 	<ul style="list-style-type: none"> • Color has been poorly used or is missing • Menu is poorly laid out • Items are missing or go to two pages 	
Headings	<ul style="list-style-type: none"> • Are correct • Restaurant name is extremely well formatted • Slogan is well formatted with border 	<ul style="list-style-type: none"> • Are correct • Restaurant name is well formatted • Slogan is properly formatted with border 	<ul style="list-style-type: none"> • Contain one error • Restaurant name could have been better formatted • Slogan could have been better formatted 	<ul style="list-style-type: none"> • Contain more than one error • Restaurant name is poorly formatted or missing • Slogan is poorly formatted or missing 	
Menu Table	<ul style="list-style-type: none"> • Contents are correct • Table is very well formatted • Category headings are correctly formatted and in proper locations 	<ul style="list-style-type: none"> • Contents have an error • Table is well formatted • Category headings have one formatting error 	<ul style="list-style-type: none"> • Contents have two to three errors • Table is mostly correctly formatted • Category headings have two formatting errors 	<ul style="list-style-type: none"> • Contents have more than three errors • There are many errors in table formatting • Category headings have three or more formatting errors or are missing 	

Word Projects

Project 6 Club Web Site

Solution Files

PP_Project_06_P1_SF folder

PP_Project_06_P2_SF folder

PP_Project_06_P3_SF folder

Skills Covered

- Saving files as Web pages
- Format Web page
- Inserting graphics and hyperlinks

Background

You belong to a school club or organization that would like to create a Web site to inform others about its activities.

Purpose

Create a Web site for the organization. The site should tell about the group's activities, upcoming events, and so forth.

Procedure

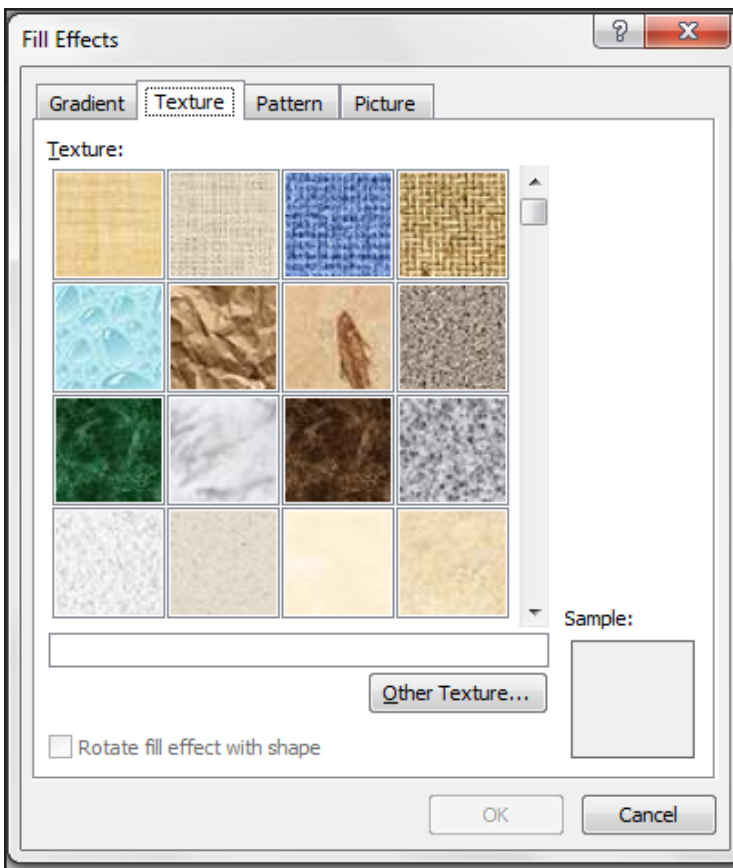
1. Form a group with 3 or 4 classmates.
2. Choose an organization for which you will create a Web site.
3. As a group, make a list of the pages your site will contain. These should include a home page and at least two subpages.

Word Projects

Project 6

4. Open Word. As a group, choose the background for your Web pages. You may choose to use a solid color. Alternatively, you may want to use a fill effect. To see the available fill effects, choose Page Layout>Page Background>Page Color. In the Page Color drop-down menu, click Fill Effects. Figure 6.1 shows the options available on the Texture tab in the Fill Effects dialog box.

Figure 6.1



5. Decide how to divide up the work. For example, one person might create the site banner (the title that appears across the top of each page.) Each remaining member might be assigned a specific page.

Word Projects

Project 6

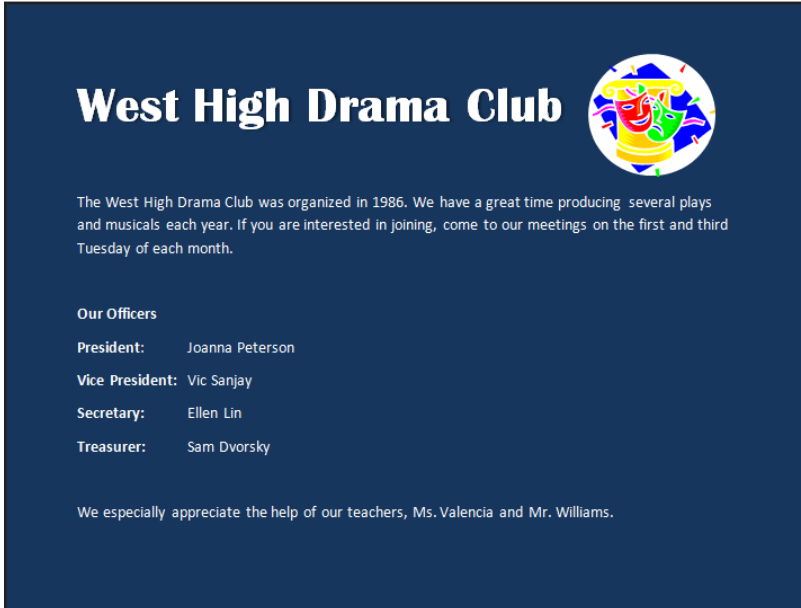
6. Create a banner that includes the club's name and at least one graphic. Figure 6.2 contains a sample banner.

Figure 6.2



7. Create a home page. The home page should contain some general information about the organization, such as its officers and when it meets. Figure 6.3 shows part of the home page for a drama club Web site.

Figure 6.3



8. Create at least two additional pages. For example, you might want to create a page that introduces some of the club's members.

Word Projects

Project 6

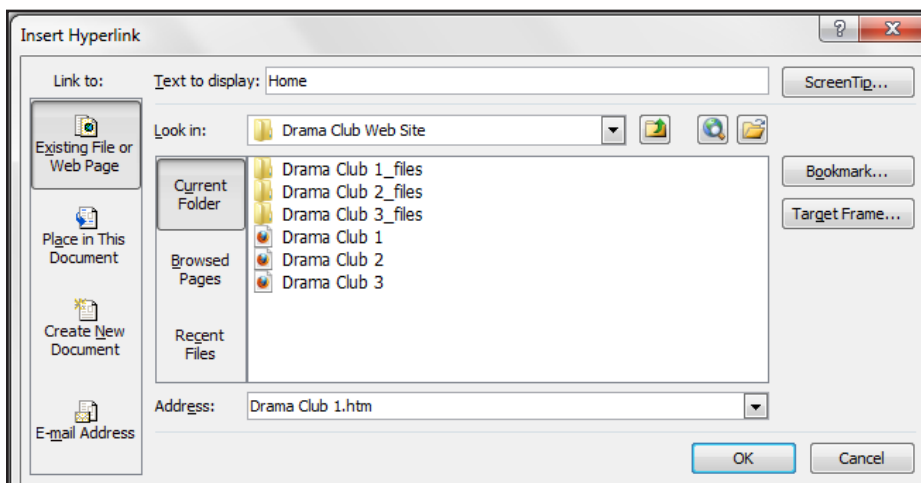
- Use graphics where appropriate. You may want to use Clip Art or create your own graphics. Figure 6.4 shows a page that uses Clip Art.

Figure 6.4



- Use at least two fonts on your Web site. Be consistent in your use of fonts. For example, you may want to use one font for headings and a second font for body text.
- Use the Insert Hyperlink dialog box to place a link on the home page to each subpage. Also place a link on each subpage to the home page (see Figure 6.5).

Figure 6.5



Word Projects

Project 6

12. Save each file as a Web page.
13. Have each member proofread all of the pages individually. Then go over any corrections and/or suggested improvements as a group. Have one member make any approved changes.
14. Load the pages into a browser such as Microsoft Internet Explorer and determine whether they display properly. Make any needed changes and then re-examine the pages.
15. Test the links as shown in Figure 6.6 to make certain they function properly and make any needed adjustments.
16. Print your Web pages.

Figure 6.6



West High Drama Club



 **Twelfth Night**
By William Shakespeare

We will be presenting *Twelfth Night* April 15, 16, and 17. In this fun comedy of mistaken identity, a shipwrecked brother and sister must fend for themselves in the strange new world of Illyria.

Partial Cast

Orsino:	Jim Parsons
Olivia:	Joanna Peterson
Viola:	Ellen Lin
Sebastian:	Greg Kadilaya
Malvolio:	Sam Dvorsky
Maria:	Sarah Schroeder
Sir Toby Belch:	Mic Valdez
Sir Andrew Aguecheek:	Marcus Alton
Feste:	Meredith Wagner

[Home](#)

Present and Publish

Project 6 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Overall	<ul style="list-style-type: none"> • There is a home page and at least two additional pages • Pages are exceptionally well laid out • Pages are exceptionally well formatted 	<ul style="list-style-type: none"> • There is a home page and at least two additional pages • Pages are well laid out • Pages are well formatted 	<ul style="list-style-type: none"> • There is a home page and only one additional page • Pages could have been better formatted 	<ul style="list-style-type: none"> • Home page or additional pages are missing • Pages are poorly formatted 	
Banner	<ul style="list-style-type: none"> • Includes the club's name and is exceptionally well designed • Appears at top of each page 	<ul style="list-style-type: none"> • Includes the club's name and is well designed • Appears at the top of each page 	<ul style="list-style-type: none"> • Does not include the club's name or could have been better designed • Appears at the top of most pages 	<ul style="list-style-type: none"> • Does not include the club's name, is poorly designed, or is missing 	
Graphics and Links	<ul style="list-style-type: none"> • Graphics are very attractive and appropriate • Home pages and subpages are properly linked 	<ul style="list-style-type: none"> • Graphics are appropriate • Home page and subpages are properly linked 	<ul style="list-style-type: none"> • Graphics are present but could have been better chosen • There is a problem with one of the links 	<ul style="list-style-type: none"> • Graphics are poorly chosen • More than one link does not work properly or links are missing 	
Content	<ul style="list-style-type: none"> • Is exceptionally well written • Uses at least two appropriate fonts 	<ul style="list-style-type: none"> • Is well written • Uses at least two appropriate fonts 	<ul style="list-style-type: none"> • Could have been better written • Uses only one font 	<ul style="list-style-type: none"> • Is poorly written or missing • Uses only one font 	

Word Projects

Project 7 Write a Computer Lab Newsletter

Solution File

PP_Project_07_SF.docx

Skills Covered

- Modifying margins
- Inserting headers and footers
- Applying and formatting columns
- Formatting paragraphs
- Inserting and modifying graphics
- Using track changes
- Merging documents

Background

Your school's computer lab administrator wants to make students aware of the services and activities offered at the lab.

Purpose

Create a newsletter for the month of October that contains articles about your school's computer lab.

Procedure

1. Choose a partner with whom you will be creating the newsletter. The newsletter should contain at least three pages.
2. Open a new document in Word. Set the top and bottom margins to 1.5 inches. Set the left and right margins to 1.25 inches.
3. Choose a title that includes your school's name. Place the title in a large font across the top of the page. (You may wish to use WordArt.) Place the issue's month and year in a smaller font below the title. Figure 7.1 contains an example.

Figure 7.1



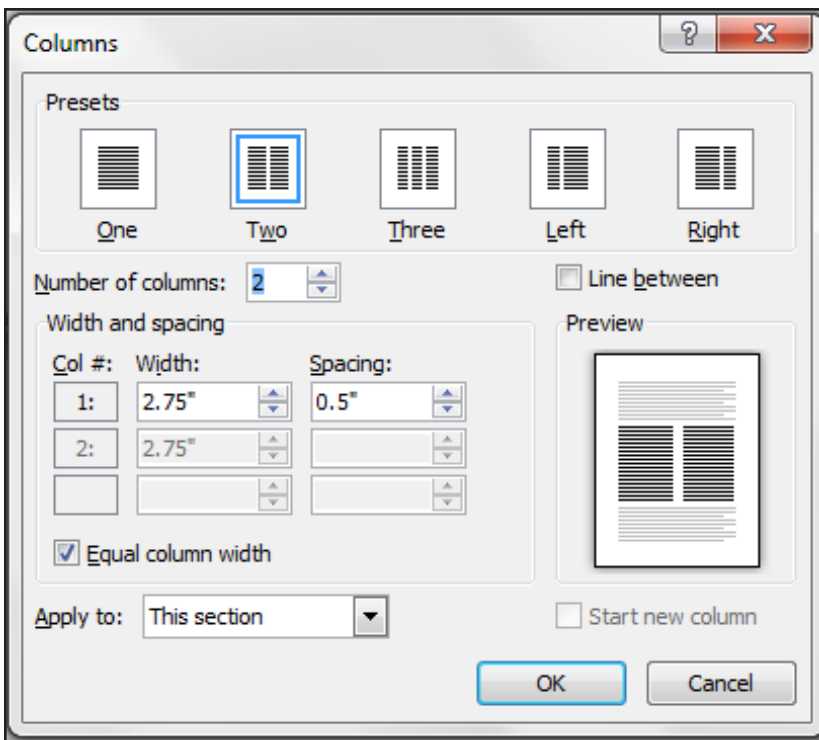
4. Insert the newsletter's title in each page's header (except for the first page).
5. Insert the current page number in each page's footer (except for the first page).

Word Projects

Project 7

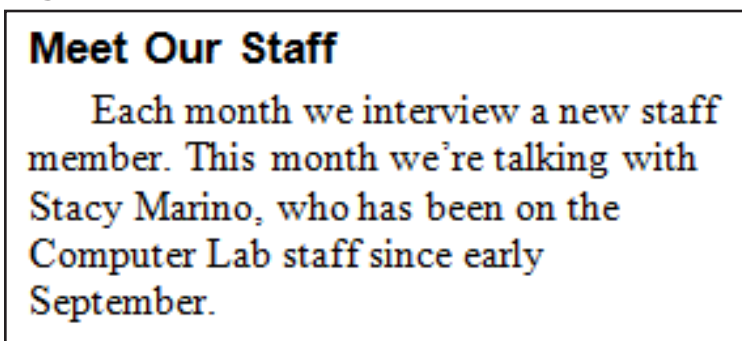
- Set up the body of the newsletter so that it is divided into two columns. Make each column 2.75 inches wide with a 0.5 inch space between columns. Figure 7.2 shows how the Columns dialog box should appear.

Figure 7.2



- Your newsletter will be divided into at least five separate articles. Here are some general specifications for the articles.
 - Each article must have a title. Place the titles in a larger font size than the body of the articles (see Figure 7.3).

Figure 7.3

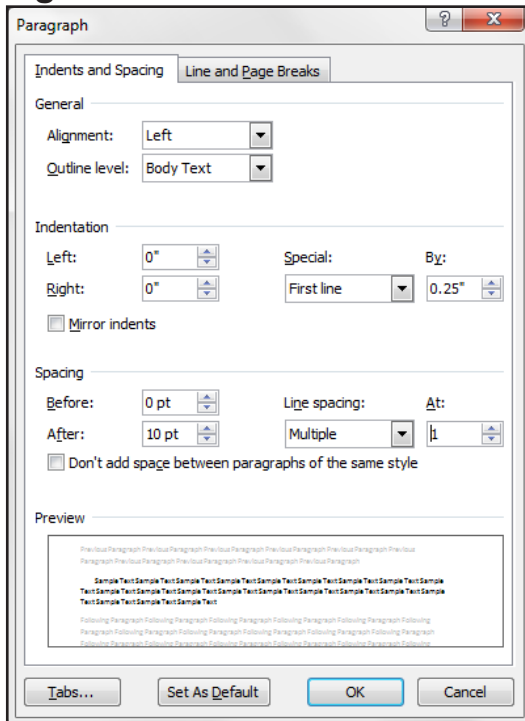


Word Projects

Project 7

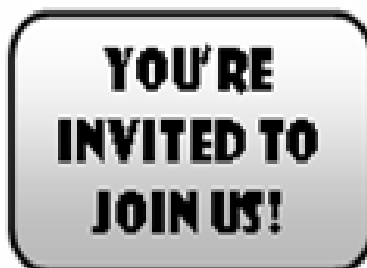
- Place the body of each article in 12-pt Times New Roman. Use the Paragraph dialog box to indent the first line of each paragraph 0.25 inches, as shown in Figure 7.4.

Figure 7.4



- Include at least one table in your newsletter. Make sure it is well formatted and easy to read.
- Use at least three graphics. Make certain the graphics are appropriate for the article. At least one of the graphics should be original art. Figure 7.5 shows an example of an original graphic. You can create the original art using Word's drawing tools or a separate graphics package.

Figure 7.5



Word Projects

Project 7

- Use at least one bulleted or numbered list.
 - Use at least one table.
 - Reference at least one registered trademark, trademark, or copyright. For example, Microsoft® requires the registered trademark symbol. If you are uncertain about when to use these symbols, the developer's Web site usually provides guidance.
9. Sit down with your partner and make a list of the articles for the newsletter. The articles can be about any topic related to high school computer labs. You may want to get ideas from other students, teachers, or your computer lab administrator. Here are some additional ideas you may wish to consider:
- An article explaining computer lab hours such as the one shown in Figure 7.6.

Figure 7.6

Expanded Hours

Because of increasing demand, the computer lab has expanded its hours. We will now be open Saturday mornings and an hour later on weekday evenings. If you use the lab on Saturday, be sure to enter the building by the South door. The new hours are shown below. Due to scheduled maintenance, the lab will not be open on Saturday, October 6.

<i>Day(s)</i>	<i>Times</i>
Monday-Thursday	7:00a.m.-8:00p.m.
Friday	7:00a.m.-5:00p.m.
Saturday	9:00a.m.-12:00p.m.

Word Projects

Project 7

- A discussion of new lab equipment such as shown in Figure 7.7.

Figure 7.7

New Hardware

Come in and try out some of the hardware we have acquired in the last couple of months.

- ❖ The lab has purchased a color laser printer that provides extremely high-quality output. Because of the cost of operating this machine, there is a 50¢ per page charge.
- ❖ Thanks to a generous gift, we now have a digital video recorder. Videos can be downloaded from the recorder to a PC where you can use our editing software to make professional-looking movies.

- An interview with one of the computer lab's staff members.
- Information about your school's Acceptable Use policy.
- An article on how different organizations are using the computer lab's resources. Figure 7.8 contains an example.

Figure 7.8

Astronomy Club Database



The West High Star Gazers have been hard at work creating an online database. They are setting up the database so that it can be accessed

through the club's page on the West High Web site. Several members of the club have a special interest in the stars of our galaxy. The purpose of this database is to provide information on specific stars. Members are using the database application Microsoft® Access. They are getting help from student lab assistant Lilly Chen. She is an expert in database design. Already the database has about 500 records! If you are interested in developing a database of your own, Lilly would be delighted to give you some guidance.

Word Projects

Project 7

- A discussion of computer lab events such as meetings and training programs.
- A “Tech Quiz.” For example, you might ask readers to identify different emoticons. (Include the answers to your quiz elsewhere in the newsletter.) Figure 7.9 contains an example.

Figure 7.9

Tech Quiz

We have two questions to test your technical savvy this month.
(Note: Answers to the quiz are on the last page.)

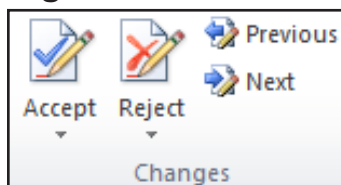
1. How many input devices that are used in the computer lab can you list?

2. Do you know your emoticons? As you probably know, emoticons are facial expressions that are usually meant to be viewed sideways. What does each of the following emoticons mean?

a. #-o	b. >:-<
c. :-*	d. :-V
e. ;)	f. :-D
g. '-(h. B-

10. Once you have completed the article list, divide it into two parts—articles you will write and articles your partner will write.
11. After each of you has finished your articles, the other person reviews and edits them. While doing this, turn on Track Changes. To turn on Track Changes, choose Review>Tracking>Track Changes>Track Changes.
12. The author then uses the Review tab to accept or reject each of the reviewer’s changes. Figure 7.10 shows the Changes group on the Review tab.

Figure 7.10



13. When you are both done reviewing the changes, merge the articles into the final newsletter.
14. Rearrange the articles as necessary so that the newsletter is attractively laid out. Make certain that graphics are properly positioned and the page breaks are in good locations.
15. Proofread the newsletter, correcting any grammar or spelling errors. Save your newsletter as Newsletter-[first initial and last name].docx.
16. Print the newsletter.

Present and Publish

Project 7 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Layout	<ul style="list-style-type: none"> • Has at least three pages • Contains a large attractive title across top of first page • Headers and footers are correct • Body is properly divided into two columns and correctly formatted • Graphics and page breaks are very well positioned 	<ul style="list-style-type: none"> • Has at least three pages • Contains a large title across top of first page • Headers and footers are correct • Body is properly divided into two columns and correctly formatted • Graphics and page breaks are well positioned 	<ul style="list-style-type: none"> • Has fewer than three pages • Title is not properly formatted • Headers and footers have one error • Body is divided into two columns, but is not formatted as specified • Graphics and page breaks could have been better positioned 	<ul style="list-style-type: none"> • Has fewer than three pages • Title is poorly formatted • Headers and footers have two or more errors • Body is not divided into columns • Graphics and page breaks are poorly positioned 	
Content	<ul style="list-style-type: none"> • Has at least five articles • Is extremely well written 	<ul style="list-style-type: none"> • Has at least five articles • Is well written 	<ul style="list-style-type: none"> • Has four articles • Could have been better written 	<ul style="list-style-type: none"> • Has fewer than four articles • Is poorly written 	
Graphics	<ul style="list-style-type: none"> • Are very well chosen • Are properly sized and positioned • There are at least three graphics 	<ul style="list-style-type: none"> • Are well chosen • Are properly sized and positioned • There are at least three graphics 	<ul style="list-style-type: none"> • Could have been better chosen • Could have been better sized and positioned • There are two graphics 	<ul style="list-style-type: none"> • Are poorly chosen or missing • Are poorly sized and/or positioned • There are two or fewer graphics 	

Word Projects

Project 8 My Business Materials

Solution Files

PP_Project_08_card_SF.docx

PP_Project_08_letterhead_SF.docx

PP_Project_08_invoice_SF.docx

Skills Covered

- Modifying margins
- Working with graphics
- Creating tables
- Copying and pasting text

Background

You have decided to start your own small business. Because you want to present a professional image, you have decided you need some basic business materials and forms, such as letterhead, business cards, and an invoice form.

Purpose

Create letterhead, business cards, and an invoice form for your small business.

Procedure

1. Decide on the business you want to start. Try to pick a field in which you have some experience. Here are some ideas:
 - Do you like to care for babies and small children? Perhaps you can start a babysitting service.
 - Are you good with pets? Perhaps you can walk your neighbors' dogs or care for pets while the owners are on vacation.
 - Do you like to clean or do yard work? Many people are looking for help with these chores.
2. Choose a name for your business.

Word Projects

Project 8

3. Choose a color scheme. Figure 8.1 shows a business card with a blue color scheme. Your chosen color scheme should be used on all three items.

Figure 8.1



4. Create a logo. You can create the logo using Word's drawing tools, a combination of text and Clip Art, or a graphics package such as Microsoft Paint. Figure 8.2 shows a logo for a lawn care business named Green Street Lawn Service.

Figure 8.2



5. Use Microsoft Word to create the letterhead, business cards, and invoice form. Each will be stored as a separate document.

Word Projects

Project 8

6. If you wish, you may use pre-made templates. Figure 8.3 contains an example of a business card template. However, you should significantly alter any template you use. For example, you should change it to reflect your chosen color scheme.
7. Be creative. Remember, however, that you want these items to project a business-like image.

Figure 8.3



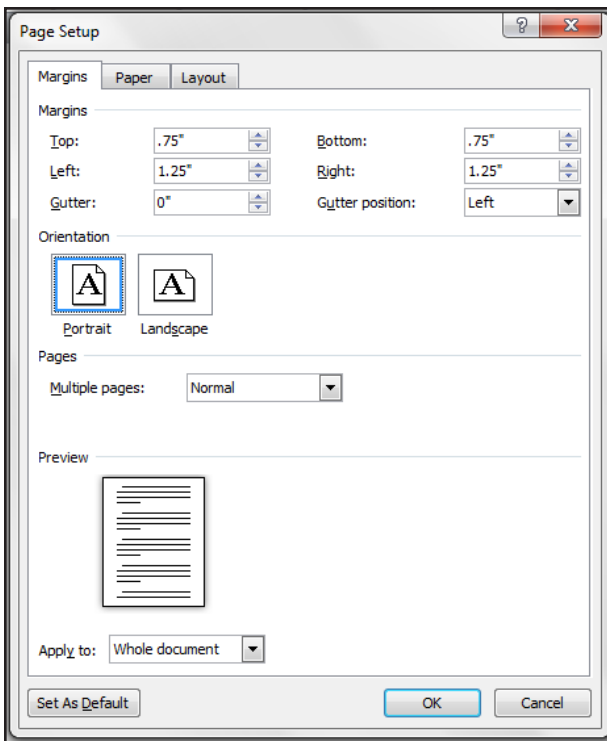
Word Projects

Project 8

8. Create the business letterhead. You will use this letterhead when writing business letters. Here are some general specifications for your letterhead:

- The overall size of the page will be 8.5 by 11 inches.
- The margins should be set as shown in Figure 8.4.
- Pick an attractive font to use in your letterhead.

Figure 8.4



- The name of the firm should appear at the top of the page.
- At a minimum, the following information should appear on the letterhead (you can make up the information in the last three items, if you wish):
 - Your address
 - Your phone number
 - Your fax number

Word Projects

Project 8

- Insert a border, rectangle, or other type of graphic to separate the letterhead from the area that will contain the letter. Figure 8.5 shows an example.

Figure 8.5



- Include your logo. Be creative in how you position the logo. It may appear at the top, bottom (as shown in Figure 8.6), or down the side of the page.

Figure 8.6



- Save the document as letterhead-[first initial and last name].docx.
9. Create a business card. Here are some general specifications for the business card:
- Each card should be 2 inches high and 3.5 inches wide.
 - Create a page that contains 10 cards. An easy way to do this is to create a table with 10 cells. Then create the card in one cell, as shown in Figure 8.7. Copy this business card to the remaining 9 cells, as shown in Figure 8.8. After each page is printed, it can be cut into 10 cards. You may need to change your margins to accommodate all 10 cards.
 - Include your logo on the business card.
 - Include your business name along with your name, address, phone number, and fax number.
 - Save the business card as card-[first initial and last name].docx.

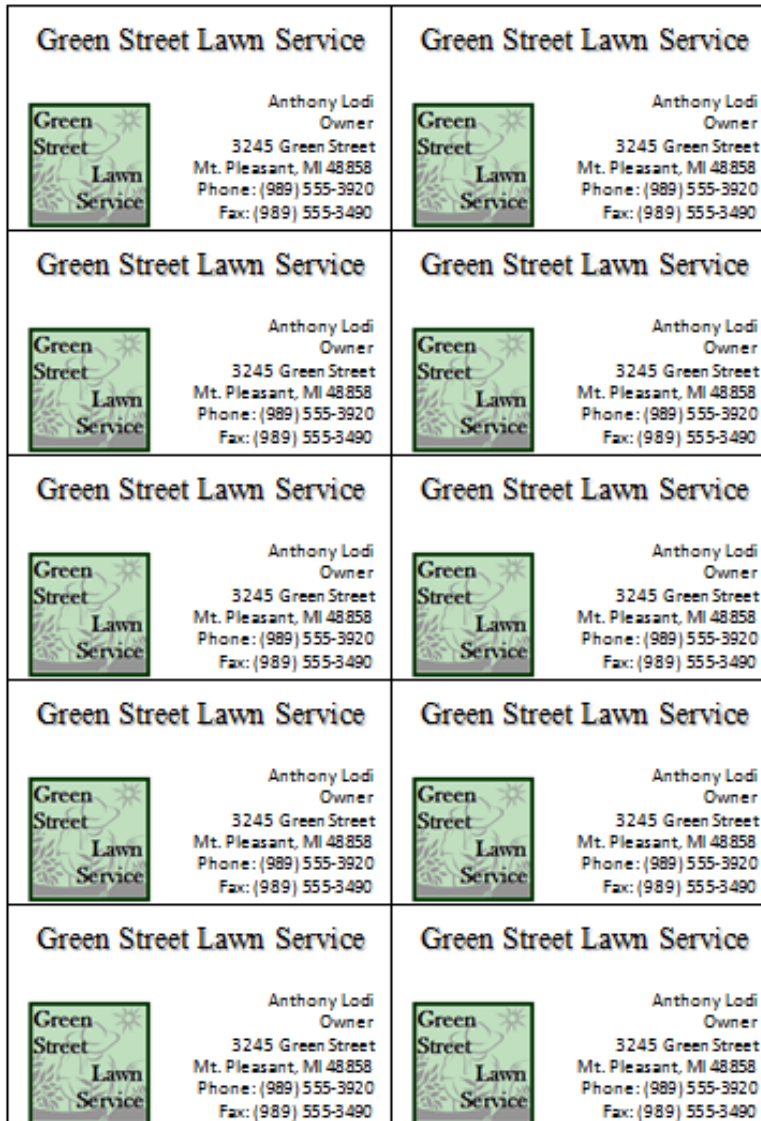
Word Projects

Project 8

Figure 8.7



Figure 8.8



Word Projects

Project 8

10. Create an invoice form. The purpose of an invoice is to submit a bill to a customer. It itemizes the charges and states the total amount due. Here are some general specifications:

- The overall size of the page should be 8.5 by 11 inches.
- Set the margins the same as for the letterhead.
- The name of the business along with the word “Invoice” should appear at the top of the form.
- Also include your name, address, phone number, along with any other pertinent information.
- Include a place for the current date and also information on who is receiving the invoice (see Figure 8.9).

Figure 8.9

Green Street
Lawn Service

Anthony Lodi
Owner
3245 Green Street
Mt. Pleasant, MI 48858
Phone: (989) 555-3920
Fax: (989) 555-3490

Invoice

Date:

To:

- Include your logo somewhere on the invoice.

Word Projects

Project 8

- Include a table into which information such as the date of the service, a job description, your hourly rate, and the amount owed can be entered. This table will vary depending on your type of business. Give each table column an appropriate label. Include a row at the bottom of the table for the total amount due. Figure 8.10 shows an example.

Figure 8.10

Date	Job	Time	Rate	Total
Total Due:				

- Save the invoice as invoice-[first initial and last name].docx.
11. Carefully proofread all three of your items. Check for spelling errors and attractive layout. Resave the documents, if necessary.
 12. Print all three items. If possible, use a color printer.

Present and Publish

Project 8 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Overall	<ul style="list-style-type: none"> • Logo is appropriate, creative, and attractive • Color scheme is attractive and appropriate and has been used for all items 	<ul style="list-style-type: none"> • Logo is appropriate and attractive • Color scheme is appropriate and has been used for all items 	<ul style="list-style-type: none"> • Logo could have been better designed • Color scheme could have been better chosen but has been used for most items 	<ul style="list-style-type: none"> • Logo is poorly designed or missing • Color scheme is poorly chosen or has not been used on all items 	
Letterhead	<ul style="list-style-type: none"> • Is exceptionally well laid out • Has correct margins • Has firm name and specified information • Contains an attractive graphic and logo 	<ul style="list-style-type: none"> • Is well laid out • Has correct margins • Has firm name and specified information • Contains a graphic and logo 	<ul style="list-style-type: none"> • Could be better laid out • Margins are partly correct • Has firm name • Is missing one item of information • Contains a graphic and logo 	<ul style="list-style-type: none"> • Is poorly laid out • Margins are incorrect • Is missing two or more information items • Is missing graphic and/or logo 	

Continued on next page.

Present and Publish

Project 8 Rubric

Name _____ Period _____ Date _____

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Business Card	<ul style="list-style-type: none"> • Is exceptionally well laid out • Is correct size with ten cards to page • Contains specified information • Contains logo 	<ul style="list-style-type: none"> • Is well laid out • Is correct size with ten cards to page • Contains specified information • Contains logo 	<ul style="list-style-type: none"> • Could be better laid out • Is not correct size or there are not ten cards to page • Is missing one piece of information or logo 	<ul style="list-style-type: none"> • Is poorly laid out • Is not the correct size and there are not ten cards to page • Is missing logo and/or two or more information items 	
Invoice	<ul style="list-style-type: none"> • Is exceptionally well laid out • Has firm name and specified information • Contains logo • Contains well designed table with appropriate column headings 	<ul style="list-style-type: none"> • Is well laid out • Has firm name and specified information • Contains logo • Contains table with appropriate column headings 	<ul style="list-style-type: none"> • Could be better laid out • Is missing one item of information or logo • Table could have been better designed 	<ul style="list-style-type: none"> • Is poorly laid out • Is missing logo or two or more items of information • Table is poorly designed or missing 	

Word Projects

Project 9 Drama Club Web Page

Solution Files

PP_Project_09_SF.htm

Skills Covered

- Creating custom styles for text
- Modifying document background
- Inserting graphics
- Inserting tables
- Saving documents as web pages

Background

Your drama club is putting on the play Romeo and Juliet. The club wants to advertise the play on the school's Web site.

Purpose

You have been asked to create a Web page advertising the play. It should be attractive and encourage viewers to attend the play.

Procedure

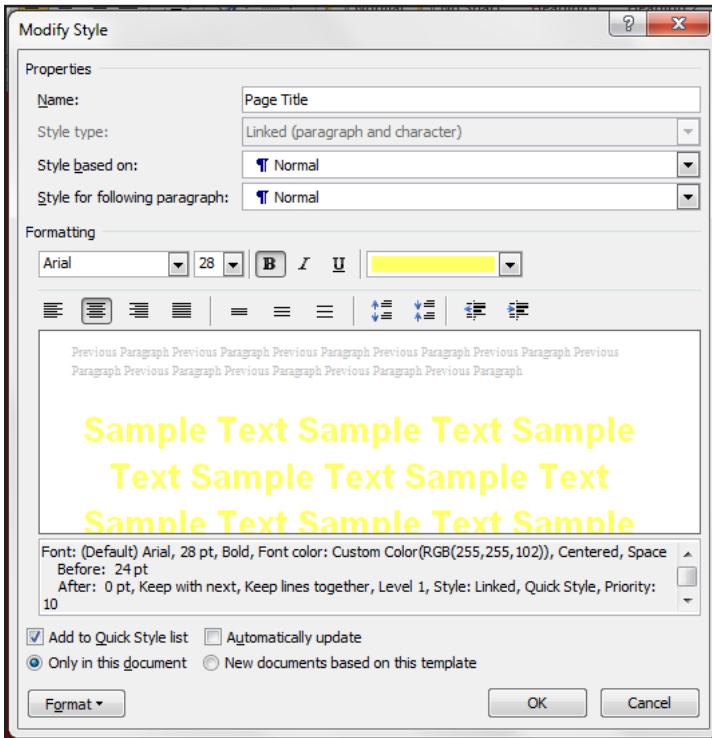
1. Start Word, if necessary.
2. Choose File>New and click Blank document. Click Create.
3. Choose File>Save As>Save as type, choose Web Page. In the Save As dialog box in the File name text box, key: **Play-[first initial and last name]**. Click Save.
4. Choose View>Document View>Web Layout.
5. Make the background dark red. To do this, choose Page Layout>Page Background>Page Color and click More Colors. Click a dark red color and click OK.
6. You now are going to create a new style, which you will name Page Title. On the Home tab under Styles, right-click Heading 1 and click Modify. In the Modify Style dialog box, in the Name text box, key: **Page Title**.
7. In the Modify Style dialog box, under Formatting, set the style characteristics as listed below:
 - Set the font to Arial (or a similar font).
 - Set font size to 28.
 - Make the font Bold.
 - Set the font color to a light yellow.
 - Click Center so that the text will be centered.

Word Projects

Project 9

- The Modify Style dialog box should now appear as shown in Figure 9.1. Click OK to close the Modify Style dialog box.

Figure 9.1



8. Make certain that the insertion point is positioned at the top of your blank page. In Home>Styles, click the More arrow (see Figure 9.2) and click Page Title. Anything you key will now appear in the Page Title style that you created.

Figure 9.2



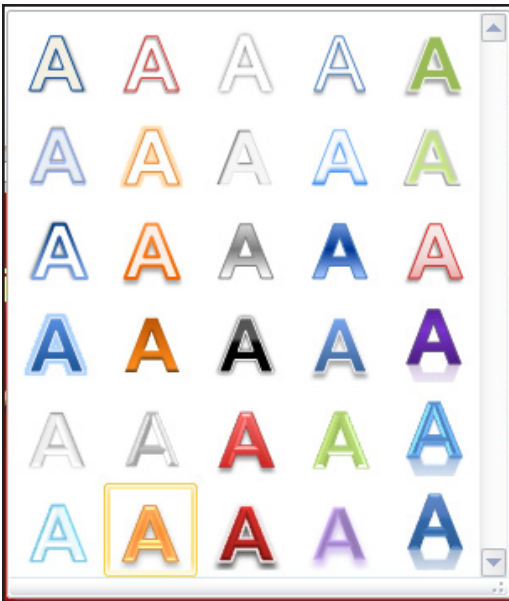
9. Key: **West High Drama Club Presents**. Press Enter.

Word Projects

Project 9

10. You are now going to use WordArt to create the title Romeo & Juliet. Choose Insert>Text>WordArt. Click the WordArt option in the second column, sixth row (see Figure 9.3).

Figure 9.3



11. Key: **Romeo & Juliet**. Center the WordArt under the first line.
12. Position the insertion point on the line below the title. Choose Insert>Illustrations>Clip Art.
13. In the Clip Art task pane, in the Search for text box, key a word related to the play (such as Romeo or Shakespeare). Click Go. Pick an appropriate graphic. Click the graphic to insert it. Close the Clip Art task pane.
14. Reposition and resize the title and clip art so that they look similar to Figure 9.4.

Figure 9.4

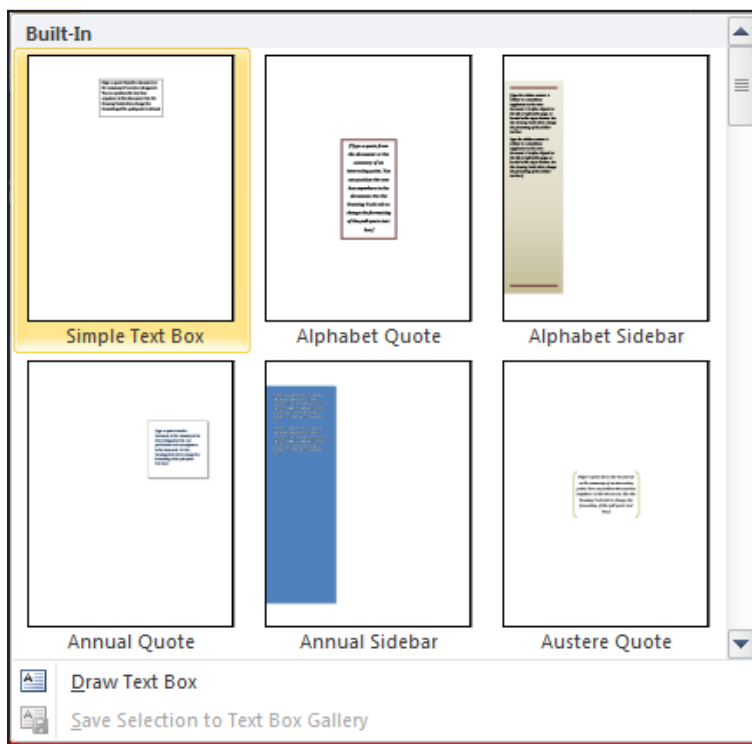


Word Projects

Project 9

15. To the right of the clip art you are going to create a text box. This text box will contain the actors' names. Click to the right of the graphic. Make certain that the current style is Normal.
16. Choose Insert>Text>Text Box. In the Built-In drop-down list, click Simple Text Box (See Figure 9.5). A text box appears. If necessary, select the text box and drag it to the right of the graphic.

Figure 9.5



17. Right-click the border of the text box. Click Format Shape.
18. In the Format Shape dialog box, under Fill, click No Fill. Under Line Color, click No Line. Click OK to close.
19. Click in the text box. Key the following, pressing Enter at the end of each line:
Starring:
Matt Tarkett &
Ramona Lopez
20. Select the text and change its line spacing to single space. To do this, choose Home>Paragraph>Line spacing and click Remove Space After Paragraph.
21. Make certain the text is still selected and change the font color to light yellow. Resize and reposition the text box so that it appears as shown in Figure 9.6.

Word Projects

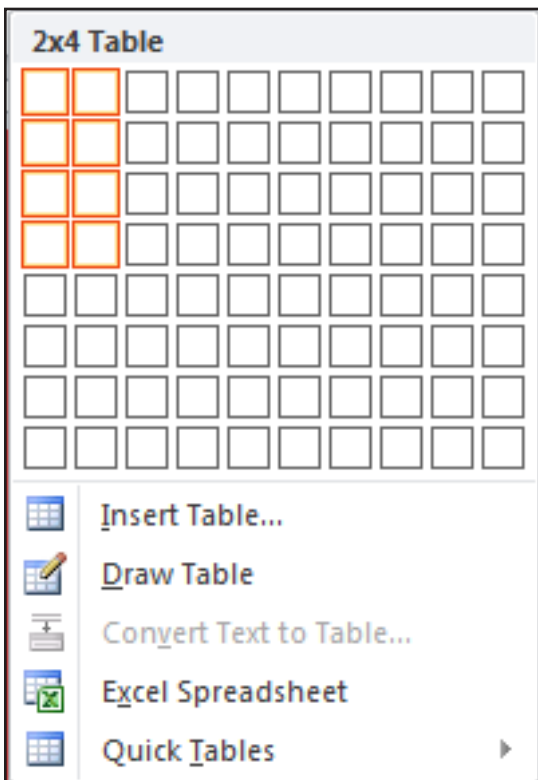
Project 9

Figure 9.6



22. Position the insertion point on the line below the graphic. Choose the Home>Styles>More arrow. Click Page Title. Key: **By William Shakespeare**. Press Enter twice.
23. Choose Insert>Tables>Table. Insert a table with two columns and four rows (see Figure 9.7).

Figure 9.7



24. Select the entire table, right-click and choose Table Properties. In the Table Properties dialog box on the Table tab under Alignment, click Center. Click OK.

Word Projects

Project 9

25. Key the following data into the table:

Date **Time**

April 30 8:00 p.m.

May 1 8:00 p.m.

May 2 2:00 p.m.

26. Make the size of the font used in the table 16 pt. Format and resize the table to make it more attractive. For example, you may wish to use shading in the table or increase the width of its border.
27. Your Web page should look similar to Figure 9.8. Choose File>Save to resave your Web page. Close your Web page.

Figure 9.8

Date	Time
April 30	8:00 p.m.
May 1	8:00 p.m.
May 2	2:00 p.m.

28. Carefully proofread your page and correct any spelling or grammar errors. Resave the file if necessary.
29. Open a Web browser such as Internet Explorer. Open your Web page in the browser. In Internet Explorer, you can do this by opening the File menu and clicking Open. In the Open dialog box, click Browse and browse to the location of your Play file. Click OK and the page appears. Make certain that the page's contents are properly formatted. If necessary, return to Word and make any needed adjustments. Resave the file. Then reopen the modified file to make certain the page displays correctly

Present and Publish

Project 9 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Layout	<ul style="list-style-type: none"> Content is exceptionally well positioned on the Web page Page displays properly in browser 	<ul style="list-style-type: none"> Content is well positioned on the Web page Page mostly displays properly in browser 	<ul style="list-style-type: none"> Content could have been better positioned on the Web page There is a problem with the way the Web page displays in browser 	<ul style="list-style-type: none"> Content is poorly positioned on the Web page or parts are missing The Web page does not display properly in browser 	
Text	<ul style="list-style-type: none"> Text is in correct style Word Art is properly formatted Content is correct 	<ul style="list-style-type: none"> Text is in correct style Word Art is properly formatted There is one error in the content 	<ul style="list-style-type: none"> Text is not in correct style or there is an error in the Word Art formatting There are two or three errors in the content 	<ul style="list-style-type: none"> Text and Word Art are not properly formatted There are more than three errors in the content 	
Graphic	<ul style="list-style-type: none"> Is well chosen Is properly positioned and sized 	<ul style="list-style-type: none"> Is well chosen Could have better positioned or sized 	<ul style="list-style-type: none"> Could have been better chosen Is not properly positioned or properly sized 	<ul style="list-style-type: none"> Is poorly chosen or missing If present, is not properly positioned and sized 	
Table	<ul style="list-style-type: none"> Is properly formatted Is properly positioned and sized Has correct content 	<ul style="list-style-type: none"> Has an error in the formatting, positioning, sizing, and/or content 	<ul style="list-style-type: none"> Has two errors in the formatting, positioning, sizing, and/or content 	<ul style="list-style-type: none"> Has three or more errors in the formatting, positioning, sizing, and/or content 	

PowerPoint Projects

Project 10 Level Best Games Presentation

Data Files

PP_Project_10_Slide2_text.docx

PP_Project_10_Slide4_text.docx

PP_Project_10_Slide5_text.docx

PP_Project_10_Slide6_text.docx

Solution File

PP_Project_10_SF.pptx

Skills Covered

- Creating new presentations
- Applying themes
- Formatting slides
- Formatting graphics
- Inserting and editing text
- Creating a SmartArt diagram

Background

Level Best Games Corporation is currently hiring a number of new employees. The human resources department would like a presentation to provide new employees with a brief orientation to the company.

Purpose

Create a PowerPoint presentation that provides a brief introduction to Level Best Games, its employee benefits, and other useful information.

Procedure

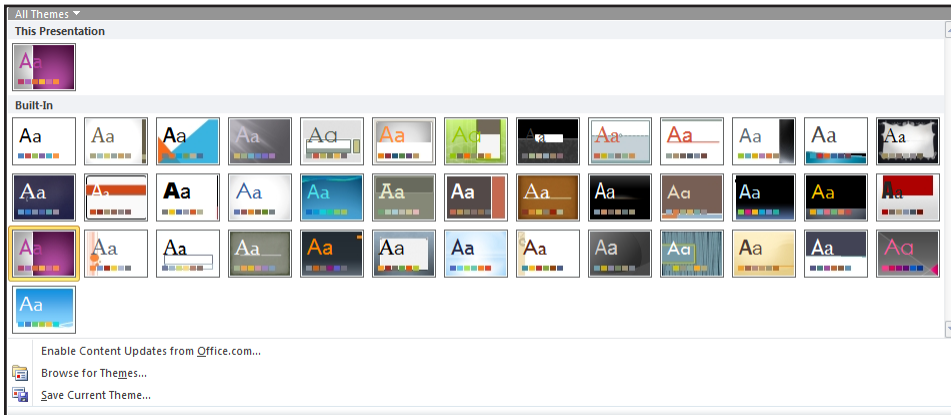
30. Start PowerPoint. Go to the View tab and make certain that Normal is selected.

PowerPoint Projects

Project 10

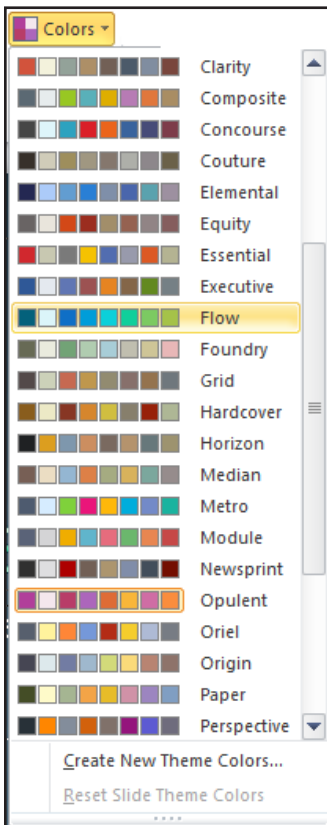
31. Choose the Design>Themes>More arrow. Click the Opulent theme as shown in Figure 10.1.

Figure 10.1



32. Choose Design>Themes>Colors and click Flow as shown in Figure 10.2

Figure 10.2

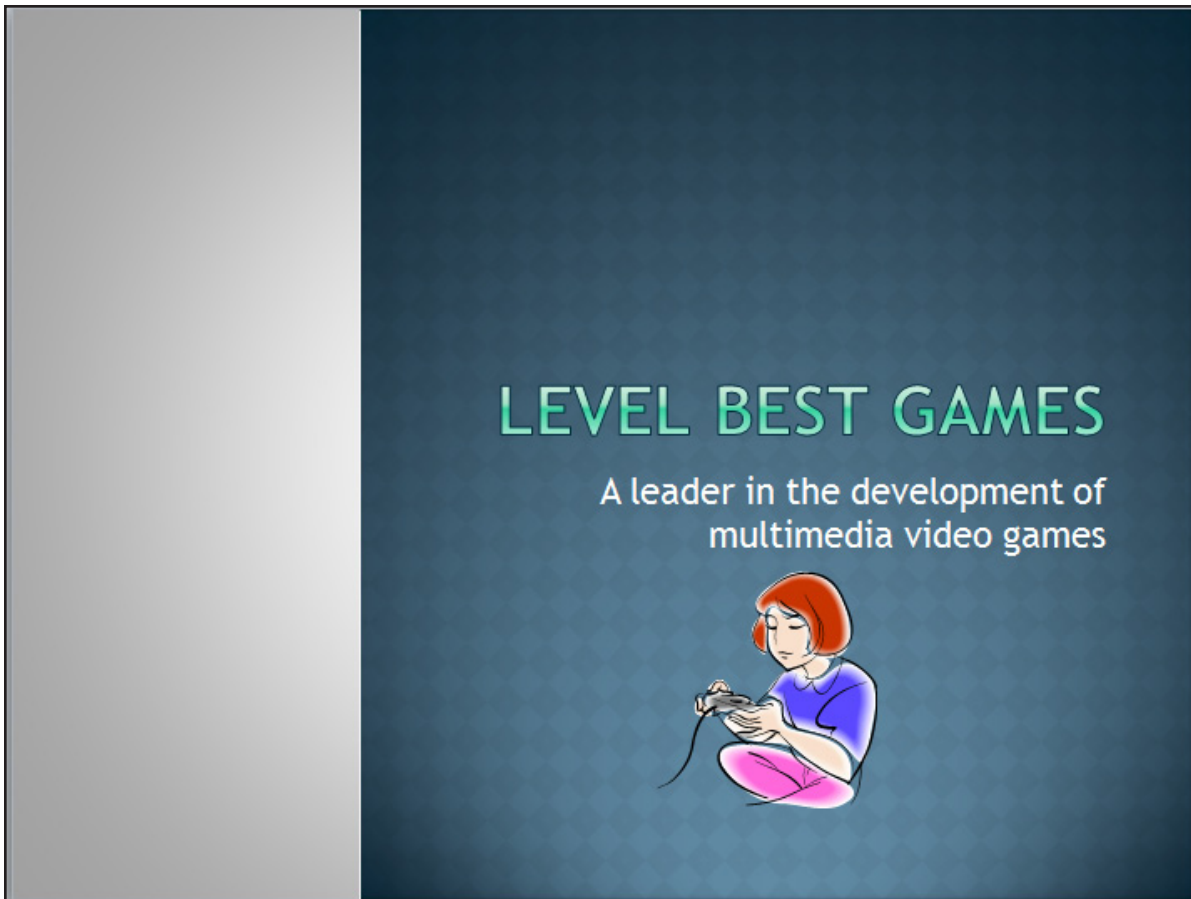


PowerPoint Projects

Project 10

33. Click in the title box. Key: **LEVEL BEST GAMES**. Click in the subtitle box. Key: **A leader in the development of multimedia video games**. Click below the subtitle to deselect the text.
34. Choose Insert>Images>Clip Art. The Clip Art task pane opens.
35. In the Search for text box, key: video games (or something similar such as games or computers). Click Go. Pick an image that you think will be appropriate for your title slide. Double-click the image to insert it into the slide. Close the Clip Art task pane. Position the graphic as shown in Figure 10.3.

Figure 10.3

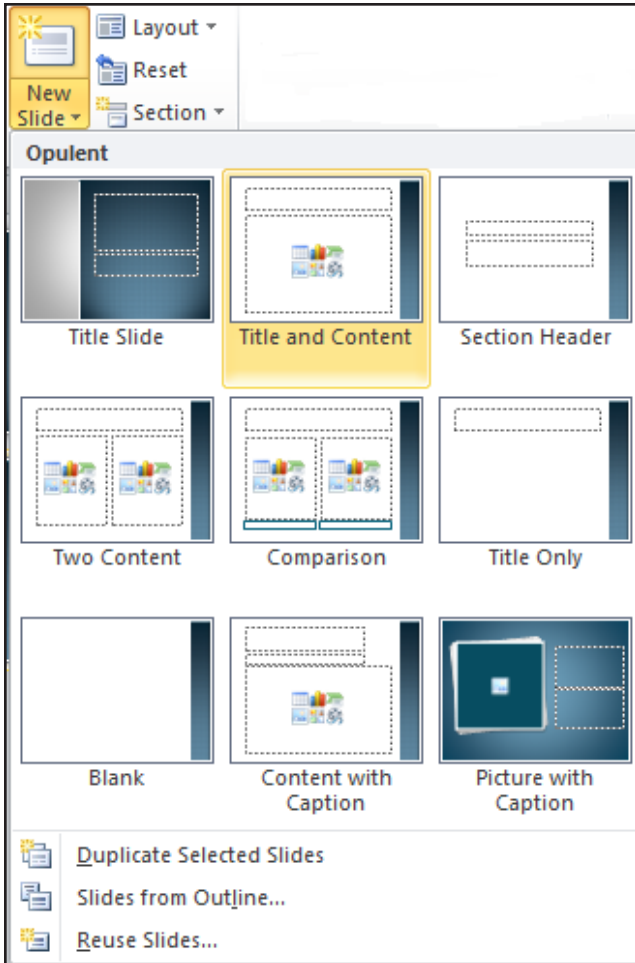


36. Choose Home>Slides>New Slide and click Title and Content as shown in Figure 10.4. Click in the slide's title box and key: **EARLY IN THE MARKET**.

PowerPoint Projects

Project 10

Figure 10.4



37. Follow these steps to insert a Word document into the slide:

- Go to Microsoft Word.
- Choose File>Open. Browse to the file named PP_Project_10_Slide2_text. Select it and click Open.
- Select the entire document.
- Press Ctrl + C.
- Switch back to your PowerPoint presentation. Click in the body text box.

PowerPoint Projects

Project 10

- Press Ctrl + V. The slide now appears as shown in Figure 10.5.

Figure 10.5



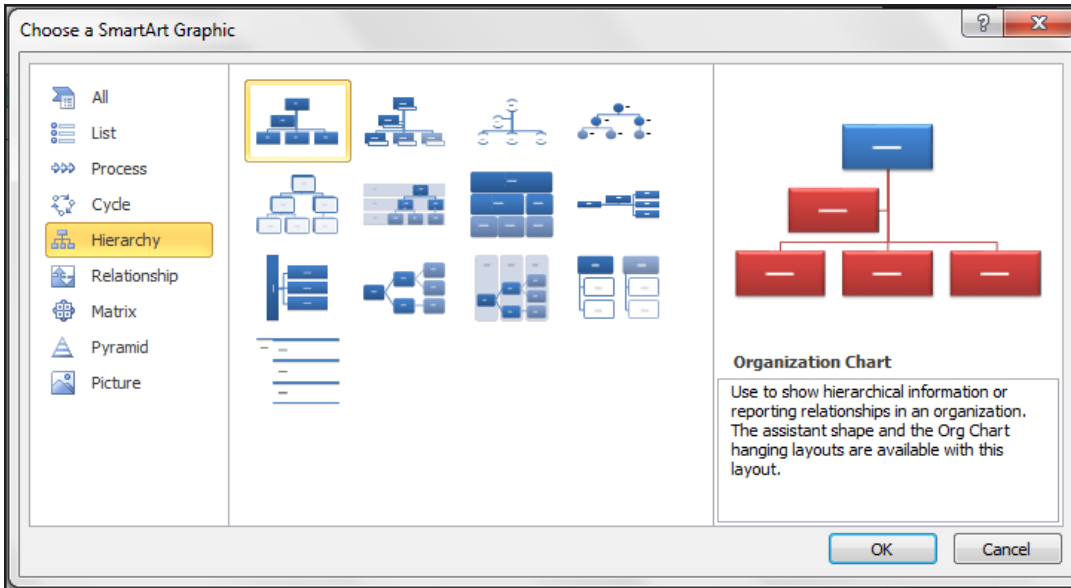
38. On the Home tab in the Slides group, click the New Slide dropdown arrow and click Title and Content.
39. Click in the title box and key: **OUR CORPORATE STRUCTURE**.
40. Click in the content text box. Choose Insert>Illustrations> SmartArt.

PowerPoint Projects

Project 10

41. In the Choose SmartArt Graphic dialog box, click Hierarchy. Select Organization Chart (see Figure 10.6). Click OK.

Figure 10.6



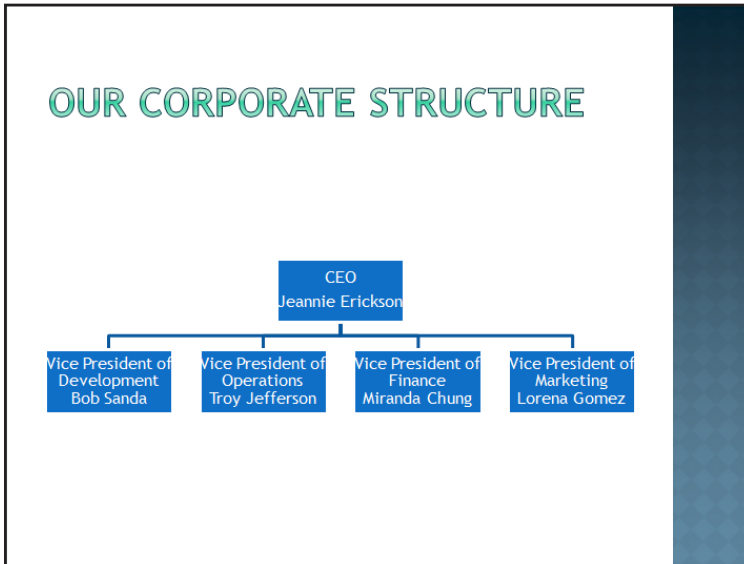
42. Click in the chart's top box. Key the following (press Enter at the end of each line):
CEO
Jeannie Erickson
43. Select the box in the second row and right-click. Select Cut. The box is removed.
44. Click in the last box in the bottom row to select it. Right-click the box and select Add Shape, Add Shape After. There are now four boxes in the second row.
45. Click the first box in the second row and key:
Vice President of Development Bob Sanda
Click the second box and key:
Vice President of Operations Troy Jefferson
Click the third box and key:
Vice President of Finance Miranda Chung
Click the last box and key:
Vice President of Marketing Lorena Gomez

PowerPoint Projects

Project 10

Click outside the chart area. The chart now looks like Figure 10.7.

Figure 10.7



46. Insert a new slide that has the Title and Content layout. In the title box, key: **EMPLOYEE BENEFITS**.
47. Repeat Step 8, except insert the text from file PP_Project_10_Slide4_text. The slide now looks like Figure 10.8.

Figure 10.8

EMPLOYEE BENEFITS

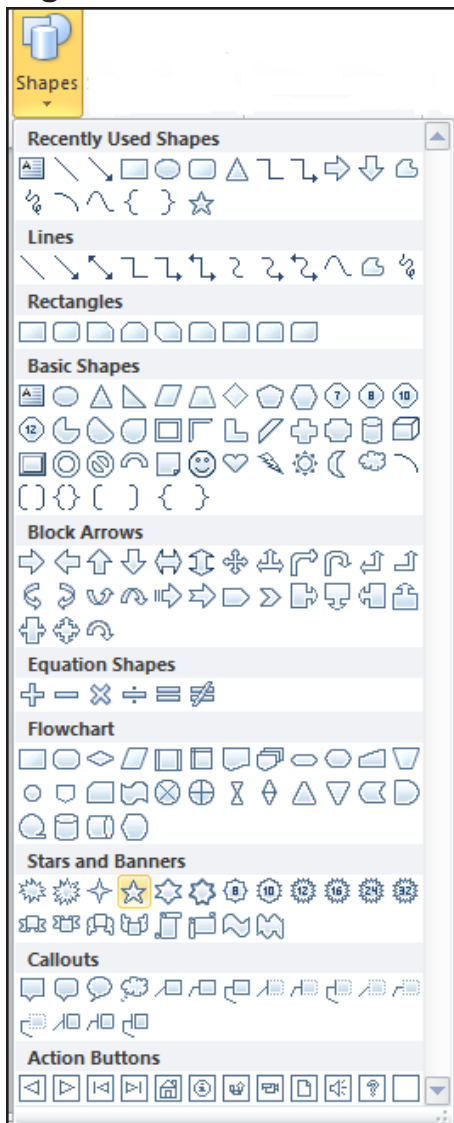
- Level Best Games knows that its employees are its most important asset. Their creativity and dedication are what allow us to develop the best video games in the industry.
- We are proud to provide a stimulating and flexible work environment.
- Our commitment is to promote from within our company.

PowerPoint Projects

Project 10

48. Repeat step 17, except key: **EMPLOYEE BENEFITS (CONT.)** for the title. Repeat Step 8, except insert PP_Project_10_Slide5_text.
49. Repeat step 17, except key: **WELCOME** for the title. Repeat Step 8, except insert PP_Project_10_Slide6_text.
50. Go to the first slide by clicking it in the Slides pane.
51. To create a logo, choose Insert>Illustrations>Shapes and click the fourth star under Stars and Banners (see Figure 10.9)

Figure 10.9

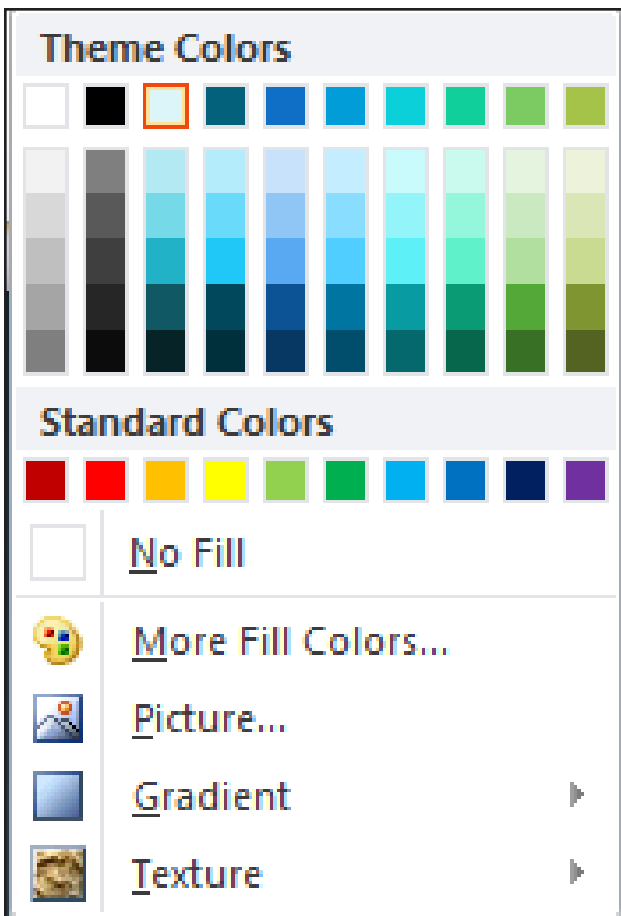


PowerPoint Projects

Project 10

52. Click in the lower-right corner of the slide to insert a star. Choose Format>Shape Styles>Shape Fill. Under Theme Colors, click Light Turquoise (see Figure 10.10).

Figure 10.10



53. Make certain that the star is still selected. Press Ctrl + C to copy the star. Press Ctrl + V twice. There should now be 3 stars. Drag them so they overlap as shown in Figure 10.11. Reposition the text and graphic so that they appear as shown in Figure 10.11.
54. Position the arrow above and to the left of the overlapping stars and drag until all three stars are selected (see Figure 10.12). Choose Format>Arrange>Group and then click Group. The stars are now grouped as a single graphic.

PowerPoint Projects

Project 10

Figure 10.11

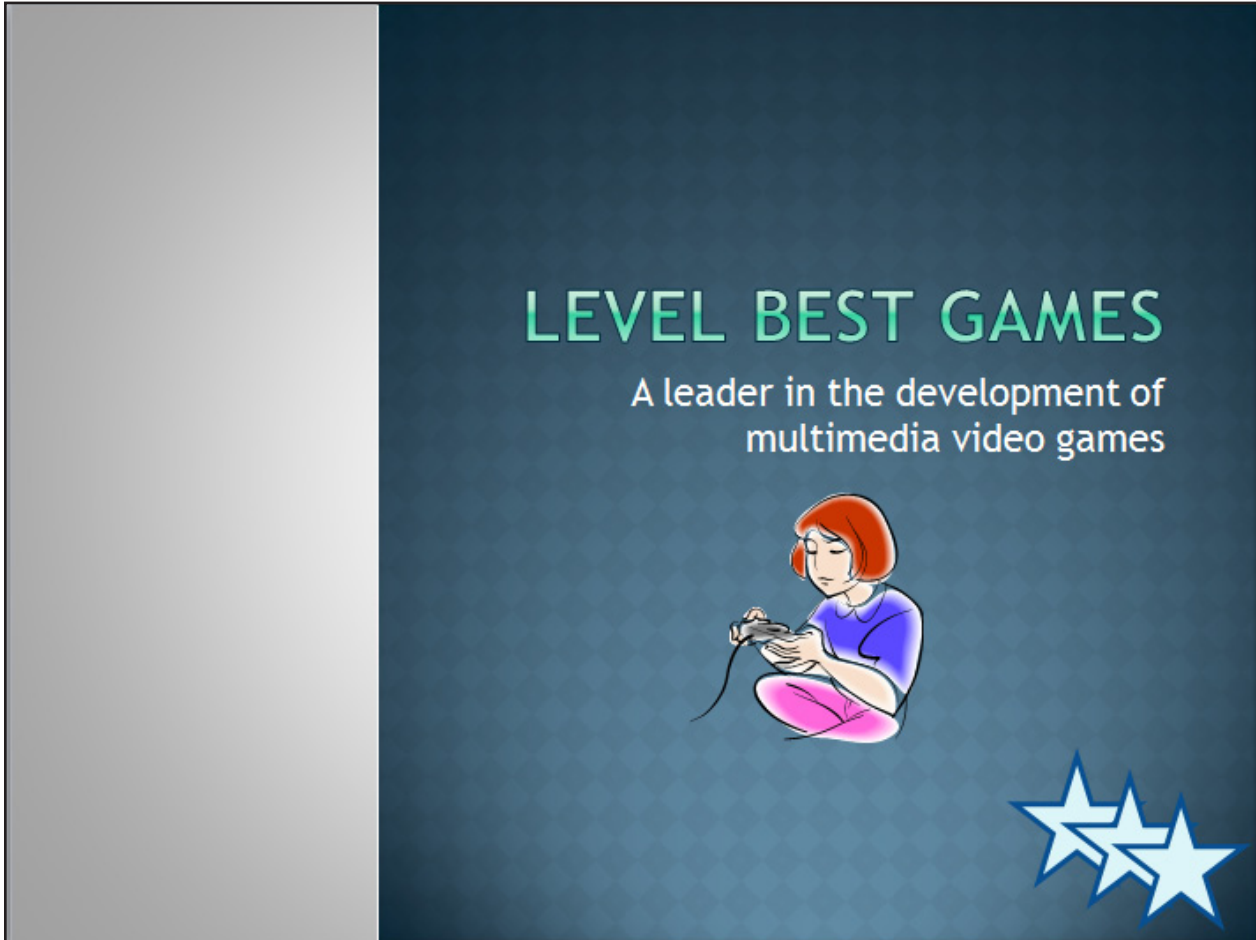


Figure 10.12

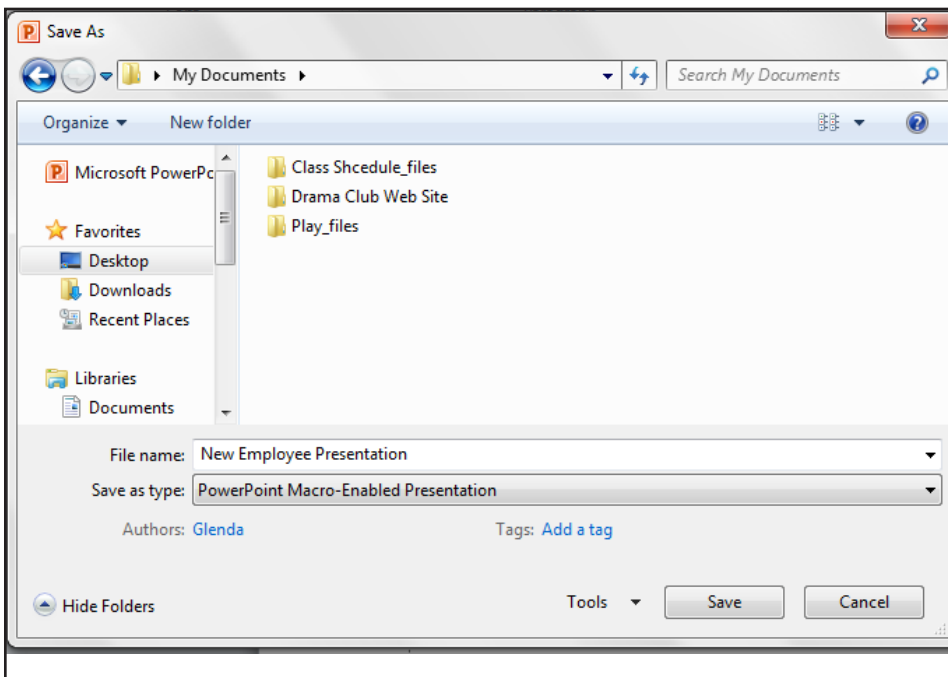


PowerPoint Projects

Project 10

55. Make certain the logo is still selected and press Ctrl + C to copy it. Then click the second slide on the Slides pane. Position the pointer in the lower right corner of the second slide and press Ctrl + V to paste the logo. Reposition the logo, if necessary.
56. Repeat Step 26 for each of the four remaining slides.
57. Choose File>Save. Navigate to the correct folder. In the Save As dialog box, in the File name text box, key: **New Employee Presentation-[first initial and last name]**. Click Save (see Figure 10.13).

Figure 10.13



58. Proofread each slide and check for correct layout. Make any needed changes and resave the presentation.
59. Choose View>Presentation Views>Slide Show. Go through the slides checking for errors.
60. Give your presentation to your class, if requested to do so by your teacher.

Present and Publish

Project 10 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> • Correct design theme and color scheme have been used • All six slides are present and in correct order • Slides are exceptionally well laid out 	<ul style="list-style-type: none"> • Correct design theme and color scheme have been used • All six slides are present and in correct order • Slides are well laid out 	<ul style="list-style-type: none"> • Correct design theme and color scheme have been used • One slide is missing or slides are in wrong order • Slides could have been better laid out 	<ul style="list-style-type: none"> • Incorrect design theme and/or color scheme have been used • More than one slide is missing and slides are not in correct order • Slides are poorly laid out 	
Titles and Text	<ul style="list-style-type: none"> • All titles are correct • All text is correct 	<ul style="list-style-type: none"> • There is one error in a title or text 	<ul style="list-style-type: none"> • There are two to three errors in titles and/or text 	<ul style="list-style-type: none"> • There are more than three errors in titles and/or text 	
Graphics	<ul style="list-style-type: none"> • Title slide has an exceptionally well chosen graphic • Logo is correct and appears on all slides • Organization chart is correct 	<ul style="list-style-type: none"> • Title slide has a well chosen graphic • Logo is correct and appears on all slides • Organization chart is correct 	<ul style="list-style-type: none"> • Title graphic could have been better chosen • Logo is mostly correct • Organization chart contains one error 	<ul style="list-style-type: none"> • Title graphic is poorly chosen or missing • Logo is incorrect or missing • Organization chart contains more than one error 	
Presentation	<ul style="list-style-type: none"> • Presenter talks very clearly and concisely • Presenter has excellent eye contact 	<ul style="list-style-type: none"> • Presenter talks clearly and concisely • Presenter has good eye contact 	<ul style="list-style-type: none"> • Presenter could have spoken more clearly and/or concisely • Present's eye contact could have been better 	<ul style="list-style-type: none"> • Presenter speech was not clear • There was little or no eye contact 	

PowerPoint Projects

Project 11 Explaining Tessellations

Solution File

PP_Project_11_SF.pptx

Skills Covered

- Creating a new presentation
- Changing the background style of slides
- Inserting and editing text
- Working with a slide master
- Formatting bullets
- Inserting and formatting pictures and graphics
- Applying animation schemes
- Background

The fourth-grade class at your local elementary school is learning about tessellations: patterns that repeat themselves and are interlocked. The teacher would like a PowerPoint presentation that students could use individually to learn about tessellations.

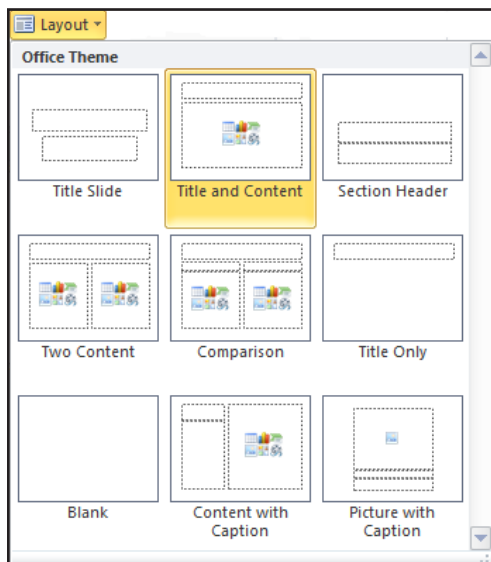
Purpose

Create a PowerPoint presentation to help fourth-grade students learn about tessellations.

Procedure

1. Start PowerPoint. Choose File>New and double-click Blank Presentation.
1. Choose Home>Slides>Layout and click Title and Content (see Figure 11.1).

Figure 11.1



PowerPoint Projects

Project 11

1. Choose File>Save. Navigate to the location where you are saving your presentations. In the File name box, key: **Tessellations-[first initial and last name]**. Click Save.
1. Choose View>Master Views>Slide Master. In the slide itself, click anywhere in Click to edit Master text styles (see Figure 11.2). Right-click and select Bullets and then click the arrow-shaped bullets, as shown in Figure 11.3. The arrow shaped bullets will now be used in the bulleted lists.

Figure 11.2

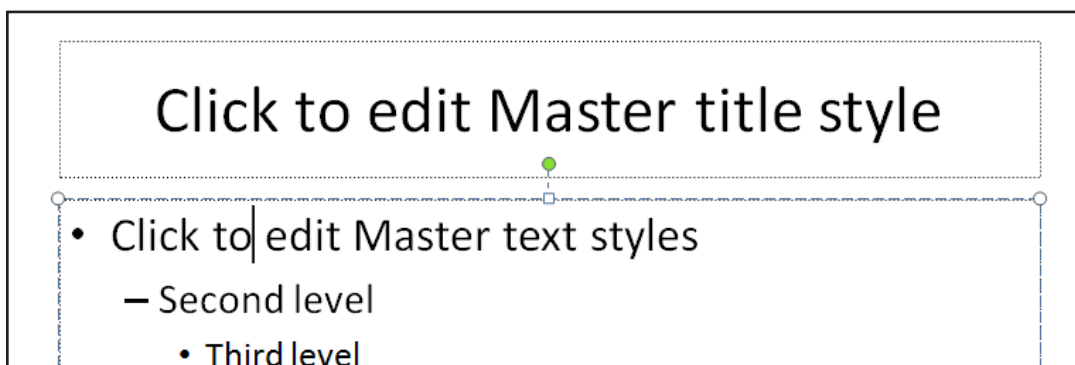
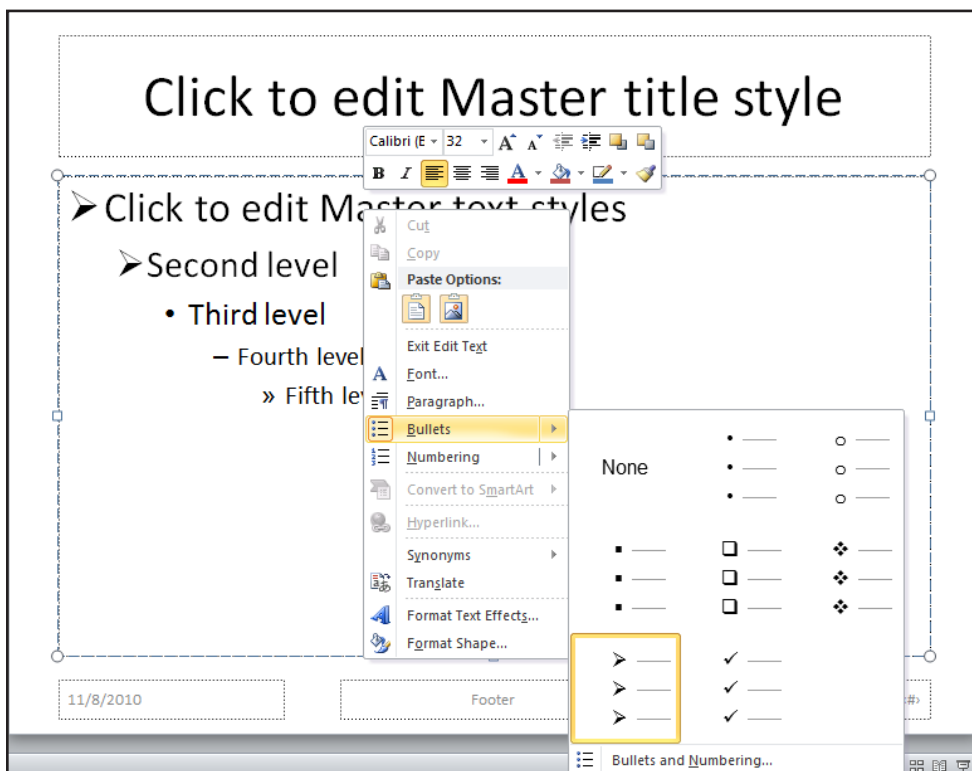


Figure 11.3



PowerPoint Projects

Project 11

2. On the Slide Master tab, under Background, click Background Styles. Select Style 2 (see Figure 11.4). On the Slide Master tab, under Close, click Close Master View to close the Slide Master.

Figure 11.4



3. Click to position the insertion point in the title box. Key: Tessellations.
4. Click to position the insertion point in the lower box. Key the following, pressing Enter at the end of each line. Press Tab before keying the second and third lines.

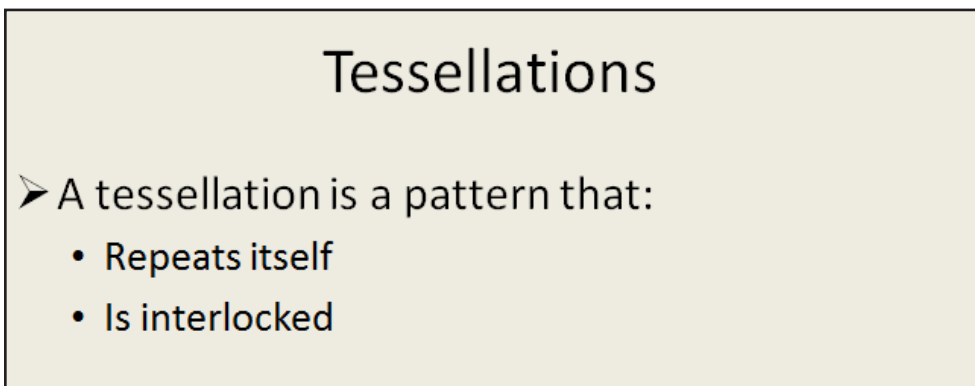
A tessellation is a pattern that:

Repeats itself

Is interlocked

The slide now appears as shown in Figure 11.5.

Figure 11.5

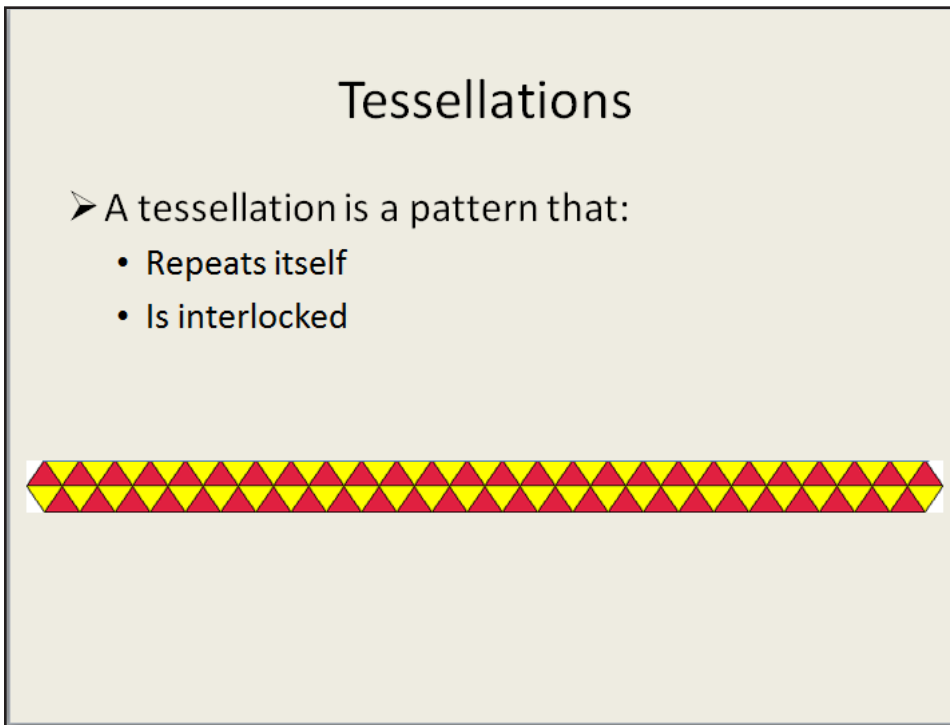


PowerPoint Projects

Project 11

5. Position the insertion point at the end of the last line of text and press Enter. Choose Insert>Images>Picture. In the Insert Picture dialog box, browse to locate the file PP_Project_11_art.wmf and select it. Click Insert. A tessellation is inserted into your slide.
6. Drag the graphic toward the bottom of the slide. Increase its size by positioning the pointer on a corner and dragging outward. When you are done, your slide should look like Figure 11.6.

Figure 11.6



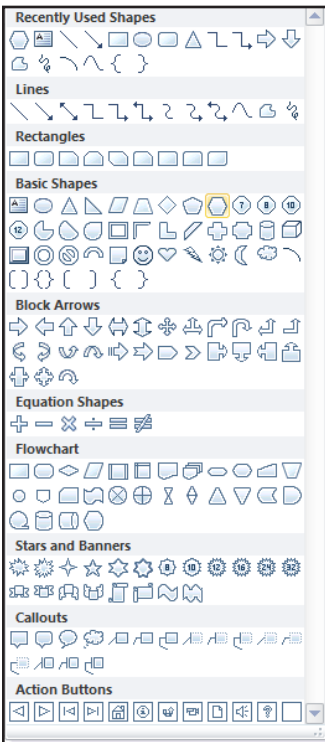
7. Choose Home>Slides>New Slide and click Title and Content.
8. Key: **Tessellations** in the title box. In the body text box, key the following (The bullets will be inserted automatically):
 - One way to create a simple tessellation is to repeat a shape over and over.
 - Click your mouse button to see how hexagons can be used to create a tessellation.
9. Resize the text box to the size of your text.

PowerPoint Projects

Project 11

10. Choose Insert>Illustrations>Shapes and click the Hexagon shape (see Figure 11.7). Position your insertion point near the bottom of the slide and drag to create a hexagon about one inch across.

Figure 11.7

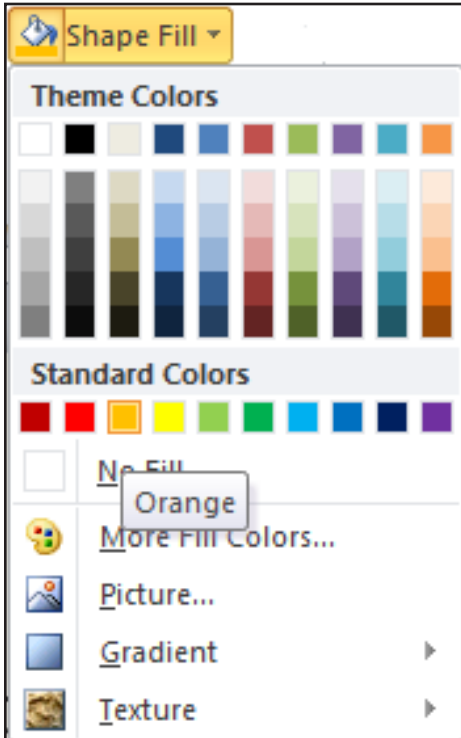


11. Select the hexagon. Choose Format>Shape Styles>Shape Fill. Under Standard Colors, choose Orange as shown in Figure 11.8.

PowerPoint Projects

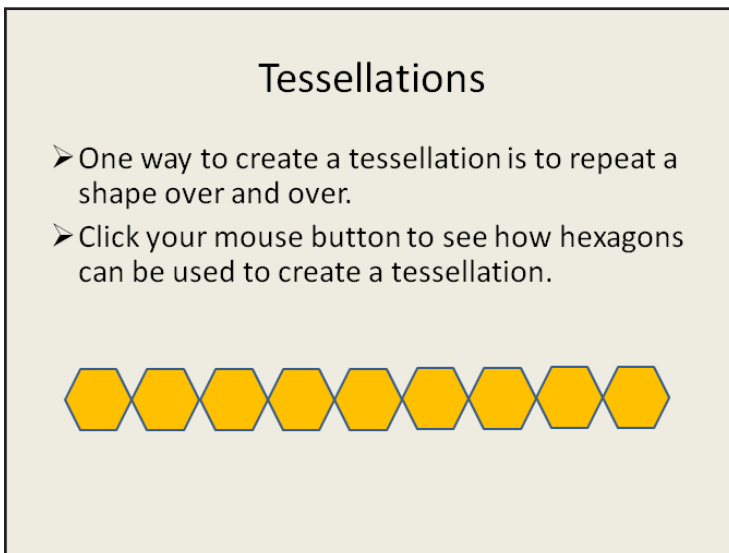
Project 11

Figure 11.8



12. Select the octagon. Press Ctrl + C. Press Ctrl + V until you have a total of seven octagons. Drag each octagon to create a row as shown in Figure 11.9.

Figure 11.9

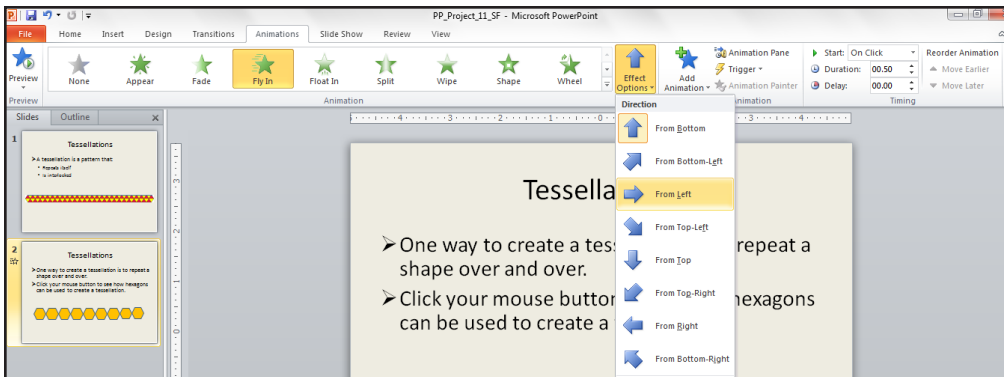


PowerPoint Projects

Project 11

13. Click the Animations tab.
14. Click the first hexagon. In the Animation group, select Fly In (see Figure 11.10). Make certain the Start box says On Click. On the Effects Options drop-down list select From Left.

Figure 11.10



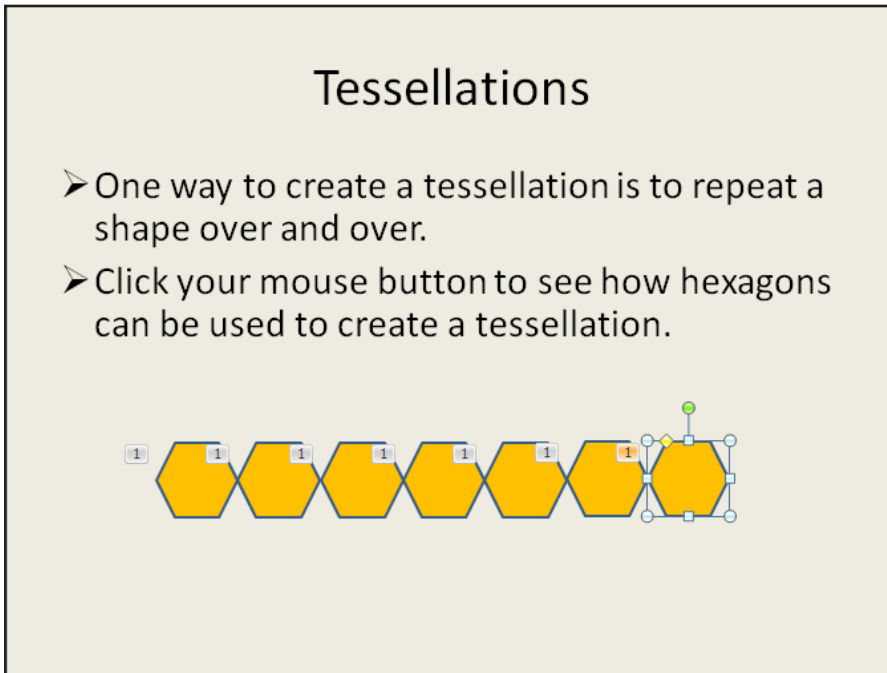
15. Click the second hexagon. Select Fly In. Open the Start drop-down list in the Timing group and select After Previous. Open the Effects Options drop-down list and select From Left.
16. Repeat Step 18 for each of the remaining 5 hexagons. Click the Save button on the Quick Access Toolbar to resave your presentation.

PowerPoint Projects

Project 11

17. When you are done animating the hexagons, click the Preview button under the File tab to make certain that the hexagons come on-screen one after the other. When the animation is completed, the slide should look like Figure 11.11. If the animation does not work correctly, make any needed changes.

Figure 11.11



18. Choose Home>Slides>New Slide and click Title and Content.

PowerPoint Projects

Project 11

19. Key: **Tessellations** in the title placeholder. In the body text box, key the text as shown in Figure 11.12.

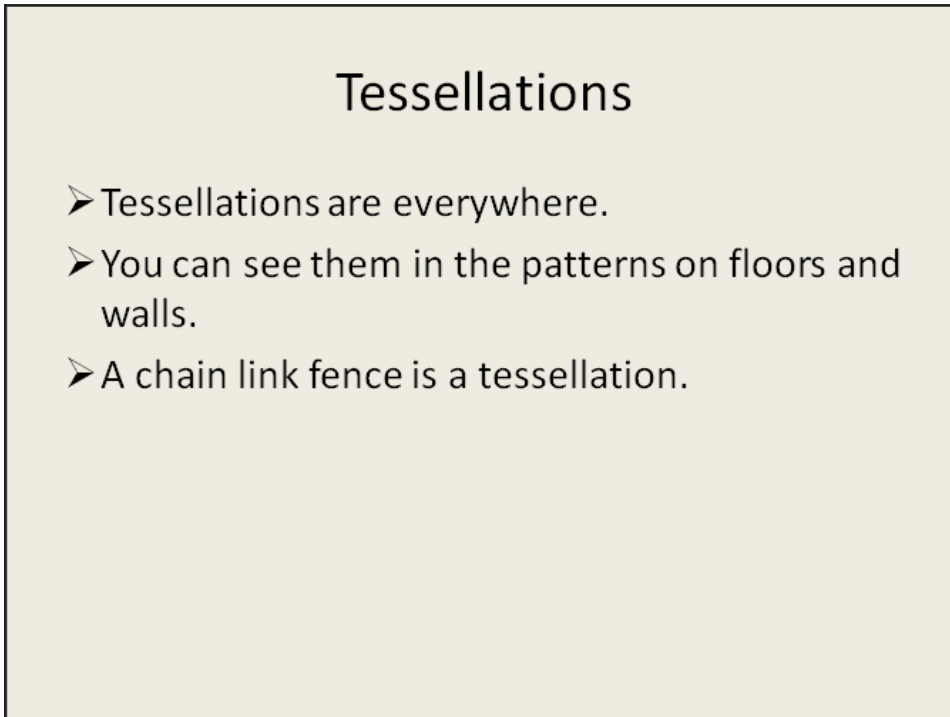


Figure 11.12

20. Press Enter. Choose Insert>Images>Clip Art.
21. In the Clip Art task pane, in the Search for box, key: **fence** and click Go. Select a picture of a fence that is a tessellation (Figure 11.13 contains an example).
22. Double-click the graphic to insert it. Center it at the bottom of the slide and resize it, if necessary, to make it look similar to Figure 11.13. Close the Clip Art task pane.


PowerPoint Projects

Project 11

Figure 11.13

Tessellations

- Tessellations are everywhere.
- You can see them in the patterns on floors and walls.
- A chain link fence is a tessellation.



23. Choose Home>Slides>New Slide and Click Title and Content to insert a new slide. Key: **Tessellations** in the title box. In the body text box, key the following:
- Tessellations are common in artwork and crafts such as mosaics and quilts.
 - They also are seen in Easter eggs.
 - See how many examples of tessellations you can find in your world.

PowerPoint Projects

Project 11

24. Insert three or four graphics below the text. When you are done, your slide should look similar to Figure 11.14.

Figure 11.14

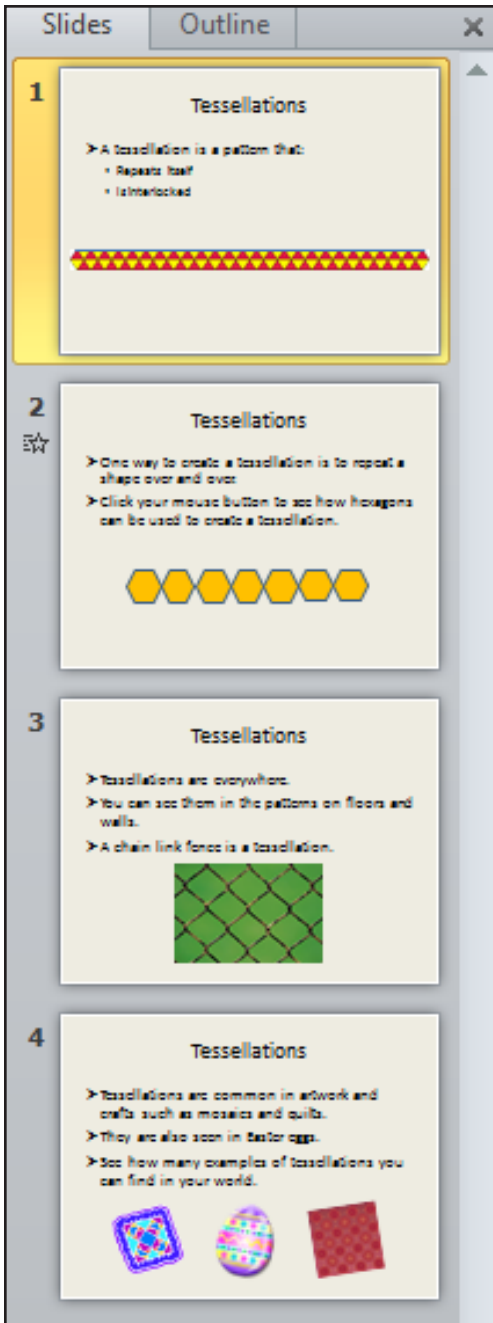


25. Review each slide to check for errors and attractive layout. You can do this by clicking each slide in turn in the Slides tab, as shown in Figure 11.15. Click the Save button on the Quick Access Toolbar to resave your presentation.

PowerPoint Projects

Project 11

Figure 11.15



26. Choose Slide Show>Start Slide Show>From Beginning to view your slide show. Check again for errors and layout problems.
27. Present your slide show to the class, if instructed to do so by your teacher.

Present and Publish

Project 11 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> All four slides are present Slides are exceptionally well laid out Correct background color has been used 	<ul style="list-style-type: none"> All four slides are present Slides are well laid out Correct background color has been used 	<ul style="list-style-type: none"> All four slides are present Slides could have been better laid out Correct background color has been used 	<ul style="list-style-type: none"> One or more slides is missing Slides are poorly laid out and/or incorrect background color has been used 	
Graphics and Animation	<ul style="list-style-type: none"> Graphics are exceptionally well chosen Animation works properly 	<ul style="list-style-type: none"> Graphics are well chosen Animation works properly 	<ul style="list-style-type: none"> Graphics could have been better chosen There is a problem with the animation 	<ul style="list-style-type: none"> Graphics are poorly chosen or missing Animation does not work properly or is missing 	
Title and Text	<ul style="list-style-type: none"> Titles are present on all slides Text is complete and correct Bulleted lists are properly formatted 	<ul style="list-style-type: none"> There is one error in the titles, text, or formatting of bulleted lists 	<ul style="list-style-type: none"> There are two or three errors in the titles, text, or formatting of bulleted lists 	<ul style="list-style-type: none"> There are four or more errors in the titles, text, or formatting of bulleted lists 	
Presentation	<ul style="list-style-type: none"> Presenter talks very clearly and concisely Presenter has excellent eye contact 	<ul style="list-style-type: none"> Presenter talks clearly and concisely Presenter has good eye contact 	<ul style="list-style-type: none"> Presenter could have spoken more clearly and/or concisely Presenter's eye contact could have been better 	<ul style="list-style-type: none"> Presenter's speech was not clear There was little or no eye contact 	

PowerPoint Projects

Project 12 Internet Ethics and Etiquette

Solution File

PP_Project_12_SF.pptx

Skills Covered

- Using design themes
- Using WordArt
- Formatting slides
- Inserting graphics
- Inserting hyperlinks
- Applying slide transitions

Background

You are taking a course titled The Internet and Information Technology. As your final project, your teacher requires you to prepare and give a presentation on a topic related to the course.

Purpose

You have decided to create a PowerPoint presentation on ethics and etiquette for the Internet.

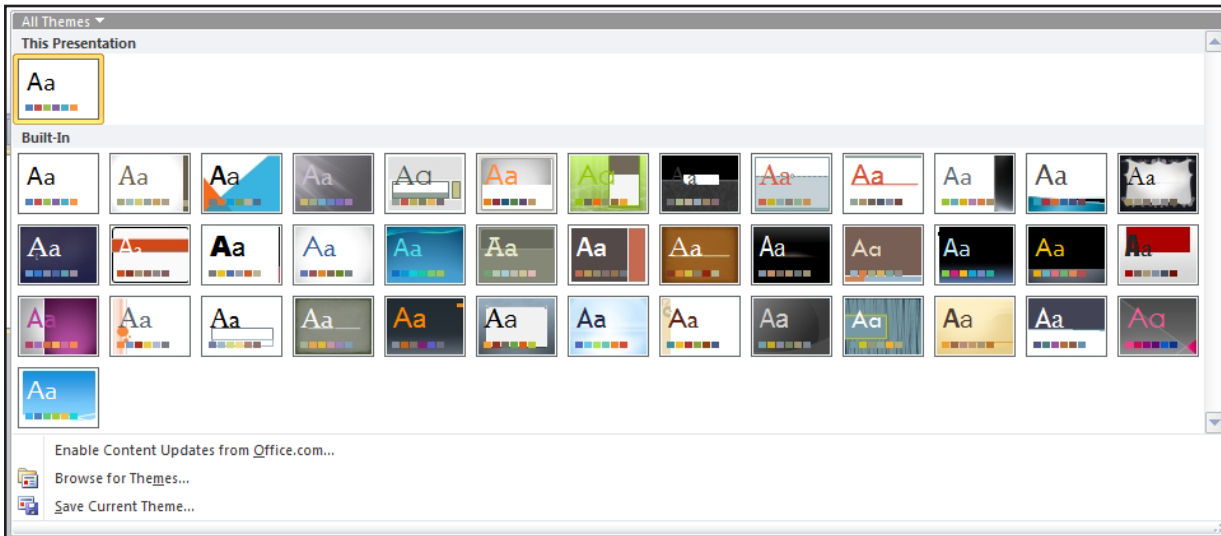
Procedure

1. Get together with a partner. The two of you will create the presentation together.
2. The final presentation should contain at least ten slides.
3. Discuss the layout of your presentation with your partner. About half your slides should cover Internet ethics and the other half Internet etiquette (or netiquette).
4. Conduct research on the Internet to learn more about these topics.
5. Open a new PowerPoint presentation.
6. Together, look through the available design themes to choose an appropriate design theme for your presentation. Some design themes are shown in Figure 12.1.

PowerPoint Projects

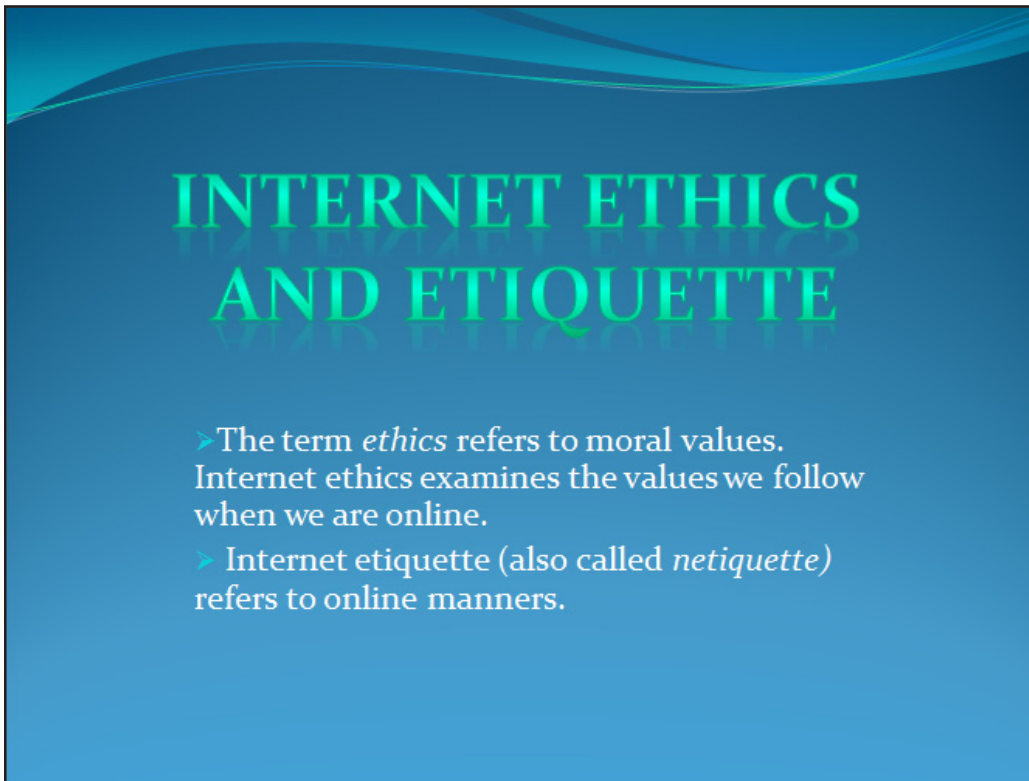
Project 12

Figure 12.1



7. Use WordArt to create a title slide. It might look similar to Figure 12.2.

Figure 12.2



PowerPoint Projects

Project 12

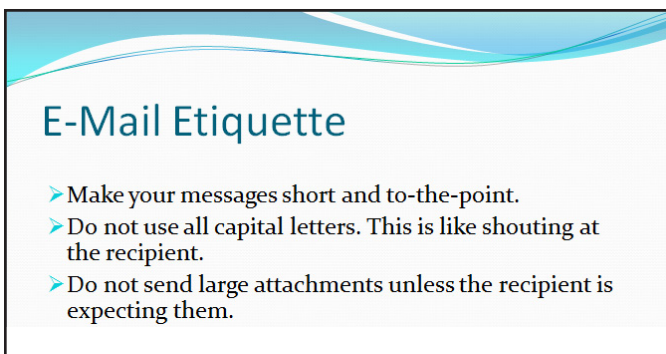
8. With your partner, make a list of the slides you will include on Internet ethics and Internet etiquette. Research the topics if necessary. Divide the work evenly.
9. Give each slide a title. Use bulleted lists on at least three slides.
10. One slide should cover copyright laws and Web site citations, as in Figure 12.3.

Figure 12.3



11. Include discussions on e-mail and chat room etiquette. Figure 12.4 shows how part of a slide on e-mail etiquette might appear.

Figure 12.4



12. Use at least four pieces of clip art (and/or original graphics) in your presentation. The graphics should be related to the slide's topic.

PowerPoint Projects

Project 12

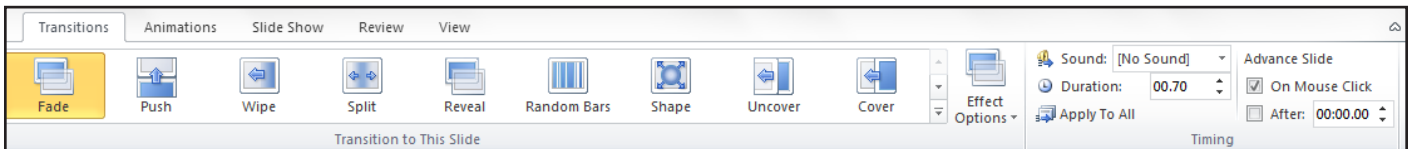
13. Include at least one hyperlink in your slides. See Figure 12.5 for an example.

Figure 12.5

➤ It is your responsibility to follow copyright laws. To learn more about U.S. copyright law, go to:
<http://www.copyright.gov/>

14. Place all the slides in a single PowerPoint presentation.
15. Insert each slide's number in its footer.
16. Click the Transition tab (see Figure 12.6) to add appropriate transitions to slides.

Figure 12.6



17. With your partner, preview your slide show and make any needed corrections.
18. Present your slides to your class, if instructed by your teacher.

Present and Publish

Project 12 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> • At least ten slides are present • Slides are exceptionally well laid out • Presentation used a well chosen design theme 	<ul style="list-style-type: none"> • At least ten slides are present • Slides are well laid out • Presentation used an appropriate design theme 	<ul style="list-style-type: none"> • At least ten slides are present • Slides could have been better laid out • Design theme could have been better chosen 	<ul style="list-style-type: none"> • One or more slides is missing • Slides are poorly laid out • No design theme was used 	
Subject Knowledge	<ul style="list-style-type: none"> • Slides show much research was done • Information well balanced and very in depth 	<ul style="list-style-type: none"> • Slides show much research was done • Information balanced and in depth 	<ul style="list-style-type: none"> • Slides show some research was done • Information could have been more balanced and in depth 	<ul style="list-style-type: none"> • Slides show little or no research was done • Information unbalanced and incomplete 	
Graphics and Animation	<ul style="list-style-type: none"> • There were at least four graphics • Graphics were extremely well chosen • Animation is well used and works properly 	<ul style="list-style-type: none"> • There were at least four graphics • Graphics were well chosen • Animation works properly 	<ul style="list-style-type: none"> • There were only three graphics • Graphics could have been better chosen • There is a problem with the animation 	<ul style="list-style-type: none"> • There were less than three graphics • Graphics were poorly chosen • Animation does not work or is missing 	
Title and Text	<ul style="list-style-type: none"> • Titles are present on all slides • Text is complete and correct • Bulleted lists are properly formatted 	<ul style="list-style-type: none"> • There is one error in the titles, text, or formatting of bulleted lists 	<ul style="list-style-type: none"> • There are two or three errors in the titles, text, or formatting of bulleted lists 	<ul style="list-style-type: none"> • There are four or more errors in the titles, text, or formatting of bulleted lists 	

PowerPoint Projects

Project 13 Hoopla Sneakers Banner Ad

Data File

PP_Project_13_data.xlsx

Solution File

PP_Project_13_SF.pptx

Skills Covered

- Formatting slides
- Inserting and editing text
- Inserting tables and charts
- Creating graphics
- Inserting footnotes
- Using formulas in worksheets
- Applying slide transitions
- Setting timings for slides

Background

Hoopla Sneakers sells athletic shoes on its Web site. The marketing department would like a report that evaluates the effectiveness of its online banner ads.

Purpose

You have been assigned the task of preparing a presentation that will compare the effectiveness of Hoopla's banner ads.

Procedure

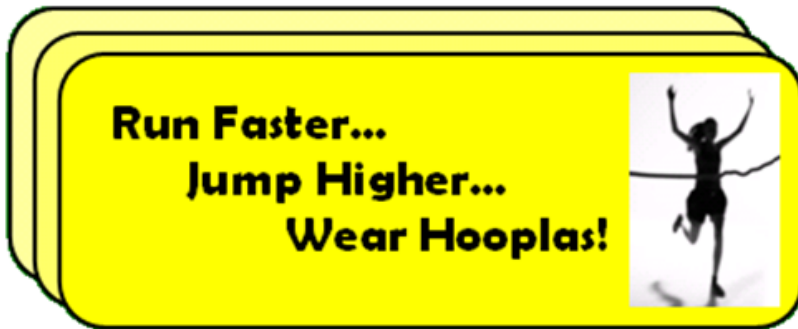
1. Hoopla Sneakers uses a green and yellow color scheme in its advertisements. Experiment with themes and colors that complement these colors.
2. Insert a footer on each slide (except for the first slide). Align the current date at the left margin and the current page number at the right margin.

PowerPoint Projects

Project 13

3. Title the presentation Hoopla Sneakers Banner Ad Report. Create an original Hoopla banner ad and place it on the title slide. It might look similar to Figure 13.1.

Figure 13.1



4. Title Slide 2 Purpose of this Report. Explain that the report will compare the effectiveness of banner ads placed on eight different Web sites. The slide should look similar to Figure 13.2.

Figure 13.2



PowerPoint Projects

Project 13

5. Title Slide 3 Banner Ad Charges. Explain how Hoopla Sneakers is charged for banner ads. Charges are based on thousands of impressions. An impression occurs each time a visitor accesses a Web page containing the ad. These charges vary from one site to another. For example, if a site charges \$20 per 1,000 impressions and there are 245,000 impressions during a month, the monthly charge will be \$4,900.
6. Title Slide 4 Costs per 1000 Impressions. Place a table on this slide containing the data in Figure 13.3. Choose Insert>Tables>Table to create the table.

Figure 13.3

Web Site	Cost/1000 Impressions
Sneaks4Sports	\$29.00
Flying Foot	\$22.50
Greason's	\$14.00
Surf & Turf	\$35.25
Mile Five	\$18.50
A.J. Patterson	\$20.00
Sportporium	\$41.00
Victory Boulevard	\$22.50

Figure 13.4

Web Site	Click-through Rate
Sneaks4Sports	3.7%
Flying Foot	2.6%
Greason's	1.5%
Surf & Turf	4.1%
Mile Five	2.8%
A.J. Patterson	4.3%
Sportporium	5.6%
Victory Boulevard	2.9%

7. Title Slide 5 Click-through Rates. On this slide, explain that a banner ad's click-through rate is the percentage of viewers who click the ad to go to the advertiser's Web site.
8. Title Slide 6 Click-through Rates (Cont.). Insert a table containing the data shown in Figure 13.4.
9. In Excel, open the worksheet contained in file PP_Project_13_data.xlsx. Notice that this worksheet combines the data in Figures 13.3 and 13.4.

PowerPoint Projects

Project 13

10. Create an additional column (Column D) labeled Cost per Click through. In cell D2, create a formula that will calculate the cost per click-through for each Web site. Copy this formula to cells D3-D9. Your worksheet should now appear as shown in Figure 13.5.

Figure 13.5

	A	B	C	D
1	Web Site	Cost/1000 Impressions	Click-through Rate	Cost per Click-through
2	Sneaks4Sports	\$29.00	3.7%	\$0.78
3	Flying Foot	\$22.50	2.6%	\$0.87
4	Greason's	\$14.00	1.5%	\$0.93
5	Surf & Turf	\$35.50	4.1%	\$0.87
6	Mile Five	\$18.50	2.8%	\$0.66
7	A.J. Patterson	\$20.00	4.3%	\$0.47
8	Sportporium	\$41.00	5.6%	\$0.73
9	Victory Boulevard	\$22.50	2.9%	\$0.78

11. Use the data in Column D to create a column chart Titled Cost per Click-through. Begin by selecting the Web site names in Column A. Then hold down Ctrl and select the data in Column D (see Figure 13.6). Choose Insert>Charts>Column and click the 2-D Column chart indicated in Figure 13.7. Make certain that your chart has appropriate titles and labels. Give the chart a yellow background.

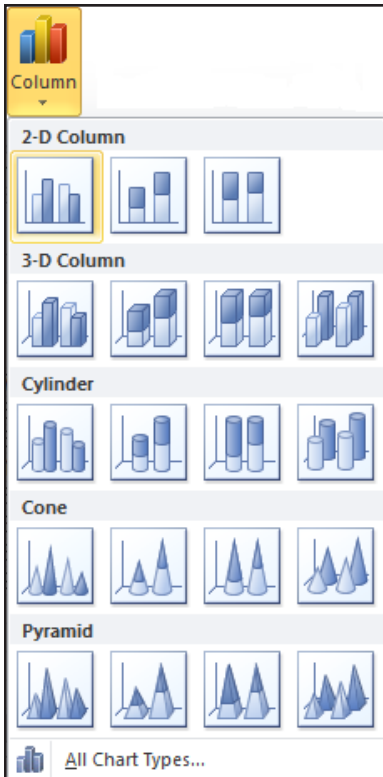
Figure 13.6

	A	B	C	D
1	Web Site	Cost/1000 Impressions	Click-through Rate	Cost per Click-through
2	Sneaks4Sports	\$29.00	3.7%	\$0.78
3	Flying Foot	\$22.50	2.6%	\$0.87
4	Greason's	\$14.00	1.5%	\$0.93
5	Surf & Turf	\$35.50	4.1%	\$0.87
6	Mile Five	\$18.50	2.8%	\$0.66
7	A.J. Patterson	\$20.00	4.3%	\$0.47
8	Sportporium	\$41.00	5.6%	\$0.73
9	Victory Boulevard	\$22.50	2.9%	\$0.78

PowerPoint Projects

Project 13

Figure 13.7



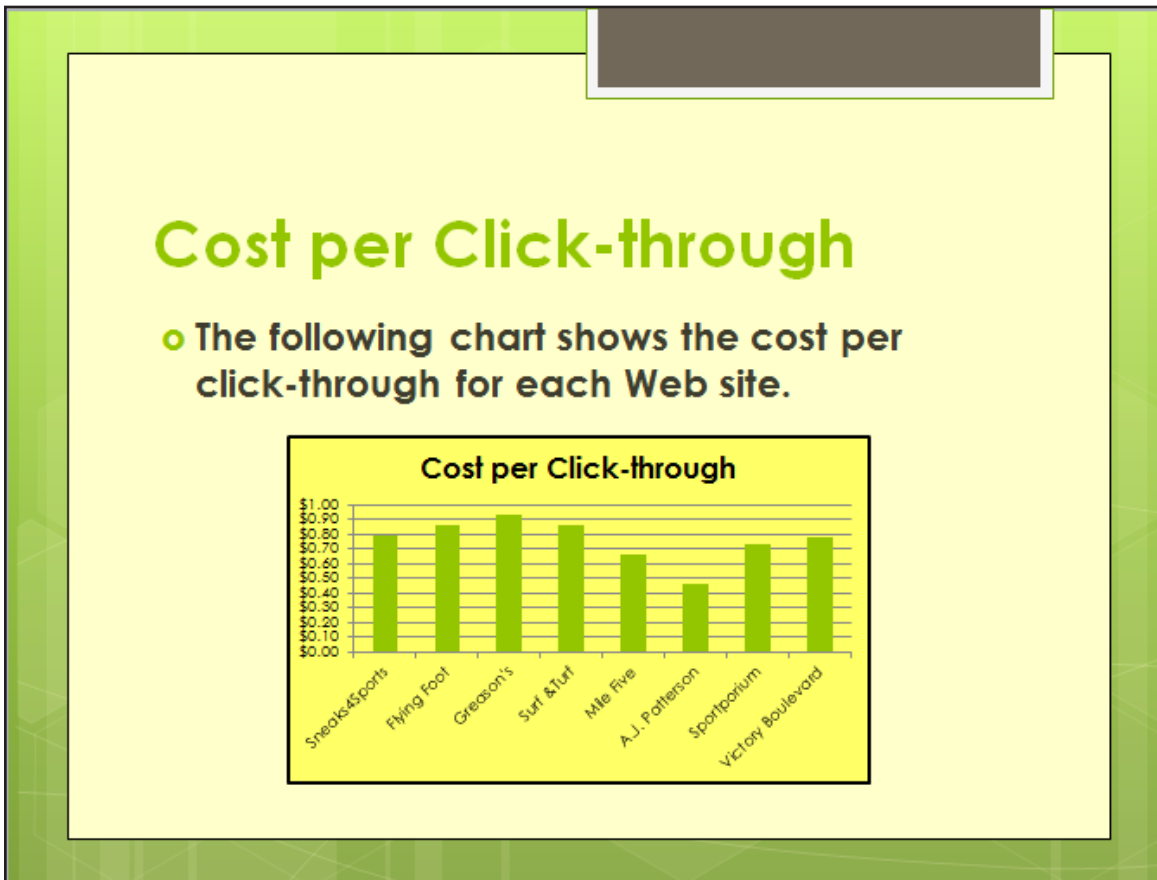
12. Save your Excel spreadsheet as Banner Ads-[first and last name].xlsx.

PowerPoint Projects

Project 13

- Return to your PowerPoint presentation. Create a new slide, slide 7. Title it Cost per Click-through. Paste the Excel chart you just create onto this slide. It should appear similar to Figure 13.8.

Figure 13.8



- On the last slide (Slide 8), summarize the information you have presented.
- Apply transitions to your slides. You also may want to animate slide components.
- With your teacher's permission, print handouts to give to your audience members. Format the handouts so that four slides are printed on each page.
- Rehearse your slide show. Set timings for each slide.
- Give your presentation to the class, if instructed to do so by your teacher. During your presentation, use the Ballpoint Pen to point out important parts of the slides.

Present and Publish

Project 13 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> • Contains eight slides • Slides are extremely well laid out • Footers are correct 	<ul style="list-style-type: none"> • Contains eight slides • Slides are well laid out • Footers are correct 	<ul style="list-style-type: none"> • Contains eight slides • Slides could have been better laid out • There is one error in footers 	<ul style="list-style-type: none"> • Contains seven or fewer slides • Slides are poorly laid out • Footers have more than one error 	
Titles and Text	<ul style="list-style-type: none"> • Slides have correct titles • Content is exceptionally well written • Content shows an excellent understanding of subject matter 	<ul style="list-style-type: none"> • Slides have correct titles • Content is well written • Content shows an understanding of subject matter 	<ul style="list-style-type: none"> • There is one error in titles • Content could have been better written • Content shows some lack of understanding 	<ul style="list-style-type: none"> • There is more than one error in titles • Content is poorly written and shows little understanding 	
Graphics and Tables	<ul style="list-style-type: none"> • Logo is extremely well designed • Tables and chart contain correct data • Tables and chart are extremely well formatted 	<ul style="list-style-type: none"> • Logo is well designed • Tables and chart contain correct data • Tables and chart are well formatted 	<ul style="list-style-type: none"> • Logo could have been better designed • There is one error in tables or chart • Tables and chart could have been better formatted 	<ul style="list-style-type: none"> • Logo is poorly designed • There is more than one error in tables and/or chart • Tables and chart are poorly formatted 	
Presentation	<ul style="list-style-type: none"> • Presentation is very well rehearsed • Presenter has excellent eye contact and used the Ballpoint Pen very effectively 	<ul style="list-style-type: none"> • Presentation is well rehearsed • Presenter has good eye contact and used the Ballpoint Pen effectively 	<ul style="list-style-type: none"> • Presentation could have been better rehearsed • Presenter could have had better eye contact and made better use of pen tool 	<ul style="list-style-type: none"> • Presenter appears not to have rehearsed • There was little or no eye contact and pen tool was not used 	

PowerPoint Projects

Project 14 Level Best Games Sales Report

Solution Files

PP_Project_14_SF_Presentation.pptx

PP_Project_14_SF_sheet.xlsx

Skills Covered

- Applying design themes
- Using slide masters
- Keying and formatting text
- Creating graphics and charts
- Applying animation schemes
- Inserting Action Buttons
- Setting up slide shows for delivery

Background

Each year, Level Best Games, a leading developer of multimedia games, issues an annual sales report.

Purpose

Create a PowerPoint presentation that reports video game sales for the past year. It should include total sales, sales broken down by international region, and sales for the most popular games.

Procedure

1. Use PowerPoint to create a sales report for the previous year. Save your report as Sales Report-[first initial and last name].pptx.
2. Apply a design theme to your presentation. Create at least two slide masters: one for the title slide and another for the remaining slides.
1. Place the Level Best Games logo on each of the master slides. The logo is shown in Figure 14.1. You should make the logo using AutoShapes.

Figure 14.1



PowerPoint Projects

Project 14

2. Your presentation must have at least six slides. Make sure each slide has an appropriate title.
1. Begin the presentation with a title slide, *Level Best Games Annual Sales Report*. Use WordArt to create at least part of this title.
2. Include an introductory slide that gives background information about the company. You can make up this information.
3. On the third slide, insert a column chart showing Level Best Games' total sales for the past five years. Either use the data in the table in Figure 14.2 or make up your own data. Animate the column chart's components.

Figure 14.2

Year	Sales (in millions)
2008	\$280
2009	\$297
2010	\$272
2011	\$318
2012	\$360

4. On the next slide, insert a column chart showing Level Best Games' sales by region. Use the data in Figure 14.3 or create your own data. Animate this column chart.

Figure 14.3

Region	Sales (in millions)
North America	\$210
Asia	\$120
Europe	\$30

PowerPoint Projects

Project 14

5. Use Excel to create a pie chart showing the sales for the top six games. The data for this chart are shown in Figure 14.4. Paste this chart onto a slide titled **Top-Selling Games**. In addition, insert an Action Button that links this slide to the corresponding Excel worksheet.

Figure 14.4

Game	Sales (in millions)
Medieval Maze	\$88.2
Gorilla Gonzo	\$63
Nebula Nexus	\$48.6
Sphinx Sphere	\$42
Princess Praven	\$33
Desert Destiny	\$25.2

6. The last slide should look to the future. Create an original graphic for this slide, such as the upward-pointing arrow shown in Figure 14.5.

Figure 14.5

• Sales are expanding to South America.

• Our sales force is taking on 20 new representatives.

• Research and development is testing several cutting-edge virtual reality games.

Looking Ahead

7. If you wish, insert speaker's notes into the slides.
8. Rehearse your presentation. Set timings for each slide. Give your presentation to your class, if instructed to do so by your teacher.

Present and Publish

Project 14 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> • There are at least six slides • Two slide masters have been used • Design theme is very well chosen • Slides are exceptionally well laid out 	<ul style="list-style-type: none"> • There are at least six slides • Two slide masters have been used • Design theme is well chosen • Slides are well laid out 	<ul style="list-style-type: none"> • There are six slides • There is an error in slide masters • Design theme could have been better chosen • Slides could have been better laid out 	<ul style="list-style-type: none"> • There are fewer than six slides • Slide masters are incorrect or not used • Design theme is poorly chosen or not used • Slides are poorly laid out 	
Titles and Text	<ul style="list-style-type: none"> • Titles are well chosen • Content is exceptionally well written 	<ul style="list-style-type: none"> • Titles are appropriate • Content is well written 	<ul style="list-style-type: none"> • Titles and content could have been better written 	<ul style="list-style-type: none"> • Titles and content are poorly written 	
Charts and Graphics	<ul style="list-style-type: none"> • Logo is extremely well designed • Charts are exceptionally well designed and labeled, and contain correct data • Action button is correct • Animation is very well done 	<ul style="list-style-type: none"> • Logo is well designed • Charts are well designed and labeled, and contain correct data • Action button is correct • Animation is well done 	<ul style="list-style-type: none"> • Logo could have been better designed • Charts could be better designed or labeled • Charts contain minor errors • Action button does not work properly • Animation could have been better done 	<ul style="list-style-type: none"> • Logo is poorly designed or missing • Charts are poorly designed and labeled • Charts and action button have many errors or are missing • Animation is poorly done or missing 	
Presentation	<ul style="list-style-type: none"> • Presentation is very well rehearsed • Presenter has excellent eye contact 	<ul style="list-style-type: none"> • Presentation is well rehearsed • Presenter has good eye contact 	<ul style="list-style-type: none"> • Presenter could have used more rehearsal time • Presenter could have had better eye contact 	<ul style="list-style-type: none"> • Presenter appears not to have rehearsed • There was little or no eye contact 	

PowerPoint Projects

Project 15 Public Relations

Solution Files

PP_Project_15_SF.pptx

Skills Covered

- Formatting slides and text
- Inserting graphics
- Applying slide transitions and animation schemes
- Organizing a presentation

Background

You have a job in the public relations department of a national park.

Purpose

Create a presentation that explains the history and features of the park (or a similar public site, such as a museum or memorial). Prepare speaker's notes to be used by the park rangers.

Procedure

1. Use PowerPoint to create a presentation with at least eight slides.
2. Choose a national park to present. Visit the park's Web site.
3. Pick an appropriate design theme and/or color scheme for your presentation.
4. Use at least two different fonts in your presentation. Be consistent in your use of fonts (for example, all titles should be in the same font and font size).
5. Use at least three appropriate graphics in your presentation. Use Clip Art, photographs, or design a graphic using the drawing tools or a graphics package.
6. Include a title slide. If possible, the title slide should contain a photograph or illustration of the park. Figure 15.1 shows the title slide for a presentation on Mount Rushmore.

PowerPoint Projects

Project 15

Figure 15.1



7. Make certain that your text is written clearly and concisely. Use bulleted lists where appropriate, as shown in Figure 15.2.

Figure 15.2

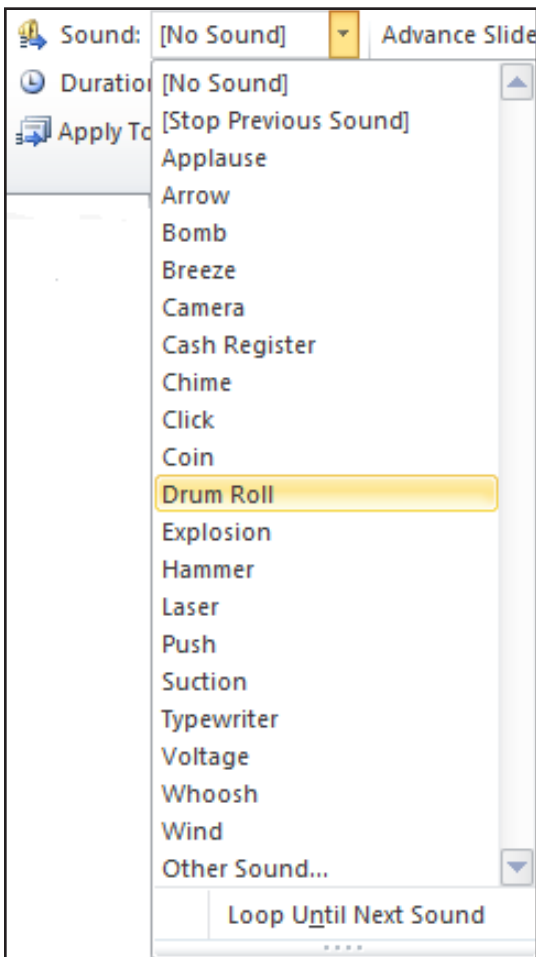
A PowerPoint slide with a black background. At the top, the text "THE SCULPTURE" is written in white, bold, uppercase letters. Below the title is a bulleted list of facts about the Mount Rushmore National Memorial, written in white text. The list includes: "Each president's face is 60 feet high.", "The four presidents carved on Mount Rushmore represent important parts of American history.", and "The presidents are:" followed by a sub-list of "George Washington", "Thomas Jefferson", "Theodore Roosevelt", and "Abraham Lincoln".

PowerPoint Projects

Project 15

8. At a minimum, the slide presentation should contain the following:
 - The facility's location
 - Days and hours that the park is open
 - Information on programs for children (if available)
 - A brief history of the park.
9. Make certain each slide's number appears somewhere on the slide.
10. Add interesting transitions between the slides. Choose Transitions>Timing>Sound and click the down arrow to attach a sound to each of these transitions (see Figure 15.3).

Figure 15.3

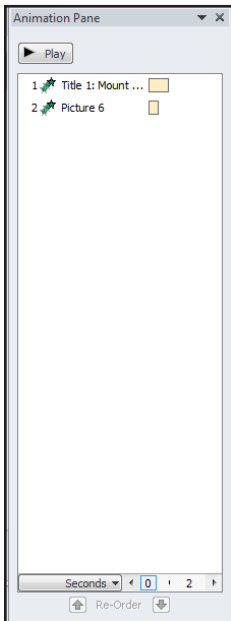


11. Use the Animation task pane (see Figure 15.4) to animate the components of at least one slide.

PowerPoint Projects

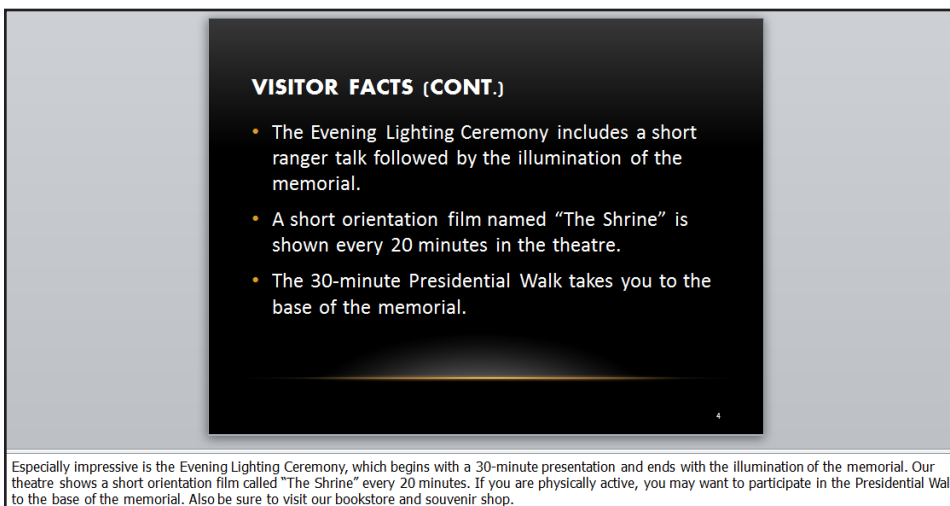
Project 15

Figure 15.4



12. Conclude your presentation with a slide reminding the viewer of the importance of this park. Create detailed speaker's notes for all of your slides (see Figure 15.5). Print a copy of your speaker's notes.

Figure 15.5



13. Save your presentation as park info-[first initial and last name].pptx.
14. Print a copy of your speaker's notes.
15. Rehearse your slide show. Present it to the class, if instructed.

Present and Publish

Project 15 Rubric

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Organization and Layout	<ul style="list-style-type: none"> • There are at least eight slides • Slides are logically organized • Slides are exceptionally well laid out • A very well chosen design theme and/or color scheme has been used 	<ul style="list-style-type: none"> • There are at least eight slides • Slides are logically organized • Slides are well laid out • A well chosen design theme and/or color scheme has been used 	<ul style="list-style-type: none"> • There are only six or seven slides • Slides could be better organized • Slides could have been better laid out • A design theme and/or color scheme has been used, but could have been better chosen 	<ul style="list-style-type: none"> • There are five or fewer slides • Slides are poorly organized and/or poorly laid out • There is no consistent design theme and/or color scheme 	
Graphics and Animation	<ul style="list-style-type: none"> • There are at least three well chosen graphics • Animation has been well used on at least one slide • Well chosen transitions, with sound, are used between slides 	<ul style="list-style-type: none"> • There are at least three appropriate graphics • Animation has been used on at least one slide • Transitions, with sound, are used between slides 	<ul style="list-style-type: none"> • There are at least three graphics, but they could have been better chosen • Animation could have been better used • Transitions, or their accompanying sounds, are missing on some slides 	<ul style="list-style-type: none"> • There are fewer than three graphics, or graphics are poorly chosen • Animation is poorly used or missing • Transitions are missing 	

Continued on next page.

Present and Publish

Name _____ Period _____ Date _____

Areas of Evaluation and Corresponding Score:	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score and Comments:
Title and Text	<ul style="list-style-type: none"> • At least two fonts have been used • Fonts and font sizes are well chosen and used with consistency • Text covers specified topics and is very clearly written • Speaker's notes are interesting and well written 	<ul style="list-style-type: none"> • At least two fonts have been used • Fonts and font sizes are used with consistency • Text covers specified topics and is clearly written • Speaker's notes are clearly written 	<ul style="list-style-type: none"> • At least two fonts have been used • There is some inconsistency in the way fonts and/or font sizes have been used • One of the specified topics is not covered or text could have been better written • Speaker's notes could have been better written 	<ul style="list-style-type: none"> • Only one font has been used or font and font sizes have been used very inconsistently • Text does not cover all topics and is poorly written • Speaker's notes are poorly done or missing 	
Presentation	<ul style="list-style-type: none"> • Presentation is very well rehearsed • Presenter has excellent eye contact 	<ul style="list-style-type: none"> • Presentation is well rehearsed • Presenter has good eye contact 	<ul style="list-style-type: none"> • Presentation could have used more rehearsal time • Presenter could have had better eye contact 	<ul style="list-style-type: none"> • Presenter appears not to have rehearsed • There was little or no eye contact 	