Personal Computers Fundamentals

Publisher Assignments

Directions

Unit II

Publisher Assignment 1

Complete 'Project 2-1: Updating a Sign' on page 110 of the textbook. After saving in step 22, upload the file for grading.

Complete 'Project 2-2: Editing a Job Description' on pages 110-111 of the textbook. After saving in step 16, upload the file for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Publisher Assignment 2

Complete 'Project 3-3: Creating a Flyer' on page 130 of the textbook. After saving in step 4, upload the file for grading.

Publisher Assignment 3

Complete 'Project 4-5: Developer Job Description' on pages 160-161 of the textbook. After saving in step 4, upload the file for grading.

Unit III

Publisher Assignment 1

- Complete 'Project 6-2: Quarterly Sales Data' on pages 198-199 of the textbook. After saving in step 11, upload the file for grading.

Publisher Assignment 2

Complete 'Project 7-2: Student Leadership Association Fundraiser' on page 228 of the textbook. After saving in step 11, upload the file for grading.

Publisher Assignment 3

Complete 'Project 8-3: Letterhead' on page 253 of the textbook. After saving in step 5, upload the file for grading.

~~Complete 'Project 8-4: Two Page Resume' on page 253 of the textbook. After saving in step 9, upload the file for grading.~~

~~Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.~~

~~Publisher Assignment 4~~

~~Complete 'Project 9-3: First Ladies' on page 274 of the textbook. After saving in step 5, upload the file for grading.~~

~~Complete 'Project 9-4: Computer Use Policy Contents' on page 274 of the textbook. After saving in step 8, upload the file for grading.~~

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Unit IV

Publisher Assignment 1

- Complete 'Project 3-4: Advertising Expenditures' on page 366 of the textbook. After saving in step 8, upload the file for grading.

Publisher Assignment 2

Complete 'Project 4-5: Format Sales Report' AND 'Project 4-6: Apply Conditional Formatting to the Sales Report' on page 403 of the textbook. After saving in step 12 for Project 4-5 and in step 11 for Project 4-6, upload BOTH files for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Publisher Assignment 3

Complete 'Project 5-4: Preparing a Worksheet for Printing' AND 'Project 5-5: Updating and Printing a Workbook' on page 435 of the textbook. After saving in step 11 for Project 5-4 and in step 9 for Project 5-5, upload BOTH files for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Unit V

Publisher Assignment 1

Complete 'Project 6-1: School of Fine Arts Enrollments' on page 455 of the textbook. After saving in step 10, upload the file for grading.

Publisher Assignment 2

Complete 'Project 7-4: Sort and Filter Using Conditional Formatting' on page 479 of the textbook. After saving in step 9, upload the file for grading.

Publisher Assignment 3

Complete 'Project 8-1: Create Formulas to Calculate Income and Expenses' on pages 517-518 of the textbook. After saving in step 15, upload the file for grading.

Complete 'Project 8-2: Use AutoSum to Total Sales; Calculate Percentage Increase' on page 518 of the textbook. After saving in step 10, upload the file for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Publisher Assignment 4

Complete 'Project 10-1: Create a Pie Chart' on page 564 of the textbook. After saving in step 9, upload the file for grading.

Complete 'Project 10-2: Create a Bar Chart' on page 564 of the textbook. After saving in step 8, upload the file for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Unit VI

Publisher Assignment 1

~~Complete 'Project 1-5: Price Fixing' on page 602 of the textbook. After saving in step 5, upload the file for grading.~~

Publisher Assignment 2

Complete 'Project 2-1: Tonight's Guest Speaker' on pages 636-637 of the textbook. After saving in step 17, upload the file for grading.

Complete 'Project 2-2: Advertise with Us' on page 637 of the textbook. After saving in step 15, upload the file for grading.

Note: If you need to submit multiple files, use WinZip or similar program to compress the individual files into a single file.

Publisher Assignment 3

Complete 'Project 4-3: Travel Tips' on pages 722 of the textbook. After saving in step 14, upload the file for grading.

[redacted]

[redacted]ook. After saving in step 6, upload the file for grading.

[redacted] 748 of the textbook. After saving in step 11, upload the file for grading.

[redacted]

Complete 'Project 6-3: Go with the Flow' on pages 795-796 of the textbook. After saving in step 13, upload the file for grading.

Unit VIII

Publisher Assignment 1

[redacted]page 1054 of the textbook. After saving in step 4, upload the file for [redacted]

[redacted]

[redacted]rants' on page 1072 of the textbook.

[redacted] 1073 of the textbook. After closing the database in step 6, upload the file for grading.

[redacted]

Co[redacted]page 1101 of the textbook.

[redacted]plete 'Project 3-3: Angel Project Contact Information' on page 1101 of the textbook. After closing the database in step 10, upload the file for grading.

[redacted]

[redacted]omplete 'Project 6-1: Soccer Team Report' on page 1167 of the textbook. After closing the database in step 10, upload the[redacted]

[redacted] ~~APA Guideline~~

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled "APA Guide" is available for you to download from the APA Guide link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document includes examples and sample papers and provides links to The CSU Success Center and the CSU Online Library staff.

Blackboard Grading Rubrics

A[redacted] Rubrics

One or more assignments in this course utilizes a Blackboard Grading Rubric. A rubric is a tool that lists evaluation c[redacted]anize your efforts to meet the requirements of an assignment. Your professor will use the Blackboard Grading Rubric to assign points and provide feedback for the assignment.

Competency Assessment

Project 6-1: Placements Table

Ms. Archer, the executive recruiter, asks you to start working on a placements table that will list the candidates that have been placed, the companies that hired them, and the date of hire.

GET READY. LAUNCH Word if it is not already running.

The *placements* file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** *placements* from the data files for this lesson.
2. Place the insertion point in the last column. Select the last column in the table. In the Layout tab, in the Table group, click the Select button and Select Columns.
3. On the Layout tab, in the Cell Size group, click the down arrow in the Width box until it reads .9".
4. Place the insertion point in the first column and select the first column in the table. In the Table group, click the Select button and Select Columns.
5. On the Layout tab, in the Cell Size group, click the down arrow in the Width box until it reads .9".
6. Select the Company column and change the width to 1.5".
7. Select the Date of Placement column and change the width to **1.3"**. Click in the table to deselect.
8. On the Design tab, in the Table Style Options group, click the Header Row check box and Banded Rows check box to turn on. Place your insertion point within the table.
9. On the Design tab, in the Table Styles group, select the Medium Shading 1 - Accent 1 style in the ninth column, second row in the Built-In gallery.
10. Select the Last column in the table.
11. On the Layout tab, in the Data group, click the Sort button. Under the *My list has* section, select Header Row. In the Sort dialog box, click OK. This will sort the column by date.
12. The table is selected. On the Layout tab, in the Table group, click the Properties button.
13. In the Table Properties dialog box, click Center alignment in the Table tab and click **OK**.
14. Select the header row.
15. On the Layout tab, in the Alignment group, click **Align Center**.
16. **SAVE** the document as ***placements_table*** in the lesson folder on your USB flash drive, then **CLOSE** the file.

LEAVE Word open for the next project.

Project 6-2: Quarterly Sales Data

Create Blank document

Create a table showing the quarterly sales for Coho Vineyard.

GET READY. LAUNCH Word if it is not already running.

1. Create a new blank document.
2. On the Insert tab, in the Tables group, click the **Table** button. Drag to create a table that has 5 columns and 6 rows.
3. Enter the following data in the table as shown:

20XX				
	First Quarter	*Second Quarter*	*Third Quarter*	*Fourth Quarter*
Mark Hanson	19,098	25,890	39,088	28,789
Terry Adams	21,890	19,567	32,811	31,562
Max Benson	39,400	35,021	19,789	21,349
Cathan Cook	34,319	27,437	28,936	19,034

Proficiency Assessment

Project 8-3: Letterhead

Create Blank Document

Create a new letterhead for the Flatland Hosting Company.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a new blank document and **SAVE AS** ***FHCletterhead*** in your USB flash drive in the lesson folder.
2. In the Insert tab, in the Header & Footer group, insert the **Tiles** built-in header and key the document title as **Flatland Hosting Company. Bold** the text and change the size to **18 pt.**
3. Right-click the **Content Control, Year,** and click **Remove Content Control.**
4. Insert the **Tiles** built-in footer and key the company address as **1234 Grand Street, Forest Grove, OR 97116.** Select the page number and press the **Delete** key. Close the Header and Footer.
5. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE.**

LEAVE Word open for the next project.

Project 8-4: Two-Page Resume

Your friend Mike has revised and added some information to his resume, and it is now two pages long. Update the formatting to include a header and footer.

GET READY. LAUNCH Word if it is not already running.

The ***mzresume2*** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** ***mzresume2*** from the data files for this lesson and **SAVE AS** ***mzresume2updated*** in your USB flash drive in the lesson folder.
2. In the Page Layout tab, click the Margins menu and select **Custom Margins.** In the Page Setup dialog box, change the top, bottom, left, and right margins to **1.25".**
3. Click **OK.**
4. In the Insert tab, in the Header & Footer group, click the **Header** menu and select **Stacks.**
5. In the header document title, key **Resume of Michael J. Zuberi.**
6. In the Options group, click the **Different First Page** box.
7. In the Navigation group, click **Next.** In the Header & Footer group, click the **Footer** button and select **Stacks.**
8. Select the **Content Control, [Type the Company Name],** and right-click and **Remove Content Control.** Close the Header and Footer.
9. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE.**

LEAVE Word open for the next project.

Project 3-3: Monthly Advertising Expense

Use an existing workbook to create a new workbook that will track monthly advertising costs.

The ***Advertising Expense*** file for this lesson is available on the book companion website or in WileyPLUS.

OPEN the ***Advertising Expense*** file.

1. Select D4 and key January.
2. **Select** D4. Use the fill handle to enter the months of the year.
3. Select A10. Click Fill in the Editing group on the Home tab.
4. Choose Down and press Enter.
5. **Select** B10, key Trey Research, and press Enter.
6. Select C10, key 2500, and press Enter.
7. Open the Document Information Panel and key [your name] in the author, Advertising Expense in the title and Monthly Expenses in the subject text boxes.
8. Close the Document Information Panel.
9. **SAVE** the workbook in your Lesson 3 folder as ***Advertising Expense 3-3***.
10. **CLOSE** the workbook.

LEAVE Excel open for the next project.

Project 3-4: Advertising Expenditures

¥

Excel doc.

Fourth Coffee specializes in unique coffee and tea blends. Create a workbook to track and classify expenditures for January.

GET READY. LAUNCH Excel if it is not already running.

1. Click the File tab. Open a new blank workbook.
2. In A1 key Fourth Coffee.
3. **In A2 key** January Expenditures.
4. Enter the following column headings in row 4. Date, Check No., Paid to, Category, and Amount.
5. Enter the following expenditures:
   - January 3, paid $3000 to Wide World Importers for coffee, Check No. 4076.
   - January 20, paid $600 to Northwind Traders for tea, Check 4077.
   - January 22, paid $300 to City Power and Light for utilities.
   - January 28, paid $200 to A. Datum Corporation for advertising.
6. Checks are written sequentially. Use the fill handle to enter the missing check numbers.
7. Adjust column headings as needed.
8. **SAVE** the workbook as ***Expenses 3-4***. **CLOSE** the workbook.

LEAVE Excel open for the next project.

Copy of Advertising Expense 366

Mastery Assessment

Project 4-5: Format Sales Report

Litware, Inc., wants to apply Font and Alignment group formatting to enhance its sales report's appearance and readability. You are responsible for making this change.

The *Litware Sales* file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. OPEN ***Litware Sales*** from the data files for this lesson. Then take the following actions:

1. Merge and center the title and apply the **Heading 1** style.
2. Merge and center the subtitle and apply the **Heading 2** style.
3. Select **A1:G2** Click the **Border** arrow to open the Format Cells dialog box.
4. Under Line Style, select the last line style in column 2.
5. Click the **Color** arrow and click **Red.**
6. Click **Outline** and **Inside** in Presets. Click **OK.**
7. Select **B4** and use the fill handle to extend the months across the remaining columns of data.
8. Select the labels in row 4. Center the labels and apply the **Red** font color. Add a **Thick Box** border.
9. Apply the **Accounting** format to the values in row 5. Reduce decimals to **0.**
10. Select **B6:G12** and apply the Number format with comma separator and 0 decimals.
11. Apply the **Total** style to row 13.
12. **PRINT** the workbook. **SAVE** the workbook as ***Litware Sales 4-5.***

LEAVE the workbook open for the next project.

Project 4-6: Apply Conditional Formatting to the Sales Report

Next, you will apply conditional formatting to the Litware, Inc., sales report to highlight the top performing sales representatives.

USE the workbook from Project 4-5.

1. Select **B13:G13.**
2. Click **Conditional Formatting** and click **Highlight Cells Rules.**
3. Click **Greater Than.** In the Greater Than dialog box, key **140,000** and click **OK.** Total sales exceed $140,000 for February and May.
4. Select **B5:G12.** Click **Conditional Formatting,** click **Top/Bottom Rules,** and then click **Top 10%.** When the dialog box opens, four cells are highlighted.
5. Drag the dialog box below the data range. Change the Top percentage number to **1.** Format cells that rank in the Top 1% with a red border and click **OK.** Deborah Poe was the top sales performer with $25,874 for the month of May.
6. Click **Conditional Formatting** and click **Icon Sets.** Click **3 Flags.** Colored flags are applied to the sales data. Green flags mark the top 10%; red flags mark the bottom 10%; and yellow flags mark the middle range.
7. Print the worksheet.
8. Click **Conditional Formatting** and click **Manage Rules.**
9. In the dialog box, show the formatting for This Worksheet. The formatting rules are listed in the order you created them.
10. Delete the **Icon Set** rule.
11. **PRINT** the worksheet. **SAVE** the workbook as ***Litware Sales 4-6.*** **CLOSE** the workbook.

LEAVE Excel open for the next project.

Project 5-4: Preparing a Worksheet for Printing

In this project, you will apply styles and a theme to a School of Fine Arts worksheet. You will also create and apply a custom margin setting and print the worksheet with gridlines and headings.

The ***SFA Enrollment Update*** file for this lesson is available on the book companion website or in WileyPLUS.

OPEN the ***SFA Enrollment Update*** data file for this lesson.

1. The workbook should open to Sheet1. Apply **Heading 1** to cell A1.
2. Apply **Heading 2** to A2.
3. Apply **Heading 3** to A3.
4. Apply the **Oriel** theme to the worksheets.
5. Click **Margins and Custom Margins** to open the Page Setup dialog box.
6. For Sheet1, set the top, bottom, left, and right margins to 1.5.
7. Center the data horizontally and vertically.
8. Print Sheet2 with gridlines.
9. Print Sheet1 with headings.
10. Add blue color to the Sheet1 tab and green to the Sheet2 tab.
11. **SAVE** the workbook as ***SFA Enrollment 5-4***.

LEAVE the workbook open for the next project.

Mastery Assessment

Project 5-5: Updating and Printing a Workbook

In this project, you will add additional data to an existing workbook and prepare the workbook for printing.

USE the workbook from Project 5-4.

1. On Sheet1, select **A1:C5**. Copy the heading to Sheet3.
2. Click the **Paste Options** button. Click **Keep Source Column Widths.**
3. On Sheet3, enter the following data for the Biomedical Art Department enrollments:

MED114	**Principles of Biology**	**463**
MED115	**Human Forms**	**236**
MED116	**Biomedical Art Methods**	**365**
MED351	**Traditional and Digital Color**	**446**
MED352	**3D Modeling**	**234**
MED353	**Advanced Problem in Biomedical Art**	**778**
MED354	**3D Texture**	**567**
ILL302	**Digital Imaging and Illustration**	**643**
ILL303	**Storyboarding**	**234**
ILL304	**Drawing Beyond Observation**	**123**
DRG333	**Visual Editor**	**434**

4. Color the Sheet3 tab orange.
5. Insert a footer in the center text box that reads **Academic Year 20XX** (with XX being the current year).
6. In the left Footer text box, key **Current as of** and click **Current Date.**
7. Center Sheet3 vertically and horizontally.
8. Access Backstage. Print the sheet with gridlines.
9. **SAVE** the workbook as ***SFA Enrollment 5-5***.

CLOSE the workbook; **LEAVE** Excel open for the next project.

c. click the Format arrow in the Cells group, then Rename Sheet.
d. b & c

10. When you use the Freeze command,
    a. data cannot be entered in the worksheet.
    b. you cannot scroll through the worksheet.
    c. you cannot change the worksheet view.
    d. the column and/or row headings remain visible as you scroll through the worksheet card.

Competency Assessment

Project 6-1: School of Fine Arts Enrollments

In this exercise, you will move and copy worksheets, rename worksheets, change the tab color, and rearrange worksheets within a workbook.

@ The ***SFA Enrollments*** file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. LAUNCH Excel if it is not already running.

1. **OPEN** the ***SFA Enrollments*** data file for this lesson.
2. With the Advertising tab active, click **Ctrl+A**. This selects the entire worksheet.
3. Click **Format** in the Cells group on the Home tab. Click **Move or Copy Sheet.**
4. In the Move or Copy dialog box, click the **Create a copy** box and click **OK.**
5. On the Advertising (2) worksheet, select A2 and key **Foundational Studies.** Press **Enter.**
6. Select **A6:C20** and press **Delete.**
7. Click **Format,** click **Rename Sheet,** and key **Foundations.** Press **Enter.**
8. Click **Format,** click **Tab Color,** and click **Dark Red.**
9. Click **Format** and click **Move or Copy Sheet.** In the Before sheet box, click **(move to end)** and click **OK.**
10. **SAVE** the workbook as ***SFA Enrollments 6-1*** and then **CLOSE** the file.

LEAVE Excel open for the next project.

Project 6-2: Renaming and Repositioning Worksheets

For this project, you will rename worksheets, reposition worksheets, and insert and delete worksheets from a workbook.

@ The ***Training Expenditures*** document file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. LAUNCH Excel if not already running.

1. **OPEN** the ***Training Expenditures*** data file for this lesson.
2. Right-click **Sheet1.** Click **Rename** and key **Budget.** Press **Enter.**
3. Double-click the **Sheet2** tab. Key **January.** Press **Enter.**
4. Rename **Sheet3 March** and press **Enter.**
5. Rename Sheet4 [illegible]

GET READY. LAUNCH Excel if it is not already running.

The ***Sales Teams*** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** ***Sales Teams*** from the data files for this lesson.
2. Select A4:H12. Click **Filter**. Click the arrow in the Total column.
3. Click Number Filters and then click Greater Than. Key 100,000 in the dialog box. Click OK. Four sales representatives are displayed.
4. Click Filter to display all data. Select any cell that contains data and create a filter to display the Red Team's statistics. (Hint: Because entire rows are color coded, you do not have to select the data. Data does not have to be sorted when you filter for color.)
5. **SAVE** the workbook as ***Red Team***.
6. Click Filter to display all data. Click Filter again to display the filter arrows.
7. Click a filter arrow and display the Blue Team's statistics.
8. **SAVE** the workbook as ***Blue Team***. **CLOSE** the workbook.

LEAVE Excel open for the next project.

Project 7-4: Sort and Filter Using Conditional Formatting

Each year *Fortune Magazine* surveys employees and publishes a list of the ten best employers based on employee ranking. The Top Ten worksheet contains additional information about the top ten companies in terms of their size (number of employees), percentage of minorities, and percentage of women. In this exercise, you will sort using conditional formatting to determine how many women in the workforce are employed by Top Ten companies.

GET READY. LAUNCH Excel if it is not already running.

The ***Top Ten*** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the ***Top Ten*** data file for this lesson.
2. Select the data range, including the column headings. Click **Sort** on the Data tab.
3. Sort the data by % Minorities. Click **Cell Icon** in the Sort On field.
4. Under Order, place the green flagged data (highest) on top. Click OK. Because you sorted by one criterion, the highest is on top, but the red and yellow are intermixed.
5. Click Sort to add a second criterion to sort on yellow flags, which represent the middle range.
6. With the data range selected, click **Filter**. Arrows are added to the column headings.
7. Click the filter arrow in the % Women column. Choose to filter by color.
8. Select the green arrow. Women comprise more than 60 percent of the workforce in two of the top ten companies.
9. **SAVE** the workbook as ***Top Ten 7-4***. **CLOSE** the workbook.

LEAVE Excel open for the next project.

6. Which character designates a cell reference as absolute?

   a. ^
   b. @
   c. $
   d. #

7. The COUNTA function

   a. counts the number of cells in a range that contain values.
   b. counts all cells in the range.
   c. counts the number of cells that are not empty.
   d. counts the text entries in the range.

8. The COUNT function is an example of a ________ function.

   a. logical
   b. financial
   c. statistical
   d. text

9. Which of the following is an acceptable name for a named range?

   a. C
   b. C_Contracts
   c. C/Contracts
   d. C Contracts

10. Which of the following statements accurately describes the default selection for AutoSum?

   a. By default, AutoSum totals all entries above the cell in which the formula is located.
   b. By default, AutoSum calculates the total from the active cell to the first nonnumeric cell.
   c. AutoSum does not have a default selection.
   d. You must make the selection before clicking AutoSum.

Competency Assessment

Project 8-1: Create Formulas to Calculate Income and Expenses

An employee at Tailspin Toys has entered second quarter income and expense data into a worksheet. You will enter formulas to calculate monthly and quarterly totals.

GET READY. LAUNCH Excel if it is not already running.

1. **OPEN** ***Tailspin Toys*** from the data files for this lesson.
2. Select **E4** and key =B4+C4+D4 and press **Enter**.
3. Select **B6**. On the Formulas tab, in the Function Library group, click **Insert Function**.

@ The ***Tailspin Toys*** file for this lesson is available on the book companion website or in WileyPLUS.

8-1
Continued

4. In the Insert Function dialog box, select **SUM** and click **OK**.
5. In the Function Arguments dialog box, click the **Collapse Dialog** button and click **B4**. Key - and click **B5**.
6. Click the **Expand Dialog** button and click **OK** to close the dialog box.
7. Select **B6** and use the fill handle to copy the formula to C6:D6.
8. Click **B11** and click **AutoSum** in the Function Library group. Press **Enter** to accept B8:B10 as the cells to total.
9. Select **B11** and use the fill handle to copy the formula to C11:D11.
10. Select **B13** and click **Insert Function** in the Function Library group. On the Insert Function dialog box, SUM will be the default. Click **OK**.
11. Click the **Collapse Dialog** button for Number1 and click **B6**. Key - and click **B11**. Press **Enter** and click **OK** to close the dialog box.
12. Select **B13** and use the fill handle to copy the formula to C13:D13.
13. Select **E4**. Click **AutoSum** in the Function Library group. Press **Enter** to accept the range as B4:D4. Copy the formula to E5:E14. Then delete the data in cells E7 and E12.
14. Select **B15**, key **=B13-B14**, and press **Enter**. Copy the formula to C15:E15.
15. **SAVE** the workbook as ***Tailspin Toys 8-1*** and then **CLOSE** the file.

LEAVE Excel open to use in the next project.

*

Project 8-2: Use AutoSum to Total Sales; Calculate Percentage of Increase

Blue Yonder Airlines has created a workbook to analyze sales for its first four years of operation. Enter formulas to determine the total sales for each division and the percentage increase/decrease each year.

@ The ***Blue Yonder*** file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. LAUNCH Excel if it is not already running.

1. **OPEN** the ***Blue Yonder*** data file for this lesson.
2. Select **F4** and click **AutoSum** in the Function Library group on the Formulas tab.
3. Press **Enter** to accept **B4:E4** as the range to add.
4. Use the fill handle to copy the formula in **F4** to **F5:F8**.
5. Select **B12** and key **=(C4-B4)/C4**. Press **Enter**. This formula calculates the percentage increase in sales from 2005 to 2006. The numbers in parentheses yield the amount of the increase. The increase is then divided by the 2006 sales.
6. Select **B12**. Use the fill handle to copy the formula to **B13:B15**.
7. With the cell range **B12:B15** still selected, use the fill handle to copy the formulas in the selected range to **C12:D15**.
8. Select **F12**. Key **=(E4-B4)/E4** and press **Enter**. This enters a formula to calculate the percentage increase from the first year (2005) to the most recent (2008).
9. Copy the formula in **F12** to **F13:F15**.
10. **SAVE** the workbook as ***Blue Yonder 8-2*** and then **CLOSE** the file.

LEAVE Excel open for the next project.

Competency Assessment

Project 10-1: Create a Pie Chart

Blue Yonder Airlines has created a workbook to analyze sales for its first four years of operation. The manager wants to create charts that reflect an analysis of the data.

@ The ***BY Financials*** file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. LAUNCH Excel.

1. **OPEN** the ***BY Financials*** file for this lesson.
2. On the Income worksheet, select **A3:A7**. Press **Ctrl** and select **E3:E7**.
3. Click the **Insert** tab. Click **Pie** and click **Pie in 3-D**.
4. Click **Layout 1** in the Chart Layouts group on the Design tab.
5. Click **Move Chart Location**.
6. Select **New Sheet** and click **OK**.
7. Right-click the **Chart1** tab and click **Rename**.
8. Key **2008 Income Chart** and press **Enter**.
9. **SAVE** the workbook as ***BY Financials 10-1***.
10. **CLOSE** the workbook.

LEAVE Excel open for the next project.

Project 10-2: Create a Bar Chart

Create a bar chart to analyze trends in Fourth Coffee's income before taxes.

@ The ***Financial History*** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the ***Financial History*** file for this lesson.
2. Make the Income worksheet active. Select **A4:F9** and click the **Insert** tab.
3. Click **Bar** in the Charts group, and click **100% Stacked Horizontal Cylinder**.
4. Click in the **Chart Area** and click the **Layout** tab.
5. Click **Legend** and click **Show Legend at Bottom**.
6. Click the **Chart Area** to display the move handles. Move the chart so that the top-left corner is aligned with B12.
7. Click the **bottom-right sizing handle** and increase the size of the chart so that it fills B12:G29.
8. **SAVE** the workbook as ***Financial History 10-2***.

LEAVE the workbook open to use in the next project.

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. A new, blank presentation appears on your screen when you launch PowerPoin

T F 2. Once a layout has been applied to a slide, it cannot be changed.

T F 3. When you save a presentation for the first time, the Save As dialog box appear

T F 4. If you want to be able to use a presentation with an older version of PowerPoint, you can save it by using the PowerPoint 97-2003 Presentation file format.

T F 5. Many PowerPoint templates feature a set of complementing colors, fonts, and effects called a layout.

T F 6. You can copy and paste content from most Windows applications into PowerPoint.

T F 7. One way to copy a slide is to right-click its thumbnail and then click Copy.

T F 8. Notes appear on the screen with the slides in Slide Show view.

T F 9. PowerPoint can print just the text of your slide without printing any graph via an Outline layout.

T F 10. If you use a printer that does not print in color, your slides will appear in grayscale when viewed in Print Preview.

Competency Assessment

Project 2-1: Tonight's Guest Speaker

As director of the Citywide Business Alliance, one of your jobs is to introduce the guest spea the organization's monthly meeting. To do this, you will create a new presentation from a th template, and then reuse a slide with information about the speaker from a different presen

GET READY. LAUNCH PowerPoint if it is not already running.

1. Click the File tab, and then click New to open the New Presentation window.
2. Click Themes. Click Apex and then click Create.

2-1 cont.

3. In the Click to Add Title placeholder box, type **Citywide Business Alliance.**
4. In the Click to Add Subtitle placeholder box, type **Guest Speaker: Stephanie Bourne.**
5. On the Home tab, click the arrow below the New Slide button to open its menu, and then click **Reuse Slides.**
6. In the Reuse Slides task pane, click the **Browse** button, and then click **Browse File.**
7. Navigate to the location where the sample files for this lesson are stored and open the ***Bourne.pptx*** presentation file.
8. In the Reuse Slides task pane, click **slide 1.** The slide is added to your new presentation. Close the task pane.
9. Click the **File,** and then click **Print.** The Print controls appear in Backstage view.
10. Click the Color button, and on the menu that appears, click **Grayscale.**
11. Click the **Full Page Slides** button, and on the menu that appears, click **2 Slides.**
12. Click **Print** to print the handout in grayscale mode.
13. Click the **File** tab and click **Save As.**
14. Open the Save as type drop-down list and click **PowerPoint 97-2003 Presentation.**
15. Navigate to the folder where you want to save the presentation.
16. Select the text in the File name box, press **Delete,** and then type **Speaker.**
17. Click **Save.** If the Compatibility Checker task pane appears, click **Continue.**
18. **CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

@ The ***Bourne*** file is available on the book companion website or in WileyPLUS.

Project 2-2: Advertise with Us

BLANK DOC.

As an account manager for The Phone Company, you are always trying to convince potential customers of the benefits of advertising in the local phone directory. A PowerPoint presentation can help you make your case. You need to create a presentation from a Word document that lists some reasons why businesses should purchase ad space in your directory.

GET READY. LAUNCH PowerPoint if it is not already running.

1. If you start PowerPoint, a new blank presentation appears automatically. If PowerPoint was already running and there is not a new blank presentation open, press **Ctrl+N** to start a new blank presentation.
2. Click in the slide's title placeholder, and then type **Why Advertise with Us?.**
3. Click in the subtitle placeholder, and then type **The Phone Company.**
4. Click outside the text placeholder to clear its border.
5. On the Ribbon's Home tab, click the **New Slide drop-down arrow.** At the bottom of the gallery of slide layouts, click **Slides from Outline.**
6. In the Insert Outline dialog box, locate and select the Microsoft Word document named ***Ad Benefits.*** Click **Insert.** PowerPoint inserts five new slides using content from the outline.
7. Switch to Slide Sorter view. Drag slide 5 to a new position between slides 1 and 2.
8. Click **slide 6,** and then press **Delete** to remove the slide from the presentation.
9. Switch to Notes Page view, and then go to slide 1.
10. Click in the text box below the slide, and then type **Give the client a copy of the directory.**
11. Switch to Normal view.
12. On the Quick Access Toolbar, click **Save.** The Save As dialog box opens.
13. Navigate to the folder where you want to save the presentation.
14. Replace the default name in the File name box with **Benefits.**
15. Click **Save. CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

@ The ***Ad Benefits*** file is available on the book companion website or in WileyPLUS.

11. On slide 5, click the action button to open the *Contract Plans* file. Close Microsoft Word to return to the slide show.
12. Advance to slide 6 and click the website link. Close the browser and end the slide show.
13. **SAVE** the presentation and **CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

Proficiency Assessment

Project 4-3: Travel Tips

You are an assistant at Sunny Day Travel and your boss has created the beginnings of a presentation containing travel tips for various destination types. Because there will eventually be many slides per destination, you will organize the slides into sections for the destination types and make some changes to the slide master that will improve the slides' look.

The *Travel Tips* file is available on the book companion website or in WileyPLUS.

1. **OPEN** the *Travel Tips* presentation and save it as ***Travel Tips Sections.***
2. Go to slide 2. Notice that the title is obscured by the graphic.
3. Switch to Slide Master view, and select the slide master (the topmost slide in the left pane).
4. Drag the bottom border of the title placeholder upward so its bottom aligns with the 2″ mark on the vertical ruler.
5. Close Slide Master view, and confirm on slide 2 that the title no longer overlaps the graphic.
6. Create a section that starts with slide 3. Name it **Sand and Sun.**
7. Create a section that starts with slide 6. Name it **Adventure.**
8. Create a section that starts with slide 9. Name it **Cruise.**
9. Create a section that starts with slide 12. Name it **City.**
10. Create a section that starts with slide 15. Name it **Summary.**
11. Move the City section before the Cruise section.
12. On slide 2, select the graphic for **Sand and Sun**, and create a hyperlink that jumps to slide 3.
13. Create additional hyperlinks for the other three graphics, jumping to the first slide in their respective sections.
14. **SAVE** the presentation and **CLOSE** the file.

LEAVE PowerPoint open for use in the next project.

Project 4-4: Senior Meals

As the activities director for Senior Meal Services, you are responsible for educating your staff about the dietary recommendations for senior citizens. You have created a presentation, and now you will modify its slide master, theme, and colors to make it more appealing.

The *Meals* file is

1. **OPEN** the *Meals* presentation and save it as *Senior Meals*.