Microsoft Projects & Exercises for 2nd Quarter
Word Project/Exercises

A. The purpose of **1st paragraph (Google)**: to teach you the basic elements in Word by creating a simple document and typing a paragraph.

1) You will set the font to "Times New Roman"
2) You will set the font size to 12
3) You will adjust the Line Spacing to Double Space
4) You will save the document with the correct name for example if Mary Smith is # 22 then save the file as "22—Smith—Google—10.05.18"

B. The purpose of the **Poems** is to continue your familiarization with the basic elements of Word by setting up a document and center justifying two poems

1) You will set the font to one of your choice
2) You will set the font size to 12
3) You will adjust the Line Spacing to Double Space
4) You will center justify each poem
5) You will save the document with the correct name for example if Mary Smith is # 22 then save the file as "22—Mary—Poem#2—10.07.18"

C. The purpose of **Antiochus** is to continue your familiarization with the basic elements of Word by use of bold, italics and underline.

1) You will set the font to "Times New Roman"
2) You will set the font size to 12
3) You will adjust the Line Spacing to Double Space
4) You will use italics, underline and bold as directed in the instructions
5) You will save the document with the correct name for example if John Walton is # 02 then save the file as "02—Walton—Antiochus—10.15.18"

D. The purpose of the **business letter** exercise is to apply what you've learned by creating a letter in Word using the format in your language book. Additionally, you'll save the letter to your USB/Thumb drive and print it out on a printer.

1) You will set the font to "Times New Roman"
2) You will set the font size to 12
3) You will adjust the Line Spacing to Single Space
4) You will use the format from your language book
5) You will save the document with the correct name for example if Jenny Simmons is # 08 then save the file as "02—Jenny—Letter—10.15.18"
6) Copy the file from the hard drive on your computer to your USB Drive
7) Unmount your USB drive from your computer using windows
8) Go to a printer station and print your letter

E. The purpose of the **Business Email** is to learn how to write a professional email. The student will read a lesson on preparing a business email. Additionally, the student will type three emails that include making text stand out by using bullets and text formatting such as using bold to emphasize points.

F. The purpose of the **Introduction** for Mrs. Snow is to format correctly the first page of a research paper

1) You will set the font to "Times New Roman"
2) You will set the font size to 12
3) You will adjust the Line Spacing to Double Space
4) You will use the format from your language book
5) You will set the top margin to 2"
6) You will place the page number in the bottom middle of the footer
7) You will save the document with the correct name for example if Jenny Simmons is # 08 then save the file as "02—Simmons—Letter—10.16.18"
8) Copy the file from the hard drive on your computer to your USB Drive
9) Unmount your USB drive from your computer using windows
10) Go to a printer station and print your Introduction

G. The purpose of the **Lola Rein exercise** is to format correctly the first page and then the following pages of a research paper. Please note that the first page of a research paper is different than the remaining pages in the paper.

1) You will set the font to "Times New Roman"
2) You will set the font size to 12
3) You will adjust the Line Spacing to Double Space
4) You will use the format from your language book
5) You will set the top margin to 2"
6) You will place the page number at the bottom middle of the footer and select different first page
7) At the top of the 2nd page, you'll use custom margins to set 1 inch margins and use the drag down box to set from this point forward
8) In the header de-select the "Link to Previous" and insert page number in the top middle of the header
9) You will save the document with the correct name for example if Jenny Simmons is # 08 then save the file as "08—Simmons—LOLA—10.16.18"
10) Copy the file from the hard drive on your computer to your USB Drive
11) Unmount your USB drive from your computer using windows
12) Go to a printer station and print LOLA

H. The purpose of the **Organization & File Management** exercise is to teach students to organize their electronic files and back-up important documents.

1) Create folders for the 9 Weeks of the quarter on your hard drive. "Week 1" "Week 2" etc.

2) Places the files you already created into the correct folder
3) Name your USB Your student number and your last or first name "08—Jenny"
4) Copy the folders and files from your computer's hard drive on to the USB drive

I. The purpose of the **Title Page** is to on demonstrate what the student learned and apply the format found in the language textbook. Remember to use Times New Roman and font-size 12.

J. The purpose of completing **the bibliography** (Works Cited) is to use the formatting and functions in Word by applying the Works Cited format from the Language textbook. Please note that the example bibliography contains several different media (books, magazine articles, internet). Remember to use Times New Roman and font-size 12.

K. The purpose of the **Column Exercise (Churchill)** is to format a Word document into two or three columns. Be sure to use Times New Roman and font-size 12.

L. The purpose of "**A Hymn of Trust**" is to correctly format, without teacher assistance, the poem from the student's textbook.

M. The purpose of **Résumé or Resume** is to build a sharp looking business document using the knowledge gained so far this quarter. Be sure to print out the document.

N. The purpose of the **Tab Project** is to learn how to align data using and setting tabs in Word. The students are required to use two of the five types of tabs: Left Tabs & Decimal Tabs

P. The purpose of the **Table Project** is to learn to organize and professionally display information using tables. Tables are also used in Excel and PowerPoint.

Q. The purpose of the **Watermark Project** is two-fold: 1) the student demonstrates how to correctly format a research paper (this document is 1 & ½ pages long) including formatting the 1st page at 2" with the page number center at the top of the footer. The second page will have a 1" top margin with the page number in the middle of the header. 2) the second part of the exercise is to insert a watermark using the word "Draft" into the background of the document.

R. The purpose of the **Research Paper** is to apply what the student learned in class. The research paper, accomplished in conjunction with Mrs. Snow's class, is a major project grade. The student receives a grade from Mrs. Snow for content and format and from Mr. Collier on correctly formatting the paper electronically. The paper requires the following

1) Title Page using the format in the textbook
2) Blank 2nd Sheet
3) First page of the body formatted to 2" with the page number in the center of the footer
4) Following pages will be formatted to 1" with the page number centered in the header
5) Works Cited using the format in the textbook

Excel Projects/Exercises

Please note that students are required to use Excel to compute answers in nearly every exercise/project. They cannot type in the answer, they must use a formula. Example if Cell C3 is "12" and C4 is "3" and C5 would be the total, the student should NOT type in "15" but should type =C3+C4. Excel will compute and display 15 in Cell C5.

A. The purpose of the **Tab Project** is to learn how to align, format and display different data types in Excel. The students are required to format the types of data (text, currency, dates).

B. The purpose of the **Table Project** is to learn to organize and professionally display information using excel. In addition to aligning and formatting data, the student will use formulas to calculate their answers using addition and multiplication (*).

C. The purpose of the 1st **Gradebook Project** is to use building in formulas in excel to simply calculate fictional student averages.

D. The purpose of the **Bar Graphs Exercise** is to use Excel to graph given data into Bar (Column) graphs. Make sure to title your graph.

E. The purpose of the **Pie Charts Exercise** is to use Excel to graph given data into Pie Charts. Make sure to title your pie chart and include the percentage for each category.

F. The purpose of the **Line Graph Exercise** is to use Excel to graph given data into line graphs. Make sure you give the graph and each axis a title.

G. The purpose of the **Excel Picture Challenge** is to explore different methods in Excel for displaying information. The exercise includes sizing the height and width of cells, use of different colors, adding and drawing objects and constructing borders with different types of lines (dashes, solid, heavy solid, etc.)

H. The purpose of the **Candy is Dandy Project** is to bring together what the student learned so far into <u>one major project</u>. Over several days students will

1) Display data given to them in a professional table
2) Compute the total, average, maximum & minimum for each item using Excel functions
3) Construct 8 charts as specified in the instructions that have correct titles, with each horizontal & vertical axis labeled correctly

J. The purpose of **12 Days of High School** is to format and apply multiple operations in a two-dimensional detailed table.

K. The purpose of **Energy Drink Project** is to teach the merging of cells into one cell, formatting data in complex ways, using different font sizes to make charts look more professional and applying additional Excel formulas.

L. The purpose of **Using Excel as a Gradebook** is to compute grade averages and assign grades to demonstrate additional functions (like the Lookup function).

M. The purpose of the **Sorting Data Project** is to reinforce the different types of data (text, numbers, dates) and then sorting the data by different criteria (Student ID, Name, Test Score, Gender, Date Entered). The exercise also teaches students to create additional worksheets and paste data to these worksheets.

PowerPoint Projects

PowerPoint is the easiest of the applications to use—mainly because of the similarities of what the student learned in Word and Excel.

A. The purpose of the **PowerPoint Presentation** is to apply the knowledge gained from Word and Excel and learn to use PowerPoint. The student's presentation counts as a major project grade from Mr. Collier and two quiz grades from Mrs. Snow. Each student must meet the following requirements:

1) Title Slide
2) Overview Slide
3) Conclusion
4) Final Slide
5) 10 to 20 slides long
6) Three animations
7) Two timing methods
8) Two pictures
9) One sound
10) Font size 36 or greater on every slide
11) Nothing distracting

B. The purpose of the **Calendar Exercise** is to apply what the student learned throughout the quarter. The student use a table to build the calendar shell and next adds the day labels (Mon, Tue, Wed), the Month & Year labels. The student then completes the labeling by marking each day with the number of the day of the month for that day. After the labels, the students insert clip art to the calendar and adds school events (like ball games) and notices. The student will built calendars for two months.

C. The purpose of the **Business Card** exercise is to teach the student additional formatting. Students can build the business card in any Microsoft application. Most students choose to build their business card in Publisher.