

CS165 Adv Microcomputer Apps (30-JUL-14 - 23-SEP-14 [31026])

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Home Course Assignment "Project 4D Strategy Session (Word)"

Charvis Dorismond

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 - Discussion "Sparklines vs. Char
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Assignment "Project 4D Strategy Session (Word)"

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Submissions accepted: 7/30/2014 | 12:00 AM
Review: Full, Anonymous: No

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Project 4D Strategy Session

Do Project 4D that begins on page 87 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|------------------------------------|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |

508

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PDA



Content-Based Assessments

Apply **4B** skills from these Objectives:

- 15 Change the Style Set and Paragraph Spacing of a Document
- 16 Insert a Chart and Enter Data into a Chart
- 17 Change a Chart Type
- 18 Format a Chart

Skills Review | Project 4D Strategy Session

In the following Skills Review, you will create a memo for Katherine Okubo, President of Lehua Hawaiian Adventures, which details the company's financial performance and provides strategies for the upcoming year. Your completed document will look similar to Figure 4.48.

Project Files

For Project 4D, you will need the following file:

w04D_Strategy_Session

You will save your document as:

Lastname_Firstname_4D_Strategy_Session

Project Results

Local Industry Assessment
There are numerous outdoor adventure companies in Hawaii. Travelers have many options to choose from. Our repeat customers, referrals, and our service qualities have helped us become one of the top companies in the industry.

ts. More travelers are researching their own options. We are redesigning our website and email newsletters that will be sent to travel agents and other industry professionals. We will make adjustments as necessary, such as adding new tour packages and making our website more user-friendly.

ating their satisfaction and suggestions. We will continue to monitor the feedback of our tours, on an appropriate level of activity and frequency.

ers value the affordability of our tours. In order to provide the services desired by the majority of our customers, we believe it is helpful to know the average age of our customers. The chart below shows a comparison of customers' ages, by gender, for the last three years.

Lehua Hawaiian Adventures

MEMO

TO: All Employees

FROM: Katherine Okubo, President

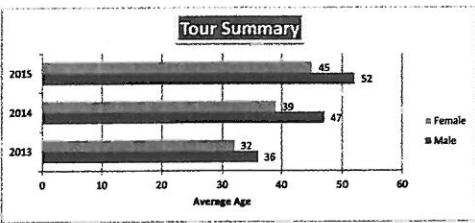
DATE: January 7, 2016

RE: Annual Review and Strategy Session

Lehua Hawaiian Adventures' annual business review and strategy session is scheduled for January 24 at 8:00 a.m. The meeting's focus is on the company's performance in 2015 and strategic planning for a successful year in 2016. We continue to see growth despite a slight reduction in tourism to Hawaii in recent years. In this session, we hope to focus on what has helped us attain that success so far and how we can continue to best meet the needs of our customers. In preparation for the meeting, please review the following information.

Tour Summary

Thanks to the dedication of our employees and the quality and value of our tours, Lehua Hawaiian Adventures has had yet another year of growth. To accommodate this growth, we have begun adding more of our most popular tours to the schedule, creating new tours, and hiring new tour guides.



| Year | Female | Male |
|------|--------|------|
| 2015 | 45 | 52 |
| 2014 | 39 | 47 |
| 2013 | 32 | 36 |

Lastname_Firstname_4D_Strategy_Session

Figure 4.48

(Project 4D Strategy Session continues on the next page)

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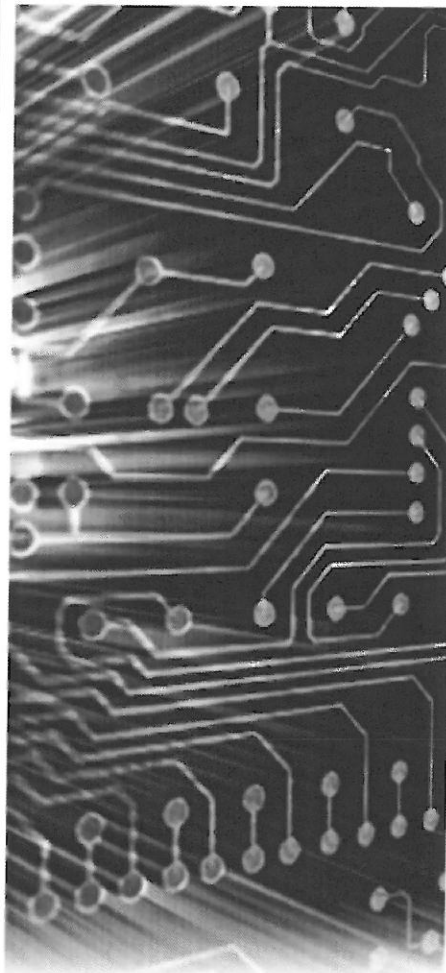
Review: Full, Anonymous: No

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Project 5C Awards Information (Word)

Do Project 5C that begins on page 144 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|--|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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Content-Based Assessments

Apply 5A skills from these Objectives:

- 1 Create a Web Page from a Word Document
- 2 Insert and Modify Hyperlinks in a Web Page
- 3 Create a Blog Post

Skills Review | Project 5C Awards Information

In the following Skills Review, you will modify and add hyperlinks to the Web page containing nomination information for the Employee of the Year Award that is given to outstanding individuals at Texas Spectrum Wireless. You will also create a blog related to the nomination process. Your completed documents will look similar to Figure 5.47, although your text wrapping may vary.

Project Files

For Project 5C, you will need the following files:

- w05C_Awards_Information
- w05C_Nomination_Form

You will save your documents as:

- Lastname_Firstname_5C_Awards_Information
- Lastname_Firstname_5C_Nomination_Form
- Lastname_Firstname_5C_Awards_Blog

Project Results

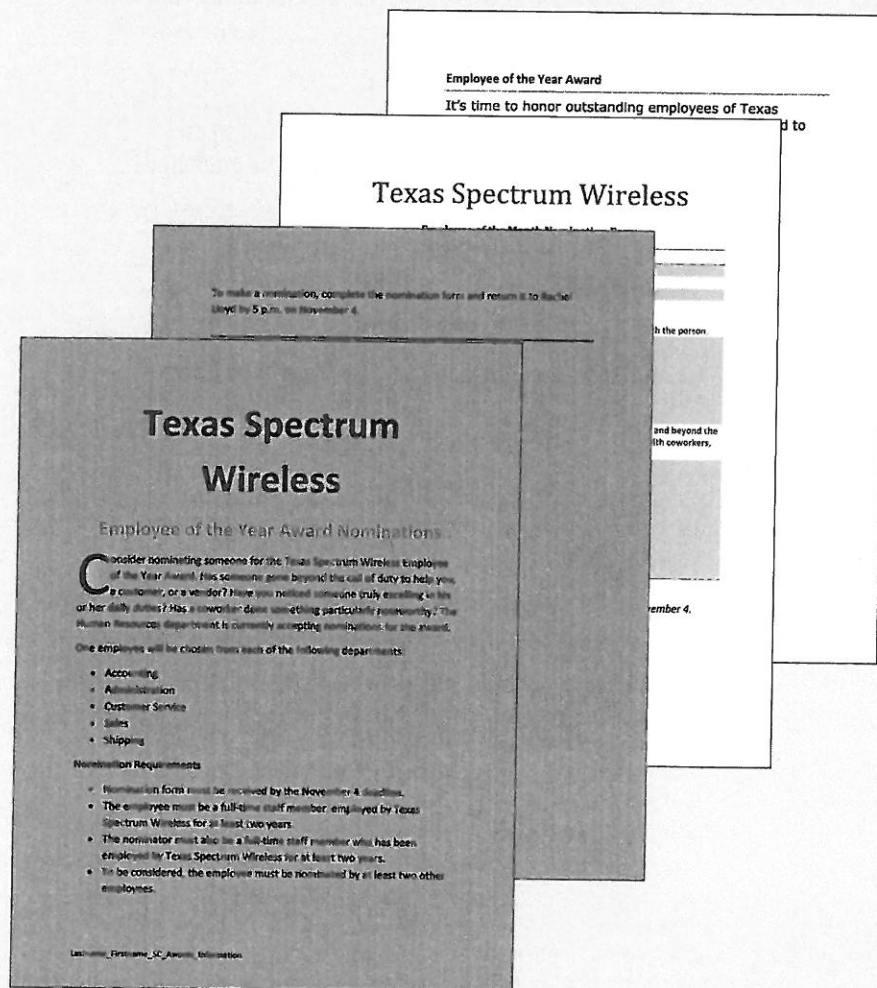


Figure 5.47

(Project 5C Awards Information continues on the next page)

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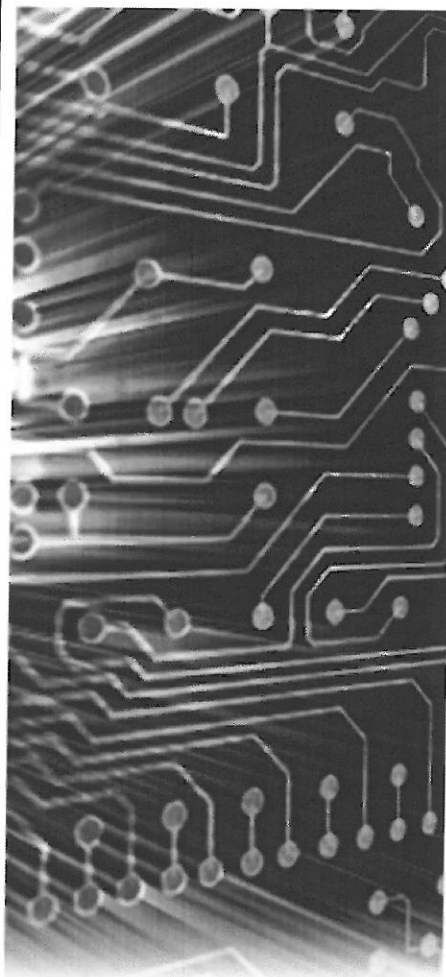
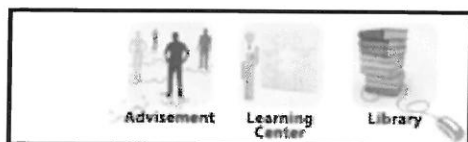
Review: Full, Anonymous: No

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Project 4D Quarterly Cost Report and Lookup Form (Excel)

Do Project 4D that begins on page 266 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|--|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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Apply **4B** skills from these Objectives:

- 4 Define Names
- 5 Use Defined Names in a Formula
- 6 Use Lookup Functions
- 7 Validate Data

Skills Review | Project 4D Quarterly Cost Report and Lookup Form

In the following Skills Review, you will assist Connor Fereday, the Vice President of Marketing at Rubanne Specialties, by defining names for ranges of cells in a workbook containing quarterly Store Supply costs and by adding lookup functions to a Packing Slip form so that an order taker can complete the form quickly. Your completed workbooks will look similar to Figure 4.40.

Project Files

For Project 4D, you will need the following files:

e04D_Store_Supplies
e04D_Packing_Slip

You will save your workbooks as:

Lastname_Firstname_4D_Store_Supplies
Lastname_Firstname_4D_Packing_Slip

Project Results

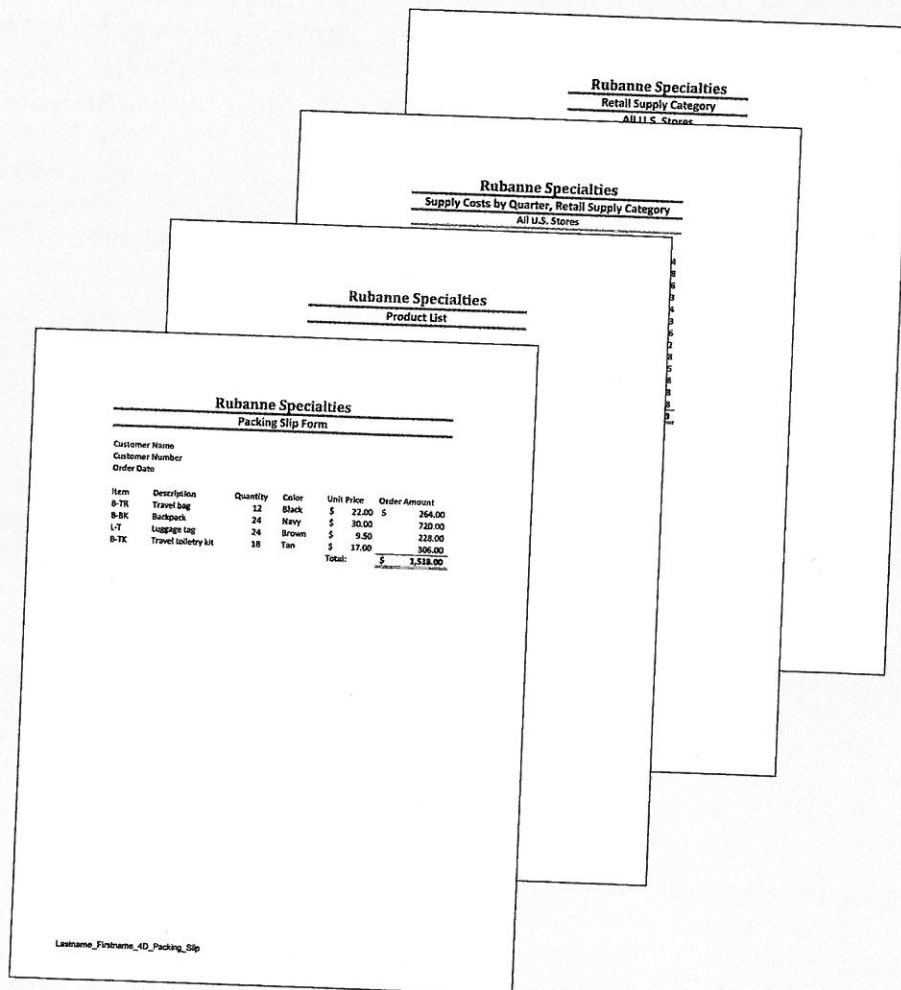


Figure 4.40

(Project 4D Quarterly Cost Report and Lookup Form continues on the next page)

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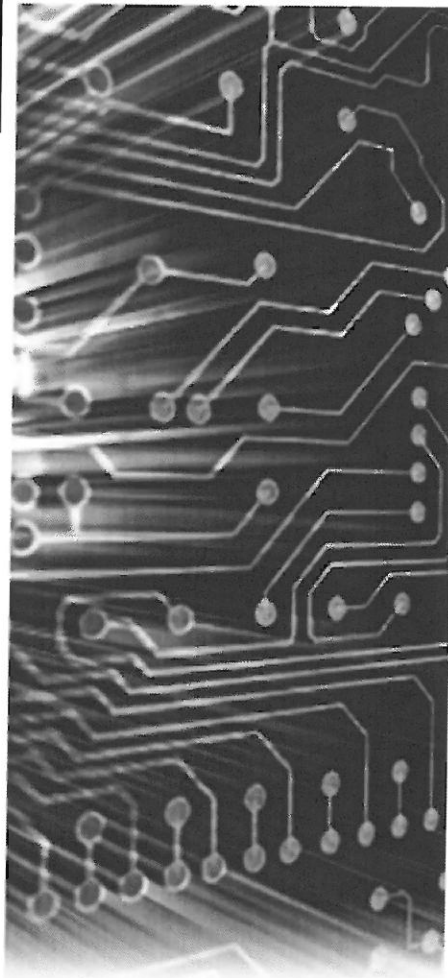
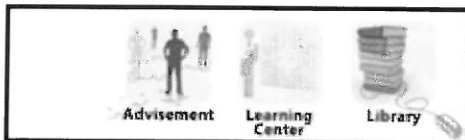
Review: Full, Anonymous: No

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Project 6G Internships and Travel Template (Excel)

Do Project 6G that begins on page 399 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|--|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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Content-Based Assessments

Apply **6A** and **6B** skills from these Objectives:

- 1 Create and Format Sparklines and a 3-D Column Chart
- 2 Create and Format a Line Chart
- 3 Create and Modify a SmartArt Graphic
- 4 Create and Modify an Organization Chart
- 5 Create an Excel Template
- 6 Protect a Worksheet
- 7 Create a Worksheet Based on a Template



Mastering Excel | Project 6G Internships and Travel Template

In the following project, you will assist Jan Stewart, Internship Coordinator, in tracking the number of internships by industry at each job fair and in creating a template to use for travel expenses. Your completed worksheets will look similar to Figure 6.48.

Project Files

For Project 6G, you will need the following files:

- e06G_Internships
- e06G_Travel_Expense

You will save your workbooks as:

- Lastname_Firstname_6G_Internships
- Lastname_Firstname_6G_Travel_Template
- Lastname_Firstname_6G_Silverton_Report

Project Results

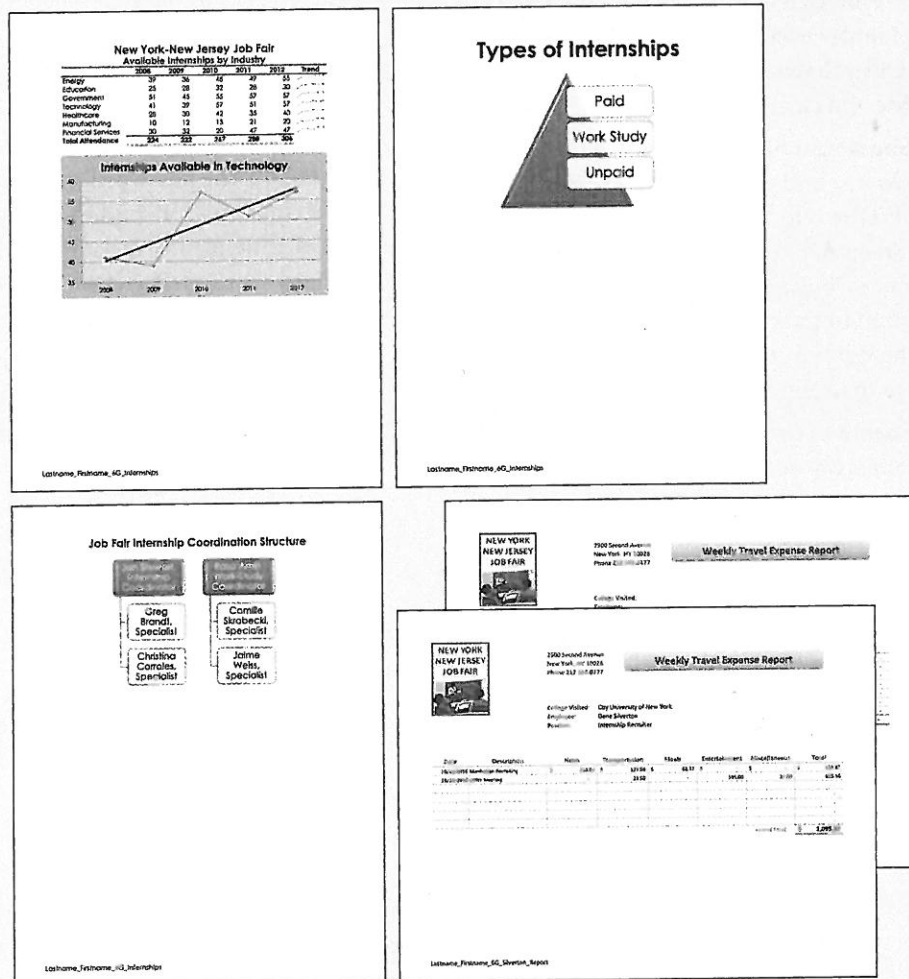


Figure 6.48

(Project 6G Internships and Travel Template continues on the next page)

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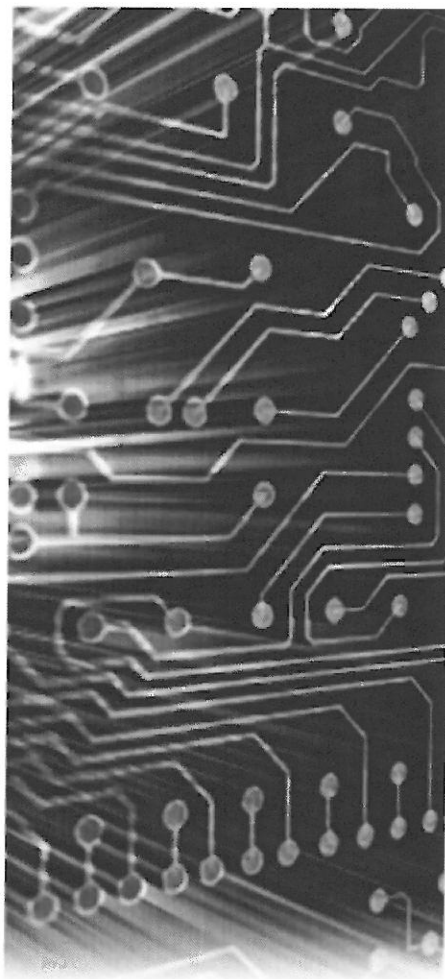
Review: Full, Anonymous: No

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Project 4D Airport Employees Networks (Access)

Do Project 4D that begins on page 467 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|------------------------------------|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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Instructions: Enter or paste your written work and/or click "Attachments" to upload your files.

Content-Based Assessments

Apply 4B skills from these Objectives:

- 4 Create a Table in Design View
- 5 Change Data Types
- 6 Create a Lookup Field
- 7 Set Field Properties
- 8 Create Data Validation Rules and Validation Text
- 9 Attach Files to Records

Skills Review | Project 4D Airport Employees

Joaquin Alonzo, City Manager of Westland Plains, Texas, has created a table to keep track of airport personnel. In the following Skills Review, you will add a table that stores records about the employees and modify the properties and customize the fields in the table. You will add features to the database table that will help to reduce data entry errors and that will make data entry easier. You will add attachments to records. Your completed table will look similar to Figure 4.52.

Project Files

For Project 4D, you will need the following files:

- a04D_Airport_Employees
- a04D_Service_Award
- A new blank Word document

You will save your files as:

- Lastname_Firstname_4D_Airport_Employees
- Lastname_Firstname_4D_Screens

Project Results

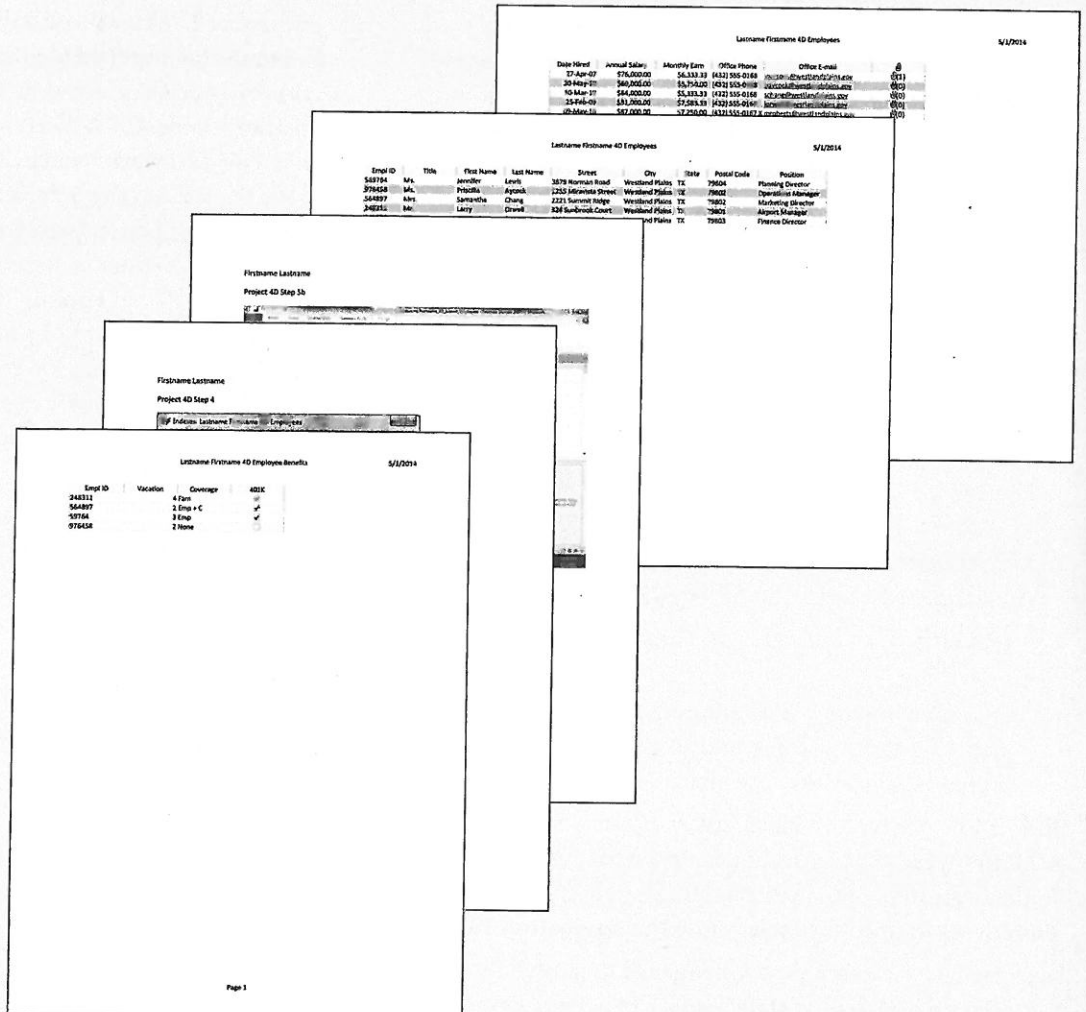


Figure 4.52

(Project 4D Airport Employees continues on the next page)

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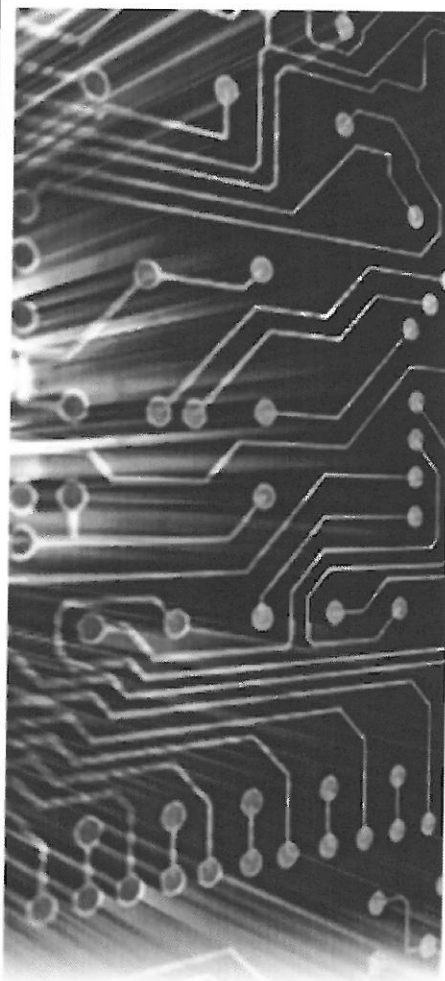
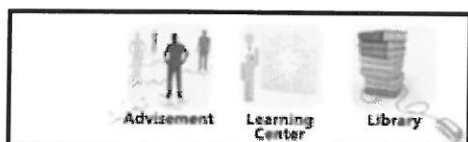
Review: Full, Anonymous: No

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Project 5C Payroll

Do Project 5C that begins on page 529 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|--|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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Content-Based Assessments

Skills Review | Project 5C Payroll (continued)

- 1** **Start Access.** Locate and open the **a05C_Payroll** file. Display **Backstage** view. **Save** the database in your **Access Chapter 5** folder as **Lastname_Firstname_5C_Payroll**
 - a. If necessary, enable the content or add the Access Chapter 5 folder to the Trust Center.
 - b. Rename the tables by adding **Lastname Firstname** to the beginning of each table name. **Close** the **Navigation Pane**.
- 2** On the Ribbon, click the **Create** tab. In the **Queries** group, click the **Query Design** button. In the **Show Table** dialog box, select the following three tables—**5C Employees**, **5C Payroll**, and **5C Timecard**. **Add** the tables to the Query design workspace, and then click **Close**. Expand the field lists.
 - a. From the **5C Employees** field list, add the following fields, in the order specified, to the design grid: **EmpID**, **Last Name**, and **First Name**.
 - b. From the **5C Payroll** field list, add the **Pay Rate** field.
 - c. From the **5C Timecard** field list, add the **Timecard Date** and the **Hours** field in this order. In the **Timecard Date** field **Criteria** row, type **6/29/2015**
 - d. In the **Field** row, right-click in the first cell in the first empty column to display a shortcut menu, and then click **Zoom**. In the **Zoom** dialog box, type **Gross Pay:[Pay Rate]*[Hours]** and then click **OK**. Press **[Enter]**. Run the query. Return to **Design** view.
 - e. If the **Gross Pay** does not show as currency, click in the **Gross Pay** field that you just added. On the **Design** tab, in the **Show/Hide** group, click the **Property Sheet** button. In the **Property Sheet**, on the **General** tab, click in the **Format** box, and then click the displayed **arrow**. In the list of formats, click **Currency**. On the **Property Sheet** title bar, click the **Close** button.
 - f. In the **Field** row, right-click in the first cell in the first empty column to display a shortcut menu, and then click **Zoom**. In the **Zoom** dialog box, type **Social Security:[Gross Pay]*0.062** and then click **OK**. Using the technique you just practiced, set a **Currency** format for this field if necessary. **Close** the Property Sheet.
 - g. In the **Field** row, right-click in the first cell in the first empty column to display a shortcut menu, and then click **Zoom**. In the **Zoom** dialog box, type **Net Pay:[Gross Pay]-[Social Security]** and then click **OK**. **Run** the query to display the payroll calculations.
 - h. In the **Records** group, click the **Totals** button. In the **Total** row, under **Net Pay**, click in the empty box, and then click the **arrow** at the left edge. From the displayed list, click **Sum**.
 - i. Adjust column widths to display all field names and all data under each field. On the **tab** row, right-click the **Query1** tab, and then click **Save**. In the **Save As** dialog box, under **Query Name**, type **Lastname Firstname 5C Net Pay** and then click **OK**. View the query in **Print Preview**, ensuring that the query prints on one page. If you are instructed to submit this result, create a paper or electronic printout. **Close** the query.
- 3** Create a new query in **Query Design**. Add the **5C Employees** table and the **5C Sales** table to the Query design workspace, and then **Close** the **Show Table** dialog box. Expand both field lists.
 - a. From the **5C Employees** field list, add **Last Name** to the first field box in the design grid. From the **5C Sales** table, add **Sales** to both the second and third field boxes.
 - b. On the **Design** tab, in the **Show/Hide** group, click the **Totals** button. In the design grid, in the **Total** row, under the first **Sales** field, click in the box displaying **Group By** to display the arrow, and then click the **arrow**. From the displayed list, click **Count**.
 - c. Under the second **Sales** field, click in the box displaying **Group By** to display the arrow, and then click the **arrow**. From the displayed list, click **Sum**.
 - d. In the design grid, in the **Sort** row, under **Last Name**, click in the box to display the arrow, and then click the **arrow**. From the displayed list, click **Ascending**. **Run** the query to display the total number of sales and the total amount of the sales for each associate.
 - e. If necessary, adjust column widths to display all field names and all data under each field. **Save** the query as **Lastname Firstname 5C Sales by Employee** View the query in **Print Preview**, ensuring that the query prints on one page. If you are instructed to submit this result, create a paper or electronic printout. **Close** the query.

(Project 5C Payroll continues on the next page)

Content-Based Assessments

Apply **6A** and **6B** skills from these Objectives:

1. Create a Form in Design View
2. Change and Add Controls
3. Format a Form
4. Make a Form User Friendly
5. Create a Report Based on a Query Using a Wizard



Mastering Access | Project 6G Wireless

Marty Kress, Vice President of Marketing for Sand Dollar Cafe Franchises, keeps a database on the wireless usage per franchise on a monthly basis. The individual restaurants report the number of customers using the wireless connections and the average length of usage per customer. In this project, you will design a form for the data entry of this data and design a report that can be used by Mr. Kress to plan next year's marketing strategies. Your completed work will look similar to Figure 6.50.

Project Files

For Project 6G, you will need the following files:

- a06G_Wireless
- a06G_Logo

You will save your database as:

Lastname_Firstname_6G_Wireless

Project Results

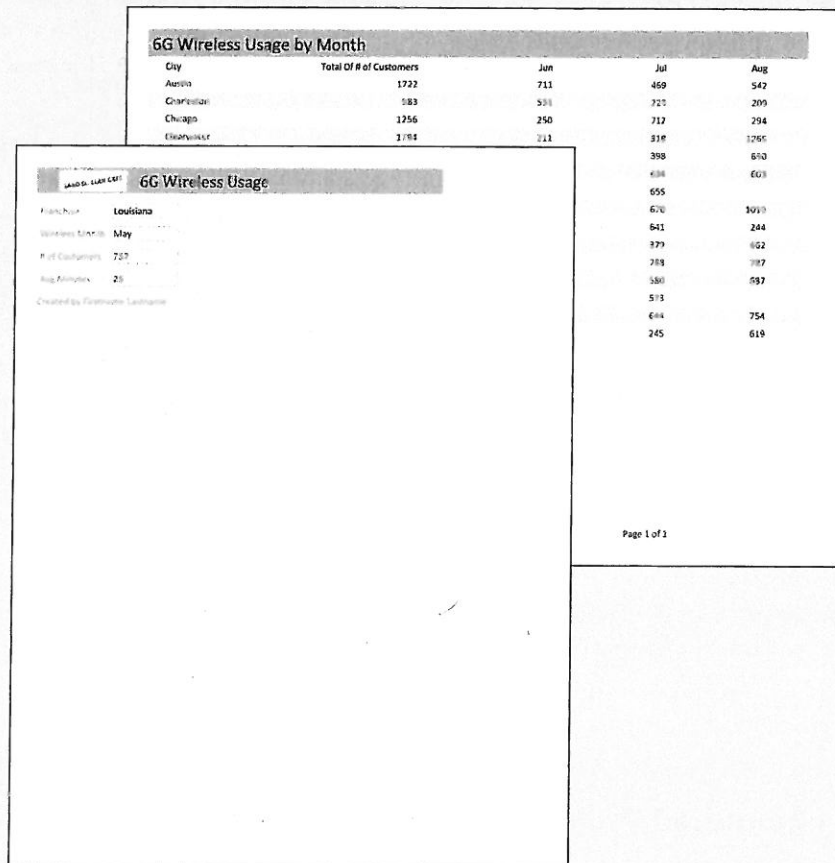


Figure 6.50

Submissions accepted: 7/30/2014 | 12:00 AM

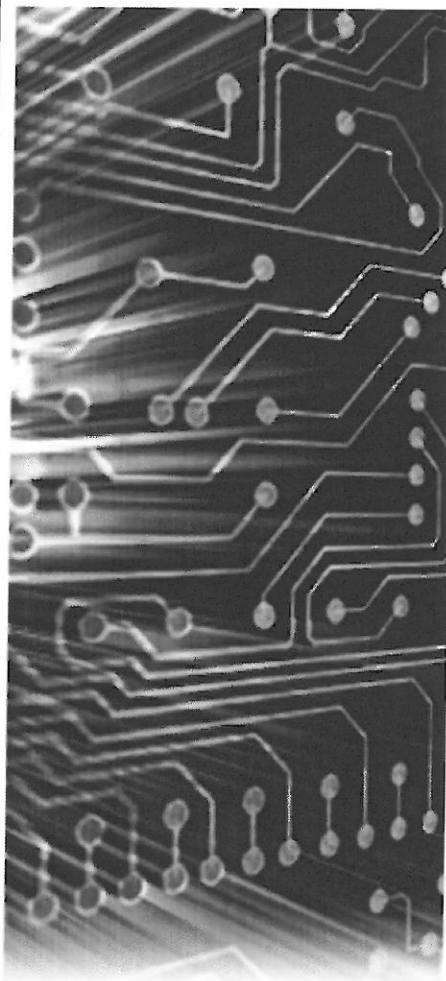
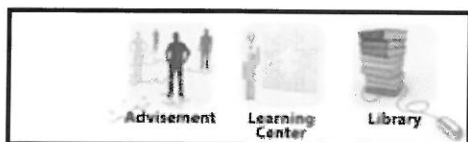
Review: Full, Anonymous: No

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Project 6G Wireless

Do Project 6G that begins on page 611 of your textbook. Submit the document by clicking the Attachments button to attach the file. Do not paste the document in the Message area.

| MS Office 2010 Grading Criteria | |
|--|-----|
| Use specified application features | 60% |
| Entered all the information | 20% |
| No errors in the information | 20% |



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