PARADIGM
EDUCATION SOLUTIONS

BENCHMARK SERIES

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Workbook

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PARADIGM
EDUCATION SOLUTIONS
St. Paul

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Contents

WORD 2016

EXCEL 2016

ACCESS 2016

POWERPOINT 2016

Microsoft® Word

CHAPTER 4

Formatting Pages

Study Tools

Study tools include a PowerPoint presentation and a list of chapter Quick Steps and Hint margin notes. Use these resources to help you further develop and review skills learned in this chapter.

Concepts Check

SNAP

Check your understanding by identifying application tools used in this chapter. If you are a SNAP user, launch the Concepts Check from your Assignments page..

Recheck

SNAP

Check your understanding by taking this quiz. If you are a SNAP user, launch the Recheck from your Assignments page.

Skills Exercise

SNAP

Additional activities are available to SNAP users. If you are a SNAP user, access these activities from your Assignments page.

Skills Assessment

Assessment 1

Data Files

Format a Cover Letter Document and Create a Cover Page

1. Open **CoverLetter.docx** and then save it with the name **4-CoverLetter**.
2. Change the left and right margins to 1.25 inches.
3. Move the insertion point to the beginning of the heading *Writing Cover Letters to People You Know* and then insert a blank page.
4. Insert a page break at the beginning of the heading *Writing Cover Letters to People You Don't Know*.
5. Move the insertion point to the beginning of the document and then insert the Filigree cover page.
6. Insert the following text in the specified fields:
   a. Type job search strategies in the *[DOCUMENT TITLE]* placeholder.
   b. Type Writing a Cover Letter in the *[Document subtitle]* placeholder.
   c. Type february 2, 2018 in the *[DATE]* placeholder.
   d. Type career finders in the *[COMPANY NAME]* placeholder.
   e. Delete the *[Company address]* placeholder.
7. Move the insertion point to anywhere in the title *WRITING A COVER LETTER* and then insert the Brackets 1 page numbering at the bottom of the page. (The page numbering will not appear on the cover page.)
8. Make the document active, turn on the display of nonprinting characters, move the insertion point to the blank line above the page break below the first paragraph of text in the document, and then press the Delete key six times. (This deletes the page break on the first page and the page break creating a blank page 2, as well as extra hard returns.) Turn off the display of nonprinting characters.
9. Save, print, and then close **4-CoverLetter.docx**.

Assessment 2

Data Files

Format an Intellectual Property Report and Insert Headers and Footers

1. Open **PropProtect.docx** and then save it with the name **4-PropProtect**.
2. Insert a page break at the beginning of the title *REFERENCES* (on the second page).
3. Change the top margin to 1.5 inches.
4. Change the page layout to landscape orientation.
5. Move the insertion point to the beginning of the document and then insert the Retrospect footer. Select the name at the left side of the footer and then type your first and last names.
6. Save the document and then print only page 1.
7. Change the page layout back to portrait orientation.
8. Apply the Moderate page margins.
9. Remove the footer.
10. Insert the Ion (Dark) header.
11. Insert the Ion (Dark) footer. Type property protection issues as the title and make sure your first and last names display at the right side of the footer.
12. Select the footer text (document name and your name), apply bold formatting, and then change the font size to 8 points.
13. Insert the DRAFT 1 watermark in the document.
14. Apply the Green, Accent 6, Lighter 80% page background color (last column, second row).
15. Save and then print **4-PropProtect.docx**.
16. With the document still open, change the paper size to Legal (8.5 inches by 14 inches).
17. Save the document with Save As and name it **4-PropProtect-Legal**.
18. Check with your instructor to determine if you can print legal-sized documents. If so, print page 1 of the document.
19. Save and then close **4-PropProtect-Legal.docx**.

Assessment 3

Data Files

Format a Real Estate Agreement

1. Open **REAgrmnt.docx** and then save it with the name **4-REAgrmnt**.
2. Find all occurrences of *BUYER* (matching the case) and replace them with *James Berman*.
3. Find all occurrences of *SELLER* (matching the case) and replace them with *Mona Trammell*.
4. Find all word forms of the word *buy* and replace them with *purchase*.
5. Search for all occurrences of 14-point Tahoma bold formatting in the standard dark red color and replace them with 12-point Constantia bold formatting in Black, Text 1.
6. Insert Plain Number 2 page numbering at the bottom center of the page.
7. Insert a page border with the following specifications:
   - Choose the first double-line border in the *Style* list box.
   - Change the color of the page border to the standard dark red color.
   - Change the width of the page border to 1 1/2 points.
8. Display the Border and Shading Options dialog box and then change the top, left, bottom, and right measurements to 30 points. ***Hint: Display the Border and Shading Options dialog box by clicking the Options button at the Borders and Shading dialog box with the Page Border tab selected***.
9. Save, print, and then close **4-REAgrmnt.docx**.

Visual Benchmark

Data Files

Format a Resume Styles Report

1. Open **Resumes.docx** and then save it with the name **4-Resumes**.
2. Format the document so it appears as shown in Figure WB-4.1 with the following specifications:
   a. Change the top margin to 1.5 inches.
   b. Change the line spacing for the entire document to 1.5 lines.
   c. Apply the Heading 1 style to the title and the Heading 2 style to the headings.
   d. Apply the Lines (Simple) style set.
   e. Apply the Savon theme.
   f. Apply the Blue Green theme colors.
   g. Change the paragraph spacing after the title to 9 points. Apply 6 points of paragraph spacing after the three headings.
   h. Insert the Austin cover page. Insert text in the placeholders and delete the placeholder as shown in the figure. (If a name displays in the author placeholder, delete it and then type your first and last names.)
   i. Insert the Ion (Dark) header and the Ion (Dark) footer.
3. Save, print, and then close **4-Resumes.**

Figure WB-4.1 Visual Benchmark

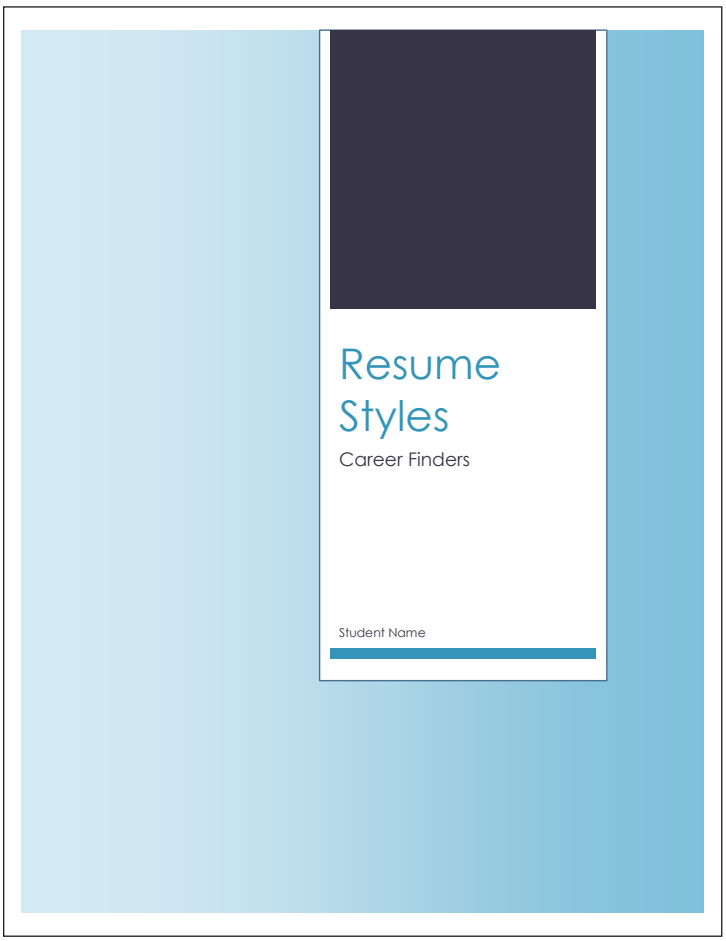


Figure WB-4.1 Visual Benchmark

1

RESUME STYLES

You can write a resume several different ways. The three most popular resume styles include: chronological resumes, functional resumes, and hybrid resumes. To these three we will add the structured interview resume. Although not used often, this resume format enables people to set out the benefits that they offer an employer in a conversational style. It's inviting to read and enables you to convey a lot of targeted information. It is particularly useful if you are able to anticipate the types of questions that will be asked at an interview. By presenting your resume in this way, you provide the employer with an expectation of how you might perform in an interview, giving the employer a reason to consider your application further.

The Chronological Resume

This resume style is the one many people use without thinking. It lists the individual's training and jobs by the date he or she started each of them. Typically, people list their most recent training or jobs first and proceed backward to the things they did in the past. This is called "reverse chronological" order. The components of this resume include:

- Personal contact information
- Employment history, including employers, dates of employment, positions held, and achievements
- Education qualifications
- Professional development

The Functional Resume

This is the style that emphasizes the skills of the individual and his or her
often used when the applicant lacks formal education, or his or her ed
qualifications are judged obsolete or irrelevant. If you have had many
clear pattern or progression, or your work history has several gaps, you
approach.

RESUME STYLES

2

The Hybrid Resume

This is an increasingly popular approach that combines the best of both the chronological resume and the functional resume. A hybrid resume retains much of the fixed order of the chronological resume, but it includes more emphasis on skills and achievements—sometimes in a separate section. The hybrid approach is the one that we recommend to most people. It provides a clear structure but requires the candidate to carefully consider his or her achievements and what he or she has to offer. Obviously, there is a limit to how long your resume should be. If you decide to use the hybrid style, you may wish to emphasize only the skills, knowledge, and abilities you have.

RESUME STYLES STUDENT NAME

Case Study

Part 1

Data Files

You work for Citizens for Consumer Safety, a nonprofit organization that provides information on household safety. Your supervisor, Melinda Johansson, has asked you to create an attractive document on smoke detectors. She will use the document as an informational handout during a presentation on smoke detectors. Open **SmokeDetectors.docx** and then save it with the name **4-SmokeDetectors-1**. Apply a style set, apply appropriate styles to the title and headings, and then apply a theme. Ms. Johansson has asked you to change the page layout to landscape orientation and to change the left and right margins to 1.5 inches. She wants to allow extra space at the left and right margins so audience members can write notes in these areas. Use the Help feature or experiment with the options in the Header & Footer Tools Design tab and figure out how to number pages on every page but the first page. Insert page numbering in the document that prints at the top right side of every page except the first page. Save, print, and then close **4-SmokeDetectors-1.docx**.

Part 2

Data Files

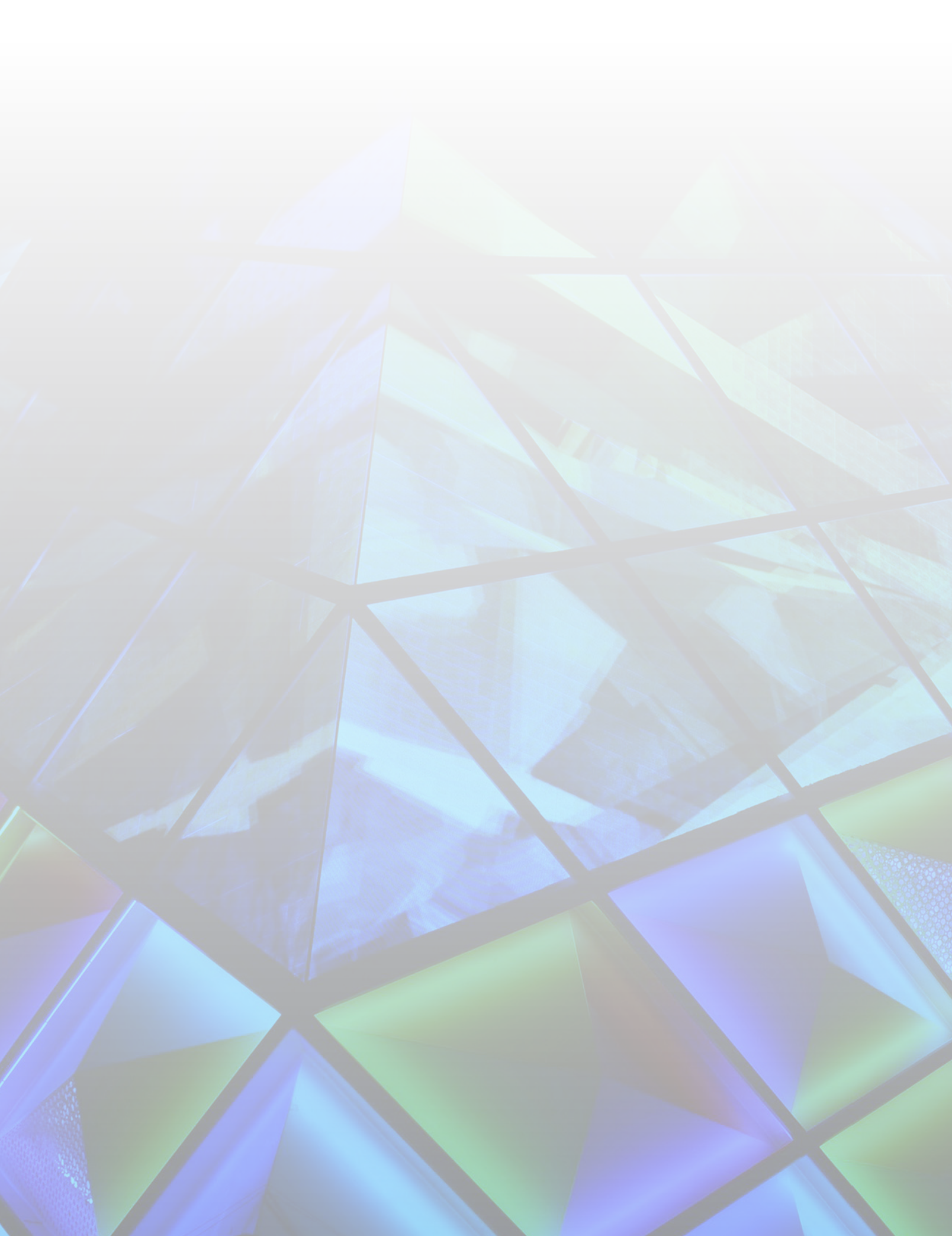
After reviewing the formatted document on smoke detectors, Ms. Johansson has decided that she would like it to print in the default orientation (portrait) and that she would like to see different theme and style choices. She has also decided that the term *smoke alarm* should be replaced with *smoke detector*. She has asked you to open and then make changes to the original document. Open **SmokeDetectors.docx** and then save it with the name **4-SmokeDetectors-2**. Apply styles to the title and headings and apply a theme to the document (other than the one you chose for Part 1). Search for all occurrences of *Smoke Alarm* and replace them with *Smoke Detector* matching the case. Search for all occurrences of *smoke alarm* and replace them with *smoke detector* without matching the case. Insert a cover page of your choosing and then insert the appropriate information in the page. Use the current date and your name as the author and delete all unused placeholders. Use the Help feature or experiment with the options in the Header & Footer Tools Design tab and figure out how to insert odd-page and even-page footers in a document. Insert an odd-page footer that prints the page number at the right margin and insert an even-page footer that prints the page number at the left margin. You do not want the footer to print on the cover page, so make sure you position the insertion point below the cover page before inserting the footers. Save, print, and then close **4-SmokeDetectors-2.docx**.

Part 3

Ms. Johansson has asked you to prepare a document on infant car seats and car seat safety. She wants this informational car seat safety document to be available for distribution at a local community center. Use the Internet to find websites that provide information on child and infant car seats and car seat safety. Using the information you find, write a report that covers at least the following topics:

- Description of types of car seats (such as rear-facing, convertible, forward-facing, built-in, and booster)
- Safety rules and guidelines
- Installation information
- Specific child and infant seat models
- Sites on the Internet that sell car seats
- Price ranges
- Internet sites that provide safety information

Format the report using styles and a theme and include a cover page and headers and/or footers. Save the completed document and name it **4-CarSeats**. Print and then close the document.



Microsoft®

Word Level 1

Unit 1 Performance Assessment

Data Files

Before beginning unit work, copy the WL1U1 folder to your storage medium and then make WL1U1 the active folder.

Assessing Proficiency

In this unit, you have learned to create, edit, save, and print Word documents. You have also learned to format characters, paragraphs, and pages.

Assessment 1

Data Files

Format a Document on Website Design

1. Open **Website.docx** and then save it with the name **U1-Website**.
2. Complete a spelling and grammar check.
3. Select the text from the paragraph that begins *Make your home page work for you.* through the end of the document and then apply bulleted formatting.
4. Select and then apply bold formatting to the first sentence of each bulleted paragraph.
5. Apply a single-line bottom border to the document title and apply Gold, Accent 4, Lighter 80% paragraph shading to the title.
6. Save and then print **U1-Website.docx**.
7. Change the top, left, and right margins to 1.5 inches.
8. Select the bulleted paragraphs, change the paragraph alignment to justified, and then apply numbered formatting.
9. Select the entire document and then change the font to 12-point Cambria.
10. Insert the text shown in Figure WB-U1.1 after paragraph number 2. (The number *3.* should be inserted preceding the text you type.)
11. Save, print, and then close **U1-Website.docx**.

Figure WB-U1.1 Assessment 1

Avoid a cluttered look. In design, less is more. Strive for a clean look to your pages, using ample margins and white space.

Assessment 2

Data Files

Format an Accumulated Returns Document

1. Open **ReturnChart.docx** and then save it with the name **U1-ReturnChart**.
2. Select the entire document and then make the following changes:
   a. Apply the No Spacing style.
   b. Change the line spacing to 1.5 lines.
   c. Change the font to 12-point Cambria.
   d. Apply 6 points of spacing after paragraphs.
3. Select the title *TOTAL RETURN CHARTS*, change the font to 14-point Corbel bold, change the alignment to centered, and apply Blue-Gray, Text 2, Lighter 80% paragraph shading (fourth column, second row in the *Theme Colors* section).
4. Bold the following text that appears at the beginnings of the second through the fifth paragraphs:
   Average annual total return:
   Annual total return:
   Accumulation units:
   Accumulative rates:
5. Select the paragraphs of text in the body of the document (all paragraphs except the title) and then change the paragraph alignment to justified.
6. Select the paragraphs that begin with the bolded words, sort the paragraphs in ascending order, and then indent the text 0.5 inch from the left margin.
7. Insert a watermark that prints *DRAFT* diagonally across the page.
8. Save, print, and then close **U1-ReturnChart.docx**.

Assessment 3

Data Files

Format a Computer Ethics Report

1. Open **FutureEthics.docx** and then save it with the name **U1-FutureEthics**.
2. Apply the Heading 1 style to the titles *FUTURE OF COMPUTER ETHICS* and *REFERENCES*.
3. Apply the Heading 2 style to the headings in the document.
4. Apply the Shaded style set.
5. Apply the Open paragraph spacing.
6. Apply the Parallax theme and then change the theme fonts to Garamond.
7. Center the two titles (*FUTURE OF COMPUTER ETHICS* and *REFERENCES*).
8. Add 6 points of paragraph spacing after each title and heading with the Heading 1 or Heading 2 style applied.
9. Hang-indent the paragraphs of text below the title *REFERENCES*.
10. Insert page numbering that prints at the bottom center of each page.
11. Save, print, and then close **U1-FutureEthics.docx**.

Assessment 4

Set Tabs and Type Income by Division Text in Columns

1. At a new blank document, type the text shown in Figure WB-U1.2 with the following specifications:
   a. Apply bold formatting to and center the title as shown.
   b. You determine the tab settings for the text in columns.
   c. Select the entire document and then change the font to 12-point Arial.
2. Save the document with the name **U1-Income**.
3. Print and then close **U1-Income.docx**.

Figure WB-U1.2 Assessment 4

INCOME BY DIVISION			
	2016	**2017**	**2018**
Public Relations	$14,375	$16,340	$16,200
Database Services	9,205	15,055	13,725
Graphic Design	18,400	21,790	19,600
Technical Support	5,780	7,325	9,600

Assessment 5

Set Tabs and Type Table of Contents Text

1. At a blank document, type the text shown in Figure WB-U1.3 with the following specifications:
   a. Apply bold formatting to and center the title as shown.
   b. You determine the tab settings for the text in columns.
   c. Select the entire document, change the font to 12-point Cambria, and then change the line spacing to 1.5 lines.
2. Save the document with the name **U1-TofC**.
3. Print and then close **U1-TofC.docx**.

Figure WB-U1.3 Assessment 5

TABLE OF CONTENTS

Assessment 6

Data Files

Format a Union Agreement Contract

1. Open **LaborContract.docx** and then save it with the name **U1-LaborContract**.
2. Find all occurrences of *REINBERG MANUFACTURING* and replace them with *MILLWOOD ENTERPRISES*.
3. Find all occurrences of *RM* and replace them with *ME*.
4. Find all occurrences of *LABOR WORKERS' UNION* and replace them with *SERVICE EMPLOYEES' UNION*.
5. Find all occurrences of *LWU* and replace them with *SEU*.
6. Select the entire document and then change the font to 12-point Cambria and the line spacing to double spacing.
7. Select the numbered paragraphs in the section *Transfers and Moving Expenses* and change them to bulleted paragraphs.

8. Select the numbered paragraphs in the section *Sick Leave* and change them to bulleted paragraphs.
9. Change to landscape orientation and change the top margin to 1.5 inches.
10. Save and then print **U1-LaborContract.docx**.
11. Change to portrait orientation and the left margin (previously the top margin) back to 1 inch.
12. Insert the Whisp cover page and then insert the current date in the date placeholder, the title *Union Agreement* as the document title, and *Millwood Enterprises* as the document subtitle. Select the author placeholder (or the name) at the bottom of the cover page and then type your first and last names. Delete the company name placeholder.
13. Move the insertion point to the page after the cover page, insert the Ion (Dark) footer, and then make sure *UNION AGREEMENT* displays in the title placeholder and your name displays in the author placeholder. If not, type UNION AGREEMENT in the title placeholder and your first and last names in the author placeholder.
14. Save, print, and then close **U1-LaborContract.docx**.

Assessment 7

Data Files

Copy and Paste Text in a Health Plan Document

1. Open **KeyLifePlan.docx** and then save it with the name **U1-KeyLifePlan**.
2. Open **PlanOptions.docx** and then display the Clipboard task pane. Make sure the Clipboard is empty.
3. Select the heading *Plan Highlights* and the six paragraphs of text below it and then copy the selected text to the Clipboard.
4. Select the heading *Plan Options* and the two paragraphs of text below it (the second paragraph flows onto the next page) and then copy the selected text to the Clipboard.
5. Select the heading *Quality Assessment* and the six paragraphs of text below it and then copy the selected text to the Clipboard.
6. Close **PlanOptions.docx**.
7. With **U1-KeyLifePlan.docx** open, display the Clipboard task pane.
8. Move the insertion point to the beginning of the heading *Provider Network*, paste the *Plan Options* item from the Clipboard, and merge the formatting.
9. With the insertion point positioned at the beginning of the heading *Provider Network*, paste *Plan Highlights* from the Clipboard and merge the formatting.
10. Move the insertion point to the beginning of the heading *Plan Options*, paste the *Quality Assessment* item from the Clipboard, and merge the formatting.
11. Clear the Clipboard and then close it.
12. Apply the Heading 1 style to the title *KEY LIFE HEALTH PLAN*.
13. Apply the Heading 2 style to the four headings in the document.
14. Change the top margin to 1.5 inches.
15. Apply the Lines (Simple) style set.
16. Apply the Compact paragraph spacing.
17. Apply the Red Orange theme colors.
18. Insert a double-line page border in the standard dark red color.
19. Insert the Slice 1 header.
20. Insert the Slice footer and type your first and last names in the author placeholder.
21. Insert a page break at the beginning of the heading *Plan Highlights*.
22. Save, print, and then close **U1-KeyLifePlan.docx**.

Assessment 8

Create and Format a Resume

1. Click the File tab, click the *New* option, and then double-click the *Single spaced (blank)* template. At the blank document, create the resume shown in Figure WB-U1.4. Change the font to Candara and apply the character, paragraph, border, shading, and bulleted formatting as shown in the figure.
2. Save the completed document with the name **U1-Resume**.
3. Print and then close **U1-Resume.docx**.

Figure WB-U1.4 Assessment 8

KIERNAN O'MALLEY

1533 Baylor Street East, Auburn, WA 98020 (253) 555-3912

NETWORK ADMINISTRATION PROFESSIONAL
Pursuing **CCNA Cloud certification** and **Network+** credentials
Proficient in Microsoft Office applications in Windows environment

EDUCATION

Information Systems (IS), Western Washington University, Bellingham, WA 2015
Medical Specialist, Seattle University, Seattle, WA .....2013 to 2015
Medical Terminology, Green River Community College, Auburn, WA..... 2012

APPLIED RESEARCH PROJECTS

Completed **Applied Research Projects (ARPs)**, in conjunction with IS degree requirements, covering all aspects of design and management of organizational technical resources, as follows:

- **Organizational Culture and Leadership** (2018): Evaluated the organizational culture of Bellevue Surgery Center's endoscopy unit and operating room (OR) in order to ensure that the mission and vision statements were being appropriately applied at the staff level.
- **Human Resources (HR) Management** (2018): Established a comprehensive orientation package for the Bellevue Surgery Center's clinical staff.
- **Strategic Management and Planning** (2017): Conducted internal/external environmental assessments in order to identify an approach for Bellevue Surgery Center to expand its OR facilities.
- **Financial Accounting** (2017): Created a quarterly operating budget for the Bellevue Surgery Center and implemented an expenditure tracking system.
- **Database Management Systems** (2016): Created an inventory-control system that optimizes inventory maintenance in a cost-effective manner.
- **Statistics and Research Analysis** (2016): Generated graphics to illustrate the Valley Hospital's assisted-reproduction success rate.
- **Management Support System** (2015): Identified solutions to resolve inventory-control vulnerabilities at minimal cost for Valley Hospital.

PROFESSIONAL EXPERIENCE

CERTIFIED SURGICAL TECHNOLOGIST

Bellevue Surgery Center, Bellevue, WA.....2016 to present
Valley Hospital, Renton, WA ..... 2014 to 2016
Kenmore Ambulatory Surgery Center, Kenmore, WA ..... 2012 to 2014
South Sound Medical Center, Auburn, WA..... 2011 to 2012

Writing Activities

The following activities give you the opportunity to practice your writing skills along with demonstrating an understanding of some of the important Word features you have mastered in this unit. Use correct grammar, appropriate word choices, and clear sentence construction. Follow the steps in Figure WB-U1.5 to improve your writing skills.

Activity 1

Write Steps on Using KeyTips

Use Word's Help feature to learn about KeyTips. To do this, press the F1 function key to open the Word Help window, type keytips, and then press the Enter key. Click the Keyboard shortcuts for Microsoft Word 2016 for Windows article hyperlink. Scroll down the article and then click the Navigate the ribbon with access keys hyperlink below the heading *In this article*. Read the information about accessing any command with a few keystrokes. (Read only the information in the section *Navigate the ribbon with only the keyboard*.)

At a blank document, write a paragraph summarizing the information you read in the Word Help article. After writing the paragraph, add steps on how to use KeyTips to accomplish the following tasks:

- Turn on bold formatting.
- Display the Font dialog box.
- Print the open document.

Save the completed document with the name **U1-KeyTips**. Print and then close **U1-KeyTips.docx**.

Activity 2

Write Information on Advanced Word Options

Use Word's Help feature and the search text *word options advanced* to learn how to customize display options at the Word Options dialog box with the *Advanced* option selected. After learning about the display options, create a document that describes the steps to change the display of the *Show this number of Recent Documents* option to *10*. Assume that the steps begin at a blank document. Describe the steps to turn on the *Quickly access this number of Recent Documents* option and change the number to *6*. Again, assume that the steps begin at a blank document. Add any additional information such as a title, heading, and/or explanatory text, that helps the reader understand the contents of the document. Save the completed document and name it **U1-DisplayOptions**. Print and then close **U1-DisplayOptions.docx**.

Figure WB-U1.5 The Writing Process

The Writing Process

Plan Gather ideas, select which information to include, and choose the order in which to present the information.

Checkpoints
- What is the purpose?
- What information does the reader need to reach your intended conclusion?

Write Following the information plan and keeping the reader in mind, draft the document using clear, direct sentences that say what you mean.

Checkpoints
- What subpoints support each main thought?
- How can you connect paragraphs so the reader moves smoothly from one idea to the next?

Revise Improve what is written by changing, deleting, rearranging, or adding words, sentences, and paragraphs.

Checkpoints
- Is the meaning clear?
- Do the ideas follow a logical order?
- Have you included any unnecessary information?
- Have you built your sentences around strong nouns and verbs?

Edit Check spelling, sentence construction, word use, punctuation, and capitalization.

Checkpoints
- Can you spot any redundancies or clichés?
- Can you reduce any phrases to an effective word (for example, change *the fact that* to *because*)?
- Have you used commas only where there is a strong reason for doing so?
- Did you proofread the document for errors that your spelling checker cannot identify?

Publish Prepare a final copy that can be reproduced and shared with others.

Checkpoints
- Which design elements, such as bold formatting and different fonts, will help highlight important ideas or sections?
- Will charts or other graphics help clarify meaning?

Internet Research

Research Business Desktop Computer Systems

You hold a part-time job at the local chamber of commerce, where you assist the office manager, Ryan Woods. Mr. Woods will be purchasing new desktop computers for the office staff. He has asked you to research on the Internet and identify at least three PCs that can be purchased directly over the Internet, and he wants you to put your research and recommendations in writing. Mr. Woods is looking for solid, reliable, economical, and powerful desktop computers with good warranties and service plans. He has given you a budget of $800 per unit.

Search the Internet for three desktop PC systems from three different manufacturers. Consider price, specifications (processor speed, amount of RAM, hard drive space, and monitor type and size), performance, warranties, and service plans when choosing the systems. Print your research findings and include them with your report.

Using Word, write a brief report in which you summarize the capabilities and qualities of each of the three computer systems you recommend. Include a final paragraph detailing which system you suggest for purchase and why. If possible, incorporate user opinions and/or reviews about this system to support your decision. Format your report using the concepts and techniques you learned in Unit 1. Save the report with the name **U1-InternetResearch**. Print and then close the file.

Microsoft® Excel®

Enhancing a Worksheet

CHAPTER 4

Study Tools

Study tools include a PowerPoint presentation and a list of chapter Quick Steps and Hint margin notes. Use these resources to help you further develop and review skills learned in this chapter.

Concepts Check

SNAP

Check your understanding by identifying application tools used in this chapter. If you are a SNAP user, launch the Concepts Check from your Assignments page..

Recheck

SNAP

Check your understanding by taking this quiz. If you are a SNAP user, launch the Recheck from your Assignments page.

Skills Exercise

SNAP

Additional activities are available to SNAP users. If you are a SNAP user, access these activities from your Assignments page.

Skills Assessment

Assessment 1

Data Files

Format a Data Analysis Worksheet

1. Open **DISemiSales.xlsx** and then save it with the name **4-DISemiSales**.
2. Make the following changes to the worksheet:
   a. Insert a formula in cell H4 that averages the amounts in the range B4:G4.
   b. Copy the formula in cell H4 down into the range H5:H9.
   c. Insert a formula in cell B10 that adds the amounts in the range B4:B9.
   d. Copy the formula in cell B10 into the range C10:H10. (Click the Auto Fill Options button and then click *Fill Without Formatting* at the drop-down list.)
   e. Apply the Accounting format to cell H4.
   f. Change to landscape orientation.
   g. Change the top margin to 2.8 inches and the left margin to 1.3 inches.
3. Save and then print **4-DISemiSales.xlsx**.
4. Make the following changes to the worksheet:
   a. Change back to portrait orientation.
   b. Change the top margin to 1 inch and the left margin to 0.7 inch.
   c. Horizontally and vertically center the worksheet on the page.
   d. Scale the worksheet so it fits on one page.
5. Save, print, and then close **4-DISemiSales.xlsx**.

Assessment 2

Data Files

Format a Test Results Worksheet

1. Open **CMTests.xlsx** and then save it with the name **4-CMTests**.
2. Make the following changes to the worksheet:
   a. Insert a formula in cell N4 that averages the test scores in the range B4:M4.
   b. Copy the formula in cell N4 down into the range N5:N21.

c. Type Average in cell A22.
d. Insert a formula in cell B22 that averages the test scores in the range B4:B21.
e. Copy the formula in cell B22 into the range C22:N22.
f. Insert a page break between columns G and H.

3. View the worksheet using Page Break Preview.
4. Change back to the Normal view.
5. Specify that the column titles (A3 through A22) are to print on each page.
6. Create a header that prints the page number at the right side of the page.
7. Create a footer that prints your name at the left side of the page and the workbook file name at the right side of the page.
8. Display the worksheet in Normal view.
9. Save and then print the worksheet.
10. Set a print area for the range N3:N22 and then print these cells.
11. Clear the print area.
12. Save and then close **4-CMTests.xlsx**.

Assessment 3 — Format an Equipment Rental Worksheet

Data Files

1. Open **HERInvoices.xlsx** and then save it with the name **4-HERInvoices**.
2. Insert a formula in cell H3 that multiplies the rate in cell G3 by the hours in cell F3. Copy the formula in cell H3 down into the range H4:H16.
3. Insert a formula in cell H17 that sums the amounts in the range H3:H16.
4. Complete the following finds and replaces:
   a. Find all occurrences of *75* and replace them with *90*.
   b. Find all occurrences of *55* and replace them with *60*.
   c. Find all occurrences of *Barrier Concrete* and replace them with *Lee Sand and Gravel*.
   d. Find all occurrences of 11-point Calibri and replace them with 10-point Cambria.
   e. After completing the finds and replaces, clear all formatting from the Format buttons.
5. Insert a header that prints the date at the left side of the page and the time at the right side of the page.
6. Insert a footer that prints your name at the left side of the page and the workbook file name at the right side of the page.
7. Print the worksheet centered horizontally and vertically on the page.
8. Save and then close **4-HERInvoices.xlsx**.

Assessment 4 — Format an Invoices Worksheet

Data Files

1. Open **RPInvoices.xlsx** and then save it with the name **4-RPInvoices**.
2. Insert a formula in cell G4 that multiplies the amount in E4 with the percentage in F4 and then adds the product to the amount in cell E4. (If you write the formula correctly, the result in G4 will display as *$488.25*.)
3. Copy the formula in cell G4 down into the range G5:G17, click the Auto Fill Options button, and then click the *Fill Without Formatting* option.
4. Complete a spelling check on the worksheet.
5. Find all occurrences of *Picture* and replace them with *Portrait*. (Do not press the spacebar after typing Picture or Portrait in the *Find what text* box because you also want to find occurrences of each word that end with an *s*. Make sure the *Match entire cell contents* check box does not contain a check mark.)
6. Sort the records by invoice number in ascending order (smallest to largest).

7. Complete a new sort that sorts the records by client number in ascending order (A to Z).
8. Complete a new sort that sorts by date in ascending order (oldest to newest).
9. Insert a footer in the worksheet that prints your name at the left side of the page and the current date at the right side of the page.
10. Display the worksheet in Normal view.
11. Center the worksheet horizontally and vertically on the page.
12. Save and then print **4-RPInvoices.xlsx**.
13. Select the range A3:G3 and then turn on the filter feature and complete the following filters:
    a. Filter and then print a list of rows containing client number 11-279 and then clear the filter.
    b. Filter and then print a list of rows containing the three highest amounts due and then clear the filter.
    c. Filter and then print a list of rows containing amounts due that are less than $500 and then clear the filter.
14. Save and then close **4-RPInvoices.xlsx**.

Assessment 5

Create a Worksheet Containing Keyboard Shortcuts

1. Use Excel's Help feature to learn about keyboard shortcuts in Excel. After reading the information presented, create a worksheet with the following features:
    - Create a title for the worksheet.
    - Include at least 10 keyboard shortcuts along with an explanation of each shortcut.
    - Set the data in cells in a typeface other than Calibri and change the data color.
    - Add borders to the cells. (You determine the border style.)
    - Add a fill color to cells. (You determine the color; make it complement the data color.)
    - Create a header that prints the date at the right margin and create a footer that prints your name at the left margin and the file name at the right margin.
2. Save the workbook and name it **4-KeyboardShortcuts**.
3. Print and then close **4-KeyboardShortcuts.xlsx**.

Visual Benchmark

Create and Format an Expense Worksheet

1. At a blank workbook, type the data in the cells as indicated in Figure WB-4.1 on the next page but **do not** type the data in the cells noted below. Instead, insert the formulas as indicated:
    - In the range N3:N8, insert a formula that sums the monthly expenses for the year.
    - In the range B9:N9, insert a formula that sums the monthly expenses for each month and the entire year.

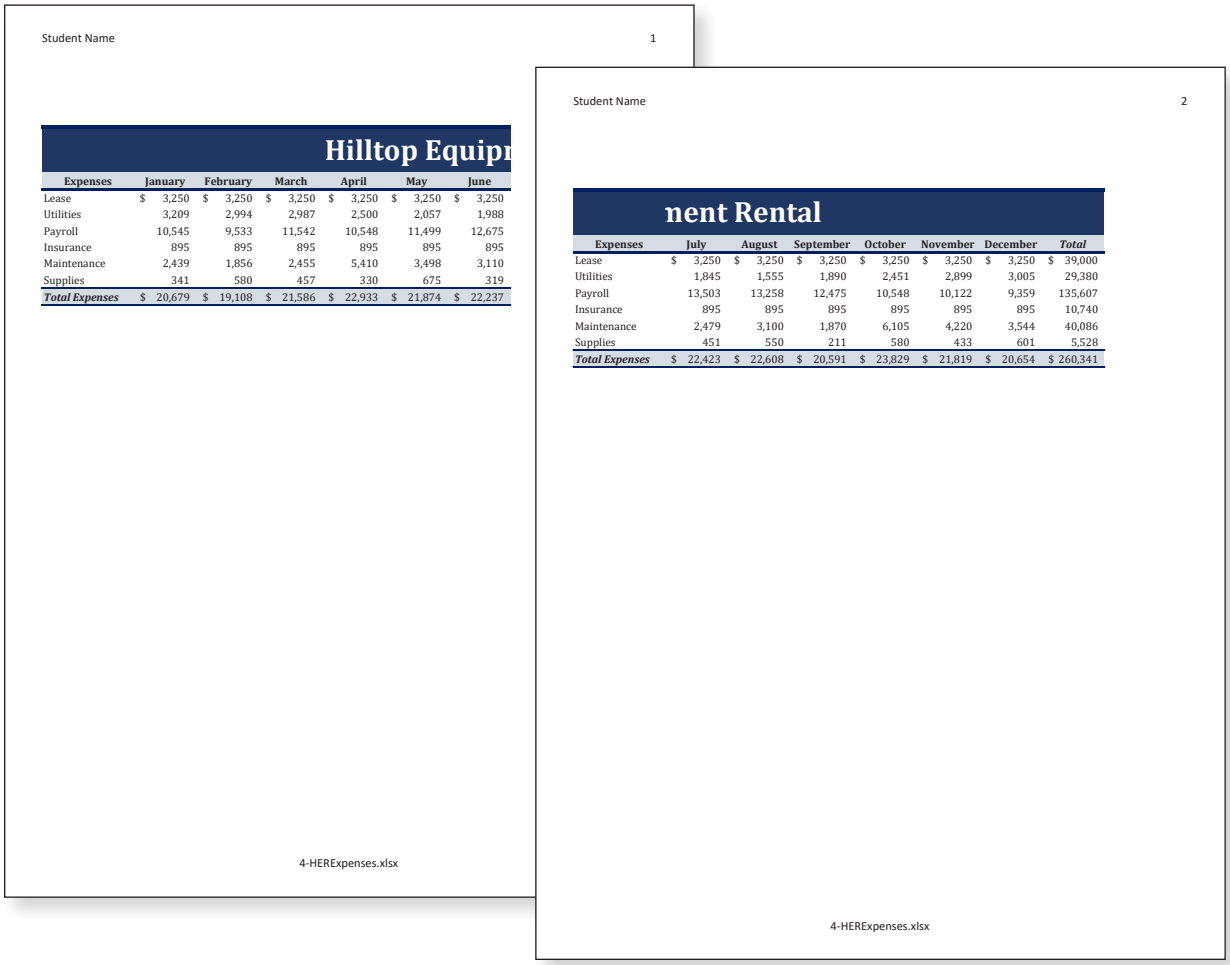
    (The results of your formulas should match the results you see in the figure.)
2. Change the left and right margins to 0.45 inch and change the top margin to 1.5 inches.
3. Apply formatting so your worksheet looks similar to the one shown in Figure WB-4.1. (Set the heading in 26-point Cambria and set the remaining data in 10-point Cambria. Apply bold formatting as shown in the figure.)
4. Save the workbook and name it **4-HERExpenses**.

5. Look at the printing of the worksheet shown in Figure WB-4.2 and then make the following changes:
    - Insert a page break between columns G and H.
    - Insert the headers and footer as shown.
    - Specify that the column titles print on the second page, as shown in Figure WB-4.2.
6. Save and then print **4-HERExpenses.xlsx**. (Your worksheet should print on two pages and appear as shown in Figure WB-4.2.)
7. Close **4-HERExpenses.xlsx**.

Figure WB-4.1 Visual Benchmark Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Hilltop Equipment Rental**													
2	**Expenses**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	***Total***
3	Lease	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 3,250	$ 39,000
4	Utilities	3,209	2,994	2,987	2,500	2,057	1,988	1,845	1,555	1,890	2,451	2,899	3,005	29,380
5	Payroll	10,545	9,533	11,542	10,548	11,499	12,675	13,503	13,258	12,475	10,548	10,122	9,359	135,607
6	Insurance	895	895	895	895	895	895	895	895	895	895	895	895	10,740
7	Maintenance	2,439	1,856	2,455	5,410	3,498	3,110	2,479	3,100	1,870	6,105	4,220	3,544	40,086
8	Supplies	341	580	457	330	675	319	451	550	211	580	433	601	5,528
9	***Total Expenses***	$ 20,679	$ 19,108	$ 21,586	$ 22,933	$ 21,874	$ 22,237	$ 22,423	$ 22,608	$ 20,591	$ 23,829	$ 21,819	$ 20,654	$ 260,341

Figure WB-4.2 Visual Benchmark Printed Pages



Case Study

Part 1

Data Files

You are a sales associate for Macadam Realty. Your supervisor has asked you to complete a form she started that contains information on sample mortgages. She wants to display the form in the reception area display rack. She has already inserted a formula (in cell G4) that calculates monthly payments using the PMT function. (You will learn more about this function in Chapter 7.) Open **MRMortgages.xlsx** and then save it with the name **4-MRMortgages-01**. Add the following information and make the following changes:

- In column C, insert a formula that determines the down payment amount.
- In column D, insert a formula that determines the loan amount.
- In column G, drag the formula in cell G4 down into the range G5:G47.
- Insert the date and time as a header and your name and the workbook name (**4-MRMortgages-01.xlsx**) as a footer.
- Find 11-point Calibri formatting and replace it with 11-point Candara formatting.
- Scale the worksheet so it prints on one page.

Save and then print **4-MRMortgages-01.xlsx**. After looking at the printed worksheet, you decide to make the following changes:

- Sort the values in the *Price of Home* column from smallest to largest.
- Change the percentage amount in column E from 6% to 7%.
- Shade the cells in row 4 that contain data in the Light-Gold color that matches the fill in cell A2. Copy this shading to every other row of cells in the worksheet (stopping at row 46).
- Apply the Accounting format with a dollar symbol ($) and no digits displayed after the decimal point to cells A4, C4, D4, and G4.

Save the edited worksheet with Save As and name it **4-MRMortgages-02**. Make sure the worksheet prints on one page. Save, print, and then close **4-MRMortgages-02.xlsx**.

Part 2

Data Files

In your position at Macadam Realty, you are responsible for preparing a worksheet that contains sales and commissions for the year. You will print the worksheet for distribution to staff members who attend an upcoming meeting. You have created the worksheet and included the sales and commission totals and now need to insert formulas and format the worksheet. Open **MRSalesComms.xlsx** and then save it with the name **4-MRSalesComms**. Make the following changes to the worksheet:

- Calculate the sales and commissions and insert the totals in the appropriate locations in the worksheet.
- Calculate the total sales and total commissions and insert the totals in the appropriate locations in the worksheet.
- Apply appropriate number formatting.
- Apply formatting so the worksheet is formatted similarly to the worksheet you prepared in Part 1.
- Change the top margin to 3 inches.
- Include a header that prints the page number and a footer that prints your name.

Save the worksheet and then print it so that the column titles (A4:A17) print on all three pages. After looking at the worksheet, you decide to make the following changes:

- Remove the column titles from printing on each page.
- Remove the header containing the page number.
- Edit the footer so the date prints at the left margin and your name prints at the right margin.
- Change to landscape orientation.
- Change the top margin to 2.5 inches.
- Scale the worksheet so it prints on one page.

Print, save, and then close **4-MRSalesComms.xlsx**.

Part 3

As a sales associate at Macadam Realty, you have Canadian clients that are interested in purchasing real estate in the United States. For those clients, you like to keep a dollar conversion worksheet available. Using the Internet, search for a site that converts US dollars to Canadian dollars. Determine the current currency exchange rate and then create a worksheet with the following specifications:

- Apply formatting that is similar to the formatting in the worksheets you worked with in Parts 1 and 2 of the case study.
- Create a column for home prices in US dollars with amounts that begin with $100,000, increase by increments of $50,000, and end with $1,000,000.
- Create a column for home prices converted to Canadian dollars. (Insert a formula in the column that converts the US dollar amounts for home prices to Canadian dollars.)
- Apply any other formatting you feel will improve the appearance of the worksheet.

Save the completed workbook and name it **4-CanadaPrices**. Display formulas and then print the worksheet. Turn off the display of formulas and then save and close the workbook.

Microsoft®

Excel® Level 1

Unit 1 Performance Assessment

Data Files

Before beginning the chapter work, copy the EL1U1 folder to your storage medium and then make EL1U1 the active folder.

Assessing Proficiency

In this unit, you have learned to create, save, print, edit, and format Excel worksheets; create and insert formulas; and enhance worksheets with features such as headers and footers, page numbering, sorting, and filtering.

Assessment 1

Data Files

Calculate Total, Maximum, Minimum, and Average Yearly Sales

1. Open **DISales.xlsx** and then save it with the name **U1-DISales**.
2. Insert in the range D4:D14 the appropriate sales totals.
3. Insert in cells B15, C15, and D15 the appropriate first-half, second-half, and total sales, respectively.
4. Insert in cell B17 a formula that inserts the maximum total sales amount from the range D4:D14.
5. Insert in cell B18 a formula that inserts the minimum total sales amount from the range D4:D14.
6. Insert in cell B19 a formula that inserts the average of total sales in the range D4:D14.
7. Apply the Accounting format to cell D4 with a dollar symbol ($). (Make sure the number of digits after the decimal point remains set at 0.)
8. Save, print, and then close **U1-DISales.xlsx**.

Assessment 2

Create a Worksheet with AutoFill and Calculate Hours and Gross Pay

1. Create the Excel worksheet shown in Figure WB-U1.1. Use AutoFill to fill in the days of the week and some of the hours.
2. Insert a formula in the range H4:H10 that calculates the total hours.
3. Insert a formula in the range J4:J10 that calculates the gross pay (total hours multiplied by pay rate).
4. Insert a formula in the range B11:J11 that calculates totals of the hours for the day so the week, total hours, pay rate, and gross pay.
5. Apply formatting to the cells as shown in the figure.
6. Change the page orientation to landscape.
7. Save the worksheet and name it **U1-CPPayroll**.

8. Turn on the display of formulas, print the worksheet (prints on two pages), and then turn off the display of formulas.
9. Save and then close **U1-CPPayroll.xlsx**.

Figure WB-U1.1 Assessment 2

	A	B	C	D	E	F	G	H	I	J	K
1	Capstan Products										
2	Payroll - Week Ended: March 16, 2018										
3	Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay	
4	Loftus, Maureen	8	8	8	8	8	0	40	$ 28.50	$1,140.00	
5	Banyai, Robert	3	3	3	3	0	8	20	15.35	307.00	
6	Martinez, Michelle	0	8	8	8	8	8	40	19.00	760.00	
7	Wilhelm, Marshall	0	5	5	5	5	8	28	13.50	378.00	
8	Ziegler, Cathleen	0	0	0	0	4	4	8	22.45	179.60	
9	Hope, Trevor	0	0	0	0	4	4	8	13.50	108.00	
10	Anthony, Charles	0	4	4	4	4	4	20	13.50	270.00	
11	**Total**	11	28	28	28	33	36	164	$ 125.80	$3,142.60	
12											

Assessment 3

Create a Sales Bonus Workbook

1. Create the Excel worksheet shown in WB-U1.2. Format the cells to match how they appear in the figure.
2. Insert a formula in the range D4:D11 that calculates the bonus amount (sales multiplied by bonus percentage).
3. Insert a formula in the range E4:E11 that calculates the net sales (sales minus bonus amount).
4. Insert the sum of the range B4:B11 in cell B12, the sum of the range D4:D11 in cell D12, and the sum of the range E4:E11 in cell E12.
5. Apply the Comma format with no digits after the decimal point to the range B5:B11 and the range D5:E11.
6. Apply the Accounting format with a dollar symbol and no digits after the decimal point to cells B4, D4, E4, B12, D12, and E12.
7. Insert a footer that prints your first and last names and the current date.
8. Print the worksheet centered horizontally and vertically on the page.
9. Save the workbook and name it **U1-SBASales**.
10. Close **U1-SBASales.xlsx**.

Assessment 4

Data Files

Format a Department Budget

1. Open **CMBudgets.xlsx** and then save it with the name **U1-CMBudgets**.
2. Insert a formula in cell C5 using an absolute cell reference to determine the projected budget with an increase of 10% over the current budget. (Use the number *1.1* in cell B3 when writing the formula.)
3. Insert formulas to total the budget amounts and the projected budget amounts.
4. Make cell A15 active and then use the NOW function to insert the current date and time.
5. Save and then print the worksheet.
6. Determine the projected budget with an increase of 5% over the current budget by changing the text in cell A3 to *5% Increase* and the number in cell B3 to *1.05*.
7. Save, print, and then close **U1-CMBudgets.xlsx**.

Figure WB-U1.2 Assessment 3

	A	B	C	D	E
1	Stanton & Barnet Associates				
2	Sales Department				
3	Associate	Sales	Bonus	Bonus Amount	Net Sales
4	Conway, Amanda	$ 101,450	5%		
5	Eckhart, Geneva	94,375	2%		
6	Farris, Edward	73,270	0%		
7	Greenwood, Wayne	110,459	5%		
8	Hagen, Chandra	120,485	5%		
9	Logan, Courtney	97,520	2%		
10	Pena, Geraldo	115,850	5%		
11	Rubin, Alex	76,422	0%		
12	Total				
13					

Assessment 5

Data Files

Format a Weekly Payroll Workbook

1. Open **CCPayroll.xlsx** and then save it with the name **U1-CCPayroll**.
2. Insert a formula in cell E3 that multiplies the hourly rate by the hours and then adds that amount to the product (multiplication) of the hourly rate by the overtime pay rate (1.5) by the overtime hours. (Use parentheses in the formula and use an absolute cell reference for the overtime pay rate. Refer to Chapter 2, Project 3c.) Copy the formula down into the range E4:E16.
3. Insert a formula in cell F3 that multiplies the gross pay by the withholding tax rate (W/H Rate). (Use an absolute cell reference for the cell containing the withholding rate. Refer to Chapter 2, Project 3c.) Copy the formula down into the range F4:F16.
4. Insert a formula in cell G3 that multiplies the gross pay by the social security rate (SS Rate). Use an absolute cell reference for the cell containing the social security rate. (Refer to Chapter 2, Project 3c.) Copy the formula down into the range G4:G16.
5. Insert a formula in cell H3 that adds the social security tax and the withholding tax and then subtracts that sum from the gross pay. (Refer to Chapter 2, Project 3c.) Copy the formula down into the range H4:H16.
6. Sort the employee last names alphabetically in ascending order (A to Z).
7. Center the worksheet horizontally and vertically on the page.
8. Insert a footer that prints your name at the left side of the page and the file name at the right side of the page.
9. Save, print, and then close **U1-CCPayroll.xlsx**.

Assessment 6

Data Files

Format a Customer Sales Analysis Workbook

1. Open **DIAnnualSales.xlsx** and then save it with the name **U1-DIAnnualSales**.
2. Insert formulas and copy formulas to complete the worksheet.
3. Insert in cell B11 the highest total from the range B10:M10. Insert in cell B12 the lowest total from the range B10:M10.
4. Change the orientation to landscape.
5. Insert a header that prints the page number at the right side of the page.
6. Insert a footer that prints your name at the right side of the page.
7. Center the worksheet horizontally and vertically on the page.
8. Specify that the column headings in the range A3:A12 print on both pages.
9. Save, print, and then close **U1-DIAnnualSales.xlsx**.

Assessment 7

Data Files

Format an Invoices Workbook

1. Open **RPInvoices.xlsx** and then save it with the name **U1-RPInvoices**.
2. Insert a formula in cell G4 that multiplies the amount in cell E4 by the percentage in cell F4 and then adds that amount to the amount in cell E4. (Use parentheses in this formula.)
3. Copy the formula in cell G4 down into the range G5:G18.
4. Apply the Accounting format with two digits after the decimal point and a dollar symbol to cell G4. Apply the Comma format with two digits after the decimal point to the range G5:G18.
5. Find all occurrences of *11-279* and replace them with *10-005*.
6. Find all occurrences of *8.5* and replace them with *9.0*.
7. Find all occurrences of the Calibri font and replace them with the Candara font. (Do not specify a type size so Excel replaces all sizes of Calibri with Candara.)
8. Print **U1-RPInvoices.xlsx**.
9. Filter and then print a list of rows that contain only the client number *04-325*. (After printing, return the list to *(Select All)*.)
10. Filter and then print a list of rows that contain only the service *Development*. (After printing, return the list to *(Select All)*.)
11. Filter and then print a list of rows that contain the three highest totals in the *Amount Due* column. (After printing, turn off the filter feature.)
12. Save and then close **U1-RPInvoices.xlsx**.

Writing Activities

The following activities give you the opportunity to practice your writing skills along with demonstrating an understanding of some of the important Excel features you have mastered in this unit. Use correct grammar, appropriate word choices, and clear sentence construction.

Activity 1

Plan and Prepare an Orders Summary Workbook

Plan and prepare a worksheet with the information shown in Figure WB-U1.3. Apply formatting of your choosing. Save the completed worksheet and name it **U1-OrdersSumm**. Print and then close **U1-OrdersSumm.xlsx**.

Figure WB-U1.3 Activity 1

Prepare a weekly summary of orders taken that itemizes the products coming into the company and the average order size. The products, order amounts, and average order sizes are as follow:

Black and gold wall clock: $2,450 worth of orders, average order size of 125 units
Traveling alarm clock: $1,358 worth of orders, average order size of 195 units
Waterproof watch: $890 worth of orders, average order size of 90 units
Dashboard clock: $2,135 worth of orders, average order size of 230 units
Pyramid clock: $3,050 worth of orders, average order size of 375 units
Gold chain watch: $755 worth of orders, average order size of 80 units

In the worksheet, calculate the price per unit for each item and total the amount of the orders. Sort the data in the worksheet by the order amount in descending order.

Activity 2

Prepare a Depreciation Workbook

Assets within a company, such as equipment, can be depreciated over time. Several methods are available for determining the amount of depreciation, such as the straight-line depreciation method, the fixed-declining balance method, and the double-declining method. Use Excel's Help feature to learn about two depreciation methods: straight-line and double-declining depreciation. (The straight-line depreciation function, SLN, and the double-declining depreciation function, DDB, are in the *Financial* category.) After reading about the two methods, create an Excel worksheet that describes the methods with the following information:

- An appropriate title
- A heading for straight-line depreciation
- The straight-line depreciation function
- The name of and a description of each straight-line depreciation function argument category
- A heading for double-declining depreciation
- The double-declining depreciation function
- The name of and a description of each double-declining depreciation function argument category

Apply formatting of your choosing to the worksheet. Save the completed workbook and name it **U1-DepMethods**. Print the worksheet centered horizontally and vertically on the page. Close **U1-DepMethods.xlsx**.

Activity
3

Data Files

Insert a Straight-Line Depreciation Formula

Open **RPDepreciation.xlsx** and then save it with the name **U1-RPDepreciation**. Insert the function to determine straight-line depreciation in cell E4. Copy the formula down into the range E5:E9. Print the worksheet centered horizontally and vertically on the page. Save and then close **U1-RPDepreciation.xlsx**.

Optional: Briefly research straight-line and double-declining depreciation to find out why businesses depreciate their assets. What purpose does it serve? Locate information about the topics on the Internet or in your school library. Then use Word 2016 to write a half-page, single-spaced report explaining the financial reasons for using depreciation methods. Save the document and name it **U1-DepReport**. Print and then close the document.

Internet Research

Create a Travel Planning Worksheet

Search for information on the Internet about traveling to a country that interests you. Find sites that provide cost information for airlines, hotels, meals, entertainment, and car rentals. Using the first week of the next month as the travel dates, create a planning worksheet for the country that includes the following:

- An appropriate title
- Appropriate headings
- Airline costs
- Hotel costs (off-season and in-season rates if available)
- Estimated meal costs
- Entertainment costs
- Car rental costs

Save the completed workbook and name it **U1-TrvlWksht**. Print and then close the workbook.

Microsoft® Access®

Creating and Modifying Tables in Design View

CHAPTER 4

Study Tools

Study tools include a PowerPoint presentation and a list of chapter Quick Steps and Hint margin notes. Use these resources to help you further develop and review skills learned in this chapter.

Concepts Check

SNAP

Check your understanding by identifying application tools used in this chapter. If you are a SNAP user, launch the Concepts Check from your Assignments page.

Recheck

SNAP

Check your understanding by taking this quiz. If you are a SNAP user, launch the Recheck from your Assignments page.

Skills Exercise

SNAP

Additional activities are available to SNAP users. If you are a SNAP user, access these activities from your Assignments page.

Skills Assessment

Assessment 1

Create an Employees Table with the Input Mask and Lookup Wizards

1. Create a new database and name it 4-Hudson.
2. Create the Employees table in Design view as shown in Figure WB-4.1 with the following specifications:
   a. Limit the *EmpID* field size to 4 characters, the *FirstName* and *LastName* fields to 20 characters, and the *Address* field to 30 characters.
   b. Create a default value of *Pueblo* for the *City* field since most of the employees live in Pueblo.
   c. Create a default value of *CO* for the *State* field, since all of the employees live in Colorado.

Figure WB-4.1 Employees Table in Design View

Employees

Field Name	Data Type	Description
EmpID	Short Text	Enter four-digit employee identification number
FirstName	Short Text	Enter employee first name
LastName	Short Text	Enter employee last name
Address	Short Text	Enter employee street address
City	Short Text	Pueblo automatically inserted
State	Short Text	CO automatically inserted
ZIP	Short Text	Enter employee ZIP code
Telephone	Short Text	Enter employee telephone number
Status	Short Text	Click down arrow and then click employee status
HireDate	Date/Time	Enter employee hire date

Figure WB-4.2 Employees Table in Datasheet View

Employees

EmpID	FirstName	LastName	Address	City	State	ZIP	Telephone	Status	HireDate	Click
1466	Samantha	O'Connell	9105 Pike Avenue	Pueblo	CO	81011	(719) 555-7658	Full-time	8/15/2016	
1790	Edward	Sorrell	9958 Franklin Avenue	Pueblo	CO	81006	(719) 555-3724	Full-time	11/15/2012	
1947	Brandon	Byrne	102 Hudson Avenue	Pueblo	CO	81012	(719) 555-1202	Full-time	8/1/2014	
1955	Leland	Hughes	4883 Caledonia Road	Pueblo	CO	81005	(719) 555-1211	Full-time	3/1/2016	
1994	Rosa	Martinez	310 Graham Avenue	Pueblo	CO	81004	(719) 555-8394	Part-time	8/15/2013	
2019	Jean	Perrault	123 Chinook Lake	Pueblo	CO	81012	(719) 555-4027	Full-time	11/15/2012	
2120	Michael	Turek	5503 East 27th Street	Boone	CO	81025	(719) 555-5423	Full-time	3/15/2014	
2301	Gregory	Nitsche	12055 East 18th Street	Pueblo	CO	81007	(719) 555-6657	Part-time	3/15/2013	
2440	Bethany	Rosario	858 West 27th Street	Pueblo	CO	81012	(719) 555-9481	Part-time	2/15/2017	
3035	Alia	Shandra	7740 West Second Street	Avondale	CO	81022	(719) 555-0059	Temporary	2/1/2016	
3129	Gloria	Cushman	6590 East 14th Street	Pueblo	CO	81006	(719) 555-0332	Temporary	5/1/2018	
3239	Rudolph	Powell	8874 Hood Avenue	Pueblo	CO	81008	(719) 555-2223	Temporary	4/1/2018	
4002	Alice	Murray	4300 East 14th Street	Pueblo	CO	81003	(719) 555-4230	Contract	9/12/2012	
4884	Simon	Banister	1022 Division Avenue	Boone	CO	81025	(719) 555-2378	Contract	5/15/2018	
				Pueblo	CO					

d. Create an input mask for the telephone number.
e. Use the Lookup Wizard to specify field choices for the *Status* field and include the following choices: *Full-time*, *Part-time*, *Temporary*, and *Contract*.

3. Save the table, switch to Datasheet view, and then enter the records as shown in Figure WB-4.2.
4. Adjust the column widths.
5. Save the table and then print it in landscape orientation.
6. Switch to Design view and then add a row immediately above the *FirstName* row. Type Title in the *Field Name* field, limit the field size to 20 characters, and type the description Enter employee job title.
7. Delete the *HireDate* field.
8. Move the *Status* field so it is positioned between the *EmpID* and the *Title* rows.
9. Save the table and then switch to Datasheet view.
10. Enter the following information in the *Title* field:

EmpID	Title	EmpID	Title
1466	Design Director	*2301*	Assistant
1790	Assistant	*2440*	Assistant
1947	Resources Director	*3035*	Clerk
1955	Accountant	*3129*	Clerk
1994	Assistant	*3239*	Assistant
2019	Production Director	*4002*	Contractor
2120	Assistant	*4884*	Contractor

11. Apply the following text formatting to the table:
    a. Change the font to Arial and the font size to 10 points.
    b. Center the data in the *EmpID* column and the *State* column.
    c. Apply the Aqua Blue 2 alternating row color (ninth column, third row in the *Standard Colors* section).
12. Adjust the column widths.
13. Save the table and then print it in landscape orientation with left and right margins of 0.5 inch.
14. Find all occurrences of *Director* and replace them with *Manager*. ***Hint: Position the insertion point in the first entry in the*** **Title** ***column and then display the Find and Replace dialog box. At the dialog box, change the*** **Match** ***option to*** **Any Part of Field.**

15. Find all occurrences of *Assistant* and replace them with *Associate*.
16. Save the table and print it in landscape orientation with left and right margins of 0.5 inch, and then close it.
17. Sort the table by the *LastName* field in ascending order.
18. Close the table.

Assessment 2 Create a Projects Table

1. With **4-Hudson.accdb** open, create a Projects table in Design view. Include the following fields (making sure the *ProjID* field is identified as the primary key field) and create an appropriate description for each field:

Field Name	Data Type
ProjID	Short Text (field size = 4 characters)
EmpID	Short Text (field size = 4 characters)
BegDate	Date/Time
EndDate	Date/Time
EstCosts	Currency

2. Save the table, switch to Datasheet view, and then type the following data in the specified fields:

ProjID	08-A	*ProjID*	08-B
EmpID	2019	*EmpID*	1466
BegDate	8/1/2018	*BegDate*	8/15/2018
EndDate	10/31/2018	*EndDate*	12/15/2018
EstCosts	$5,250.00	*EstCosts*	$2,000.00
ProjID	10-A	*ProjID*	10-B
EmpID	1947	*EmpID*	2019
BegDate	10/1/2018	*BegDate*	10/1/2018
EndDate	1/15/2019	*EndDate*	12/15/2018
EstCosts	$10,000.00	*EstCosts*	$3,500.00
ProjID	11-A	*ProjID*	11-B
EmpID	1466	*EmpID*	1947
BegDate	11/1/2018	*BegDate*	11/1/2018
EndDate	2/1/2019	*EndDate*	3/31/2019
EstCosts	$8,000.00	*EstCosts*	$12,000.00

3. Adjust the column widths.
4. Save, print, and then close the Projects table.

Assessment 3 Create an Expenses Table with a Validation Rule and Input Mask

1. With **4-Hudson.accdb** open, create an Expenses table in Design view. Include the following fields (making sure the *ItemID* field is identified as the primary key field) and include an appropriate description for each field:

Field Name	Data Type
ItemID	AutoNumber
EmpID	Short Text (field size = 4 characters)
ProjID	Short Text (field size = 4 characters)
Amount	Currency (Type a condition in the *Validation Rule* property box that states the entry must be $500 or less. Type an appropriate error message in the *Validation Text* property box.)
DateSubmitted	Date/Time (Use the Input Mask to control the date so it is entered as a short date.)

2. Save the table, switch to Datasheet view, and then type the following data in the fields (recall that Access automatically fills in the *ItemID* field):

EmpID	1466	*EmpID*	2019
ProjID	08-B	*ProjID*	08-A
Amount	$245.79	*Amount*	$500.00
DateSubmitted	09/04/2018	*DateSubmitted*	09/10/2018
EmpID	4002	*EmpID*	1947
ProjID	08-B	*ProjID*	10-A
Amount	$150.00	*Amount*	$500.00
DateSubmitted	09/18/2018	*DateSubmitted*	10/03/2018
EmpID	2019	*EmpID*	1947
ProjID	10-B	*ProjID*	10-A
Amount	$487.25	*Amount*	$85.75
DateSubmitted	10/22/2018	*DateSubmitted*	10/24/2018
EmpID	1466	*EmpID*	1790
ProjID	08-B	*ProjID*	08-A
Amount	$175.00	*Amount*	$110.50
DateSubmitted	10/29/2018	*DateSubmitted*	10/30/2018
EmpID	2120	*EmpID*	1466
ProjID	10-A	*ProjID*	08-B
Amount	$75.00	*Amount*	$300.00
DateSubmitted	11/05/2018	*DateSubmitted*	11/07/2018
EmpID	1466	*EmpID*	2019
ProjID	11-A	*ProjID*	10-B
Amount	$75.00	*Amount*	$300.00
DateSubmitted	11/14/2018	*DateSubmitted*	11/19/2018

3. Adjust the column widths.
4. Insert a *Total* row with the following specifications:
   a. Click the Totals button in the Records group on the Home tab.
   b. Click in the empty field in the *Amount* column in the *Total* row.
   c. Click the down arrow at the left side of the field and then click *Sum* at the drop-down list.
   d. Click in any other field.
5. Save, print, and then close the Expenses table.
6. Create a one-to-many relationship where *EmpID* in the Employees table field list box is the "one" and *EmpID* in the Expenses table field list box is the "many." (Enforce referential integrity and cascade fields and records.)
7. Create a one-to-many relationship where *EmpID* in the Employees table field list box is the "one" and *EmpID* in the Projects table field list box is the "many." (Enforce referential integrity and cascade fields and records.)
8. Create a one-to-many relationship where *ProjID* in the Projects table field list box is the "one" and *ProjID* in the Expenses table field list box is the "many." (Enforce referential integrity and cascade fields and records.)
9. Save the relationships, print the relationship report, close the relationship report without saving it, and then close the Relationships window.
10. Design and run a query that displays all full-time employees with the following specifications:

a. Insert the Employees table in the query window.
b. Insert the *EmpID*, *FirstName*, *LastName*, and *Status* fields.
c. Click the check box in the *EmpID* field in the *Show* row to remove the check mark. (This hides the EmpID numbers in the query results.)
d. Extract full-time employees.
e. Save the query and name it *FTEmpsQuery*.
f. Run the query.
g. Print and then close the query.

11. Design and run a query that displays projects managed by employee number 1947 with the following specifications:
    a. Insert the Employees table and Projects table in the query window.
    b. Insert the *EmpID*, *FirstName*, and *LastName* fields from the Employees table field list box.
    c. Insert the *ProjID* field from the Projects table field list box.
    d. Extract those projects managed by employee number 1947.
    e. Save the query and name it *ProjsByEmp1947Query*.
    f. Run the query.
    g. Print and then close the query.
12. Design and run a query that displays expense amounts over $250 and the employees submitting the expenses with the following specifications:
    a. Insert the Expenses table and Employees table in the query window.
    b. Insert the *ItemID*, *Amount*, and *DateSubmitted* fields from the Expenses table field list box.
    c. Insert the *FirstName* and *LastName* fields from the Employees table field list box.
    d. Hide the *ItemID* field in the query results by clicking the check box in the *ItemID* field in the *Show* row to remove the check mark.
    e. Extract those expense amounts over $250.
    f. Save the query and name it *ExpensesOver$250Query*.
    g. Run the query.
    h. Print and then close the query.
13. Design and run a query that displays expenses submitted by employee number 1947 with the following specifications:
    a. Insert the Employees table and Expenses table in the query window.
    b. Insert the *EmpID*, *FirstName*, and *LastName* fields from the Employees table field list box.
    c. Insert the *ProjID*, *Amount*, and *DateSubmitted* from the Expenses table field list box.
    d. Click the check box in the *EmpID* field in the *Show* row to remove the check mark. (This hides the EmpID numbers in the query results.)
    e. Extract those expenses submitted by employee number 1947.
    f. Save the query and name it *ExpensesBy1947Query*.
    g. Run the query.
    h. Print and then close the query.

Assessment 4 Edit the Employees Table

1. With **4-Hudson.accdb** open, open the Employees table.
2. Display the table in Design view, click in the *ZIP* field in the *Data Type* column,

and then click in the *Input Mask* property box in the *Field Properties* section.

3. Use the Input Mask Wizard to create a nine-digit zip code input mask.
4. Save the table and then switch to Datasheet view.
5. Delete the records for employee number 3035 (Alia Shandra), employee number 3129 (Gloria Cushman), and employee number 4884 (Simon Banister).
6. Insert the following new records:

EmpID	2286	*EmpID*	2970
Status	Full-time	*Status*	Full-time
Title	Associate	*Title*	Associate
FirstName	Erica	*FirstName*	Daniel
LastName	Bonari	*LastName*	Ortiz
Address	4850 55th Street	*Address*	12021 Cedar Lane
City	(Pueblo automatically inserted)	*City*	(Pueblo automatically inserted)
State	(CO automatically inserted)	*State*	(CO automatically inserted)
ZIP	81005-5002	*ZIP*	81011-1255
Telephone	(719) 555-1293	*Telephone*	(719) 555-0790

7. Adjust the width of the *ZIP* column. (Only the two new records will contain the nine-digit zip code.)
8. Save the Employees table.
9. Display the table in Print Preview, change to landscape orientation, and then change the left and right margins to 0.5 inch. Print and then close the table.
10. Close **4-Hudson.accdb**.

Visual Benchmark

Data Files

Design and Format a Query

1. Open **4-AlpineServices.accdb** and enable the content.
2. Design and run the query shown in Figure WB-4.3. (Make sure you include the calculated field to determine the order totals and the *Total* row.)
3. Change the font for the data in the query to 12-point Candara, add an alternating row color, and adjust column widths so your query displays in a manner similar to the query in Figure WB-4.3.
4. Save, print the query in landscape orientation, and then close the query.
5. Close **4-AlpineServices.accdb**.

Figure WB-4.3 Visual Benchmark

OrderTotal

OrderDate	SupplierName	ProductID	UnitsOrdered	UnitPrice	Total
5/4/2018	Manning, Inc.	101-S2R	15	$129.95	1949.25
5/4/2018	Manning, Inc.	101-S3B	15	$119.95	1799.25
5/4/2018	Freedom Corporation	209-L	25	$6.95	173.75
5/4/2018	Freedom Corporation	209-XL	25	$7.20	180
5/4/2018	Freedom Corporation	209-XXL	20	$7.29	145.8
5/4/2018	Freedom Corporation	210-L	25	$6.49	162.25
5/4/2018	Freedom Corporation	210-M	15	$6.49	97.35
5/18/2018	Sound Supplies	299-M2	10	$88.79	887.9
5/18/2018	Sound Supplies	299-M3	10	$88.79	887.9
5/18/2018	Sound Supplies	299-M5	10	$88.79	887.9
5/18/2018	Sound Supplies	299-W1	8	$75.29	602.32
5/18/2018	Sound Supplies	299-W3	10	$75.29	752.9
5/18/2018	Sound Supplies	299-W4	10	$75.29	752.9
5/18/2018	Sound Supplies	299-W5	10	$75.29	752.9
5/18/2018	Emerald City Products	602-XR	5	$429.00	2145
Total				**$1,280.85**	**12177.37**

Case Study

Part 1

Data Files

You work for Blue Ridge Enterprises and your supervisor has asked you to create tables with information about representatives and clients. Open **4-BlueRidge.accdb**, enable the content, and then create a Representatives table with the following fields:

- Create a field for the representative identification number, change the data type to Short Text, and limit the field size to 3 characters. (This is the primary key field.)
- Create a field for the representative's first name and limit the field size to 20 characters.
- Create a field for the representative's last name and limit the field size to 20 characters.
- Create a field for the representative's telephone number and use the Input Mask Wizard.
- Create a field for the insurance plan and use the Lookup Wizard and include four options: *Platinum*, *Premium*, *Standard*, and *None*.
- Create a field for the yearly bonus amount, type a validation rule that states the bonus must be less than $10,001, and include an error message. (You determine the message.)

In Datasheet view, enter six records in the table. (You determine the data to enter.) When entering the data, make sure that at least two representatives will receive a yearly bonus over $5,000 and that at least two representatives are signed up for the *Platinum* insurance plan. Insert a *Total* row that sums the yearly bonus amounts. Change the font for the data in the table to Cambria, change the font size to 10 points, and apply a light green alternating row color. Center the data in the representative identification column. Adjust the column widths and then save the Representatives table. Print the table in landscape orientation and then close the table.

Part 2

With **4-BlueRidge.accdb** open, create a second table named Clients (containing information on companies doing business with Blue Ridge Enterprises) with the following fields:

- Create a field for the client identification number and limit the field size to 2 characters. (This is the primary key field.)
- Create a field for the representative identification number (using the same field name you used in Part 1 in the Representatives table) and limit the field size to 3 characters.
- Create fields for the company name, address, city, state (or province), and zip (or postal code). Insert the city you live in as the default value for the city field and insert the two-letter state or province abbreviation where you live as the default value for the state or province field.
- Create a field for the client's telephone number and use the Input Mask.
- Create a field for the client's type of business and insert the word *Wholesaler* as the default value.

In Datasheet view, enter at least eight companies. (You determine the data to enter.) Make sure you use the representative identification numbers in the Clients table that match numbers in the Representatives table. Identify at least one company as a *Retailer*, rather than a *Wholesaler*, and make at least one representative represent two or more companies. Change the font for the data in the table to Cambria, change the font size to 10 points, and apply a light green alternating row color (the same color you chose in Part 1). Center the data in the client identification column, the representative identification column, and the state (or province) column. Adjust the column widths and then save the Clients table. Print the table in landscape orientation and then close the table.

Part 3

Create a one-to-many relationship with the representative identification number in the Representatives table as the "one" and the representative identification number in the Clients table as the "many." (Enforce referential integrity and cascade fields and records.) Save the relationship, print the relationship report, and then close the report without saving it.

Part 4

Your supervisor has asked you for specific information about representatives and clients. To provide answers to your supervisor, create and print the following queries:

- Create a query that extracts records of representatives earning a yearly bonus over $5,000. (You determine the fields to insert in the query window.) Save, print, and then close the query.
- Create a query that extracts records of representatives signed up for the Platinum insurance plan. (You determine the fields to insert in the query window.) Save, print, and then close the query.
- Create a query that extracts records of wholesale clients. (You determine the fields to insert in the query window.) Save, print, and then close the query.
- Create a query that extracts records of companies represented by a specific representative. (Use a representative identification number you entered in Part 2 that represents two or more companies.) Save, print, and then close the query and then close the database.

Microsoft®

Access® Level 1

Unit 1 Performance Assessment

Assessing Proficiency

In this unit, you have learned to design, create, and modify tables and to create one-to-many relationships and one-to-one relationships between tables. You have also learned how to perform queries on data in tables.

Assessment 1

Create Tables in a Cornerstone Catering Database

1. Use Access to create tables for Cornerstone Catering. Name the database **U1-Cornerstone**. Create a table named *Employees* that includes the following fields. If no data type is specified for a field, use the Short Text data type. You determine the field size and specify the same field size for a field that is contained in different tables. For example, if you specify a field size of 2 characters for the *EmployeeID* field in the Employees table, specify a field size of 2 characters for the *EmployeeID* field in the Events table. Provide a description for each field.

   EmployeeID (primary key field)
   FirstName
   LastName
   CellPhone (Use the Input Mask Wizard for this field.)

2. After creating the table, switch to Datasheet view and then enter the following data in the appropriate fields:

EmployeeID	10	*EmployeeID*	14
FirstName	Erin	*FirstName*	Mikio
LastName	Jergens	*LastName*	Ogami
CellPhone	(505) 555-3193	*CellPhone*	(505) 555-1087
EmployeeID	19	*EmployeeID*	21
FirstName	Martin	*FirstName*	Isabelle
LastName	Vaughn	*LastName*	Baptista
CellPhone	(505) 555-4461	*CellPhone*	(505) 555-4425
EmployeeID	24	*EmployeeID*	26
FirstName	Shawn	*FirstName*	Madison
LastName	Kettering	*LastName*	Harris
CellPhone	(505) 555-3885	*CellPhone*	(505) 555-2256

EmployeeID	28	*EmployeeID*	30
FirstName	Victoria	*FirstName*	Isaac
LastName	Lamesa	*LastName*	Hobart
CellPhone	(505) 555-6650	*CellPhone*	(505) 555-7430
EmployeeID	32	*EmployeeID*	35
FirstName	Lester	*FirstName*	Manuela
LastName	Franklin	*LastName*	Harte
CellPhone	(505) 555-0440	*CellPhone*	(505) 555-1221

3. Change the font for data in the table to Cambria, change the font size to 10 points, and apply a light blue alternating row color. Center-align the data in the *EmployeeID* column.
4. Adjust the column widths.
5. Save, print, and then close the Employees table.
6. Create a table named *Plans* that includes the following fields:

   PlanCode (primary key field)
   Plan

7. After creating the table, switch to Datasheet view and then enter the following data in the appropriate fields:

PlanCode	A	*PlanCode*	B
Plan	Sandwich Buffet	*Plan*	Cold Luncheon Buffet
PlanCode	C	*PlanCode*	D
Plan	Hot Luncheon Buffet	*Plan*	Combination Dinner
PlanCode	E	*PlanCode*	F
Plan	Vegetarian Luncheon Buffet	*Plan:*	Vegetarian Dinner Buffet
PlanCode	G	*PlanCode*	H
Plan	Seafood Luncheon Buffet	*Plan*	Seafood Dinner Buffet

8. Change the font for data in the table to Cambria, change the font size to 10 points, and apply the Blue, Accent 1, Lighter 80% alternating row color (fifth column, second row in the *Theme Colors* section). Center-align the data in the *PlanCode* column.
9. Adjust the column widths.
10. Save, print, and then close the Plans table.
11. Create a table named *Prices* that includes the following fields:

    PriceCode (primary key field)
    PricePerPerson (Identify as the Currency data type.)

12. After creating the table, switch to Datasheet view and then enter the following data in the appropriate fields:

PriceCode	1	*PriceCode*	2
PricePerPerson	$11.50	*PricePerPerson*	$12.75
PriceCode	3	*PriceCode*	4
PricePerPerson	$14.50	*PricePerPerson*	$16.00
PriceCode	5	*PriceCode*	6
PricePerPerson	$18.50	*PricePerPerson*	$21.95

13. Change the font for data in the table to Cambria, change the font size to 10 points, and apply the Blue, Accent 1, Lighter 80% alternating row color. Center-align the data in both columns.
14. Adjust the column widths.

15. Save, print, and then close the Prices table.
16. Create a table named *Clients* that includes the following fields:

    ClientID (primary key field)
    ClientName
    StreetAddress
    City
    State (Insert *NM* as the default value.)
    ZIP
    Telephone (Use the Input Mask Wizard for this field.)

17. After creating the table, switch to Datasheet view and then enter the following data in the appropriate fields:

ClientID	104	*ClientID*	155
ClientName	Sarco Corporation	*ClientName*	Creative Concepts
StreetAddress	340 Cordova Road	*StreetAddress*	1026 Market Street
City	Santa Fe	*City*	Los Alamos
State	NM	*State*	NM
ZIP	87510	*ZIP*	87547
Telephone	(505) 555-3880	*Telephone*	(505) 555-1200
ClientID	218	*ClientID*	286
ClientName	Allenmore Systems	*ClientName*	Sol Enterprises
StreetAddress	7866 Second Street	*StreetAddress*	120 Cerrillos Road
City	Espanola	*City*	Santa Fe
State	NM	*State*	NM
ZIP	87535	*ZIP*	87560
Telephone	(505) 555-3455	*Telephone*	(505) 555-7700
ClientID	295	*ClientID*	300
ClientName	Benson Productions	*ClientName*	Old Town Corporation
StreetAddress	555 Junction Road	*StreetAddress*	1035 East Adams Way
City	Santa Fe	*City*	Santa Fe
State	NM	*State*	NM
ZIP	87558	*ZIP*	87561
Telephone	(505) 555-8866	*Telephone*	(505) 555-2125
ClientID	305	*ClientID*	350
ClientName	Cromwell Company	*ClientName*	GH Manufacturing
StreetAddress	752 Rialto Way	*StreetAddress*	9550 Stone Road
City	Santa Fe	*City*	Los Alamos
State	NM	*State*	NM
ZIP	87512	*ZIP*	87547
Telephone	(505) 555-7500	*Telephone*	(505) 555-3388

18. Change the font for data in the table to Cambria, change the font size to 10 points, and apply the Blue, Accent 1, Lighter 80% alternating row color. Center-align the data in the *ClientID* column.
19. Adjust the column widths.
20. Save the table and then print it in landscape orientation.
21. Close the Clients table.

22. Create a table named *Events* that includes the following fields:

    EventID (primary key field) (Identify as the AutoNumber data type.)
    ClientID
    EmployeeID
    DateOfEvent (Identify as the Date/Time data type.)
    PlanCode
    PriceCode
    NumberOfPeople (Identify as the Number data type.)

23. After creating the table, switch to Datasheet view and then enter the following data in the appropriate fields:

EventID	(AutoNumber)	*EventID*	(AutoNumber)
ClientID	218	*ClientID*	104
EmployeeID	14	*EmployeeID*	19
DateOfEvent	7/11/2018	*DateOfEvent*	7/12/2018
PlanCode	B	*PlanCode*	D
PriceCode	3	*PriceCode*	5
NumberOfPeople	250	*NumberOfPeople*	120

EventID	(AutoNumber)	*EventID*	(AutoNumber)
ClientID	155	*ClientID*	286
EmployeeID	24	*EmployeeID*	10
DateOfEvent	7/17/2018	*DateOfEvent*	7/18/2018
PlanCode	A	*PlanCode*	C
PriceCode	1	*PriceCode*	4
NumberOfPeople	300	*NumberOfPeople*	75

EventID	(AutoNumber)	*EventID*	(AutoNumber)
ClientID	218	*ClientID*	104
EmployeeID	14	*EmployeeID*	10
DateOfEvent	7/19/2018	*DateOfEvent*	7/22/2018
PlanCode	C	*PlanCode*	B
PriceCode	4	*PriceCode*	3
NumberOfPeople	50	*NumberOfPeople*	30

EventID	(AutoNumber)	*EventID*	(AutoNumber)
ClientID	305	*ClientID*	295
EmployeeID	30	*EmployeeID*	35
DateOfEvent	7/24/2018	*DateOfEvent*	7/25/2018
PlanCode	H	*PlanCode*	E
PriceCode	6	*PriceCode*	4
NumberOfPeople	150	*NumberOfPeople*	75

EventID	(AutoNumber)	*EventID*	(AutoNumber)
ClientID	300	*ClientID*	350
EmployeeID	32	*EmployeeID*	28
DateOfEvent	7/26/2018	*DateOfEvent*	7/30/2018
PlanCode	B	*PlanCode*	D
PriceCode	3	*PriceCode*	6
NumberOfPeople	200	*NumberOfPeople*	100

24. Change the font for data in the table to Cambria, change the font size to 10 points, and apply the Blue, Accent 1, Lighter 80% alternating row color. Center-align the data in all of the columns except the *DateOfEvent* column.

25. Adjust the column widths.
26. Save the table and then print it in landscape orientation.
27. Close the Events table.

Assessment 2

Create Relationships between Tables

1. With **U1-Cornerstone.accdb** open, create the following one-to-many relationships, enforce referential integrity, and cascade fields and records:
   a. *ClientID* in the Clients table is the "one" and *ClientID* in the Events table is the "many."
   b. *EmployeeID* in the Employees table is the "one" and *EmployeeID* in the Events table is the "many."
   c. *PlanCode* in the Plans table is the "one" and *PlanCode* in the Events table is the "many."
   d. *PriceCode* in the Prices table is the "one" and *PriceCode* in the Events table is the "many."
2. Save and then print the relationship report in landscape orientation.
3. Close the relationship report without saving it and then close the Relationships window.

Assessment 3

Modify Tables

1. With **U1-Cornerstone.accdb** open, open the Plans table in Datasheet view and then add the following record at the end of the table:

   PlanCode I
   Plan Hawaiian Luau Dinner Buffet

2. Adjust the column widths.
3. Save, print, and then close the Plans table.
4. Open the Events table in Datasheet view and then add the following record at the end of the table:

EventID	(AutoNumber)	*PlanCode*	I
ClientID	104	*PriceCode*	5
EmployeeID	21	*NumberOfPeople*	125
Date	7/31/2018		

5. Save, print (in landscape orientation), and then close the Events table.

Assessment 4

Design Queries

1. With **U1-Cornerstone.accdb** open, create a query to extract records from the Events table with the following specifications:
   a. Include the fields *ClientID*, *DateOfEvent*, and *PlanCode*.
   b. Extract those records with a PlanCode of C. (You will need to type "C" in the *Criteria* row.)
   c. Run the query.
   d. Save the query and name it *PlanCodeCQuery*.
   e. Print and then close the query.
2. Extract records from the Clients table with the following specifications:
   a. Include the fields *ClientName*, *City*, and *Telephone*.
   b. Extract those records with a city of Santa Fe.
   c. Run the query.
   d. Save the query and name it *SantaFeClientsQuery*.
   e. Print and then close the query.

3. Extract information from two tables with the following specifications:
   a. From the Clients table, include the fields *ClientName* and *Telephone*.
   b. From the Events table, include the fields *DateOfEvent*, *PlanCode*, and *NumberOfPeople*.
   c. Extract those records with dates between July 1, 2018, and July 15, 2018.
   d. Run the query.
   e. Save the query and name it *July1-15EventsQuery*.
   f. Print and then close the query.

Assessment 5 Design a Query with a Calculated Field Entry

1. With **U1-Cornerstone.accdb** open, create a query in Design view with the Events table and Prices table and insert the following fields in the specified locations:
   a. Insert *EventID* from the Events table field list box to the first field in the *Field* row.
   b. Insert *DateOfEvent* from the Events table field list box to the second field in the *Field* row.
   c. Insert *NumberOfPeople* from the Events table field list box to the third field in the *Field* row.
   d. Insert *PricePerPerson* from the Prices table field list box to the fourth field in the *Field* row.
2. Insert the following calculated field entry in the fifth field in the *Field* row: *Amount:[NumberOfPeople]*[PricePerPerson]*.
3. Run the query.
4. Save the query and name it *EventAmountsQuery*.
5. Print and then close the query.

Assessment 6 Design a Query with Aggregate Functions

1. With **U1-Cornerstone.accdb** open, create a query in Design view using the EventAmountsQuery query with the following specifications:
   a. Click the Create tab and then click the Query Design button.
   b. At the Show Tables dialog box, click the Queries tab.
   c. Double-click *EventAmountsQuery* in the list box and then click the Close button.
   d. Insert the *Amount* field in the first, second, third, and fourth fields in the *Field* row.
   e. Click the Totals button in the Show/Hide group.
   f. Insert *Sum* in the first field in the *Total* row.
   g. Insert *Avg* in the second field in the *Total* row.
   h. Insert *Min* in the third field in the *Total* row.
   i. Insert *Max* in the fourth field in the *Total* row.
2. Run the query.
3. Automatically adjust the column widths.
4. Save the query and name it *AmountTotalsQuery*.
5. Print and then close the query.

Assessment 7 Design a Query Using Fields from Tables and a Query

1. With **U1-Cornerstone.accdb** open, create a query in Design view using the Employees table, Clients table, Events table, and EventAmountsQuery query with the following specifications:
   a. Click the Create tab and then click the Query Design button.
   b. At the Show Tables dialog box, double-click *Employees*.
   c. Double-click *Clients*.
   d. Double-click *Events*.
   e. Click the Queries tab, double-click *EventAmountsQuery* in the list box, and then click the Close button.
   f. Insert the *LastName* field from the Employees table field list box to the first field in the *Field* row.
   g. Insert the *ClientName* field from the Clients table field list box to the second field in the *Field* row.
   h. Insert the *Amount* field from EventAmountsQuery table field list box to the third field in the *Field* row.
   i. Insert the *DateOfEvent* field from the Events table field list box to the fourth field in the *Field* row.
2. Run the query.
3. Save the query and name it *EmployeeEventsQuery*.
4. Close the query.
5. Using the Crosstab Query Wizard, create a query that summarizes the total event amounts by employee and by client using the following specifications:
   a. At the first Crosstab Query Wizard dialog box, click the *Queries* option in the *View* section and then click *Query: EmployeeEventsQuery* in the list box.
   b. At the second Crosstab Query Wizard dialog box, click *LastName* in the *Available Fields* list box and then click the One Field button.
   c. At the third Crosstab Query Wizard dialog box, make sure *ClientName* is selected in the list box.
   d. At the fourth Crosstab Query Wizard dialog box, make sure *Amount* is selected in the *Fields* list box and then click *Sum* in the *Functions* list box.
   e. At the fifth Crosstab Query Wizard dialog box, type AmountsByEmployeeByClientQuery in the *What do you want to name your query?* text box.
6. Automatically adjust the column widths.
7. Print the query in landscape orientation and then close the query.

Assessment 8 Use the Find Duplicates Query Wizard

1. With **U1-Cornerstone.accdb** open, use the Find Duplicates Query Wizard to find employees who are responsible for at least two events with the following specifications:
   a. At the first wizard dialog box, double-click *Table: Events* in the list box.
   b. At the second wizard dialog box, click *EmployeeID* in the *Available fields* list box and then click the One Field button.
   c. At the third wizard dialog box, move the *DateOfEvent* field and the *NumberOfPeople* field from the *Available fields* list box to the *Additional query fields* list box.
   d. At the fourth wizard dialog box, name the query *DuplicateEventsQuery*.
2. Print and then close the query.

Assessment 9

Use the Find Unmatched Query Wizard

1. With **U1-Cornerstone.accdb** open, use the Find Unmatched Query Wizard to find employees who do not have upcoming events scheduled with the following specifications:
   a. At the first wizard dialog box, click *Table: Employees* in the list box.
   b. At the second wizard dialog box, click *Table: Events* in the list box.
   c. At the third wizard dialog box, make sure *EmployeeID* is selected in the *Fields in 'Employees'* list box and in the *Fields in 'Events'* list box.
   d. At the fourth wizard dialog box, click the All Fields button to move all fields from the *Available fields* list box to the *Selected fields* list box.
   e. At the fifth wizard dialog box, click the Finish button. (Let the wizard determine the query name: *Employees Without Matching Events*.)
2. Print and then close the *Employees Without Matching Events* query.

Writing Activities

The following activity gives you the opportunity to practice your writing skills along with demonstrating an understanding of some of the important Access features you have mastered in this unit. Use correct grammar, appropriate word choices, and clear sentence constructions.

Create a Payroll Table and Word Report

The manager of Cornerstone Catering has asked you to add information to the **U1-Cornerstone.accdb** database on employee payroll. You need to create another table that will contain information on payroll. The manager wants the table to include the following information: (You determine the appropriate field names, data types, field sizes, and descriptions.)

Employee Number	10	*Employee Number*	14
Status	Full-time	*Status*	Part-time
Monthly Salary	$2,850	*Monthly Salary*	$1,500
Employee Number	19	*Employee Number*	21
Status	Part-time	*Status*	Full-time
Monthly Salary	$1,400	*Monthly Salary*	$2,500
Employee Number	24	*Employee Number*	26
Status	Part-time	*Status*	Part-time
Monthly Salary	$1,250	*Monthly Salary*	$1,000
Employee Number	28	*Employee Number*	30
Status	Full-time	*Status*	Part-time
Monthly Salary	$2,500	*Monthly Salary*	$3,000
Employee Number	32	*Employee Number*	35
Status	Full-time	*Status*	Full-time
Monthly Salary	$2,300	*Monthly Salary*	$2,750

Print and then close the payroll table. Open Word and then write a report to the manager detailing how you created the table. Include a title for the report, steps on how the table was created, and any other pertinent information. Save the completed report and name it **U1-TableRpt**. Print and then close **U1-TableRpt.docx** and then close Word.

Internet Research

Vehicle Search

In this activity, you will search the Internet for information on different vehicles before completing actual test drives. Researching a major product, such as a vehicle, before you make your purchase can increase your chances of finding a good buy, potentially guide you away from making a poor purchase, and help speed up the process of narrowing the search to the type of vehicle that will best meet your needs. Before you begin, list the top five criteria you would look for in a vehicle. For example, it must be a four-door vehicle, needs to be four-wheel drive, and so on.

Using key search words, find at least two websites that provide vehicle reviews. Use the search engines provided within the different review sites to find vehicles that fulfill the criteria you listed. Create a database in Access and create a table in that database that will contain the results from your vehicle search. Design the table to accommodate the types of data you need to record for each vehicle that meets your requirements. Include at least the make, model, year, price, and description in the table. Also include the ability to rate the vehicle as poor, fair, good, or excellent. You will decide on the rating of each vehicle depending on your findings. Print the table you created and then close the database.

Microsoft® PowerPoint®

Inserting Elements in Slides

CHAPTER 4

Study Tools

Study tools include a PowerPoint presentation and a list of chapter Quick Steps and Hint margin notes. Use these resources to help you further develop and review skills learned in this chapter.

Concepts Check

SNAP

Check your understanding by identifying application tools used in this chapter. If you are a SNAP user, launch the Concepts Check from your Assignments page.

Recheck

SNAP

Check your understanding by taking this quiz. If you are a SNAP user, launch the Recheck from your Assignments page.

Skills Exercise

SNAP

Additional activities are available to SNAP users. If you are a SNAP user, access these activities from your Assignments page.

Skills Assessment

Assessment 1

Data Files

Format and Add Enhancements to a Travel Presentation

1. Open **TravelEngland.pptx** and then save it with the name **4-TravelEngland**.
2. Make Slide 8 active and then insert the slide shown in Figure WB-4.1 with the following specifications:
   a. Insert a new slide with the Title Only layout.
   b. Type the title *Travel England* as shown in the slide.
   c. Draw a text box in the slide and then type the text shown in Figure WB-4.1. Select and then change the text font size to 40 points and apply the Tan, Background 2, Darker 75% font color (third column, fifth row in the *Theme Colors* section).
   d. Apply the Tan, Background 2, Darker 10% shape fill (third column, second row in the *Theme Colors* section) to the text box.
   e. Apply the Dark Teal, 8 pt glow, Accent color 4 shape effect (fourth column, second row in the *Glow* side menu).
   f. Display the Format Shape task pane with the Size & Properties icon selected, change the height to 2.8 inches and the width to 9 inches (in the *Size* section). Change the left, right, top, and bottom margins to 0.4 inch (in the *Text Box* section). Close the Format Shape task pane.
   g. Distribute the text box horizontally and vertically on the slide. (Do this with the Align button on the Drawing Tools Format tab.)
3. Make Slide 2 active, select the text in the text box and then set a left tab at the 0.5-inch mark on the horizontal ruler, a center tab at the 6-inch mark, and a right tab at the 9.5-inch mark. Bold the headings in the first row.

4. Make Slide 6 active, select the picture image, and then make the following changes:
   a. Use the Corrections button on the Picture Tools Format tab to sharpen the image by 25% (fourth option in the *Sharpen/Soften* section).
   b. Display the Format Picture task pane with the Size & Properties icon selected.
   c. Change the scale height to 150%, the horizontal position to 5.5 inches, and the vertical position to 2.2 inches, and then close the task pane.
5. Make Slide 4 active and then insert the **Stonehenge.jpg** image with the following specifications:
   a. Crop the image so it displays as shown in Figure WB-4.2.
   b. Send the image behind the text.
   c. Size and move the image so it displays as shown in Figure WB-4.2.
   d. Size and move the bulleted text placeholder so it displays as shown in Figure 4.2.
6. Make Slide 7 active and then insert the **Umbrella.png** image with the following specifications (see Figure WB-4.3):
   a. Flip the umbrella horizontally. (Do this with the Rotate button.)
   b. Correct the image to Brightness: -40% Contrast: +20% (first column, fourth row in the *Brightness/Contrast* section).
   c. Change the height of the image to 4 inches.
   d. Change the horizontal position to 6.8 inches and the vertical position to 2 inches at the Format Picture task pane with the Size & Properties icon selected.
7. Make Slide 8 active, display the Format Background task pane (use the Format Background button on the Design tab), and insert the image shown in Figure WB-4.4 with the following specifications:
   a. Insert the image with the File button in the Format Background task pane with the Fill icon selected and the *Picture or texture fill* option selected. The image is named **StonehengeSunset.jpg**.
   b. With the Fill icon selected in the Format Background task pane, change the *Offset left* option to -10% and the *Offset right* option to -3%.
   c. Click the Picture icon in the Format Background task pane and then change the contrast to 30%. Close the Format Background task pane.
   d. Change the font color of the subtitle *Wiltshire - The Heart of Wessex* to Lime, Accent 3, Lighter 40% (seventh column, fourth row in the *Theme Colors* section).
   e. Size and move the text in placeholders so the text is positioned as shown in Figure WB-4.4.
8. Make Slide 9 active and then insert a new slide with the Title Only layout. Insert the title and insert and format a shape as shown in Figure WB-4.5 with the following specifications:
   a. Type the title *Travel Discounts!* as shown in Figure WB-4.5.
   b. Draw the shape shown in the slide using the Horizontal Scroll shape (sixth column, second row in the *Stars and Banners* section).
   c. Change the height of the shape to 5 inches and the width to 10 inches.
   d. Apply the Subtle Effect - Dark Teal, Accent 4 shape style to the shape (fifth column, fourth row).
   e. Type the text in the shape as shown in the figure. Change the font size for the text to 36 points; apply the Tan, Background 2, Darker 75% font color (third column, fifth row in the *Theme Colors* section), and then apply bold formatting.
   f. Distribute the shape horizontally and vertically on the slide.
9. Apply the Peel Off transition to each slide.
10. Insert slide numbers on each slide.

11. Insert a footer for notes and handouts pages that prints your first and last names.
12. Run the slide show.
13. Print the presentation as a handout with six slides displayed horizontally per page.
14. Save and then close **4-TravelEngland.pptx**.

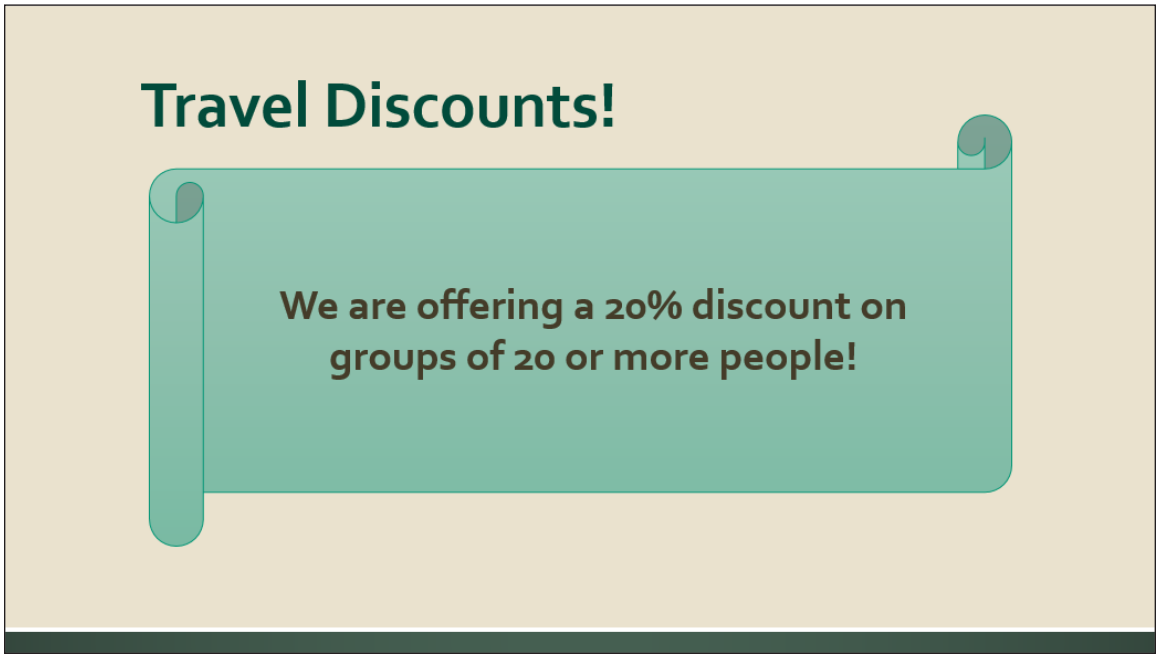
Figure WB-4.1 Assessment 1, Step 2

Figure WB-4.2 Assessment 1, Step 5

Figure WB-4.3 Assessment 1, Step 6

Figure WB-4.4 Assessment 1, Step 7

Figure WB-4.5 Assessment 1, Step 8



Assessment 2

Data Files

Format and Add Enhancements to a Gardening Presentation

1. Open **Greenspace.pptx** and then save it with the name **4-Greenspace**.
2. Insert the slide shown in Figure WB-4.6 with the following specifications:
   a. Make Slide 2 active and then insert a new slide with the Blank layout.
   b. Insert the WordArt text using the *Pattern Fill - Gold, Accent 3, Narrow Horizontal, Inner Shadow* option (second column, bottom row).
   c. Change the shape of the WordArt to Wave 1. (The *Wave 1* option is the first option in the fifth row in *Warp* section of the Text Effects button Transform side menu.)
   d. Change the height of the WordArt to 4 inches and the width to 10 inches.
   e. Distribute the WordArt horizontally and vertically on the slide.
   f. Display the Format Background task pane. (Display this task pane by clicking the Format Background button on the Design tab.) Insert a check mark in the *Hide background graphics* check box. Click the Preset gradients button, click the *Light Gradient - Accent 3* option (third column, first row), and then close the task pane.
3. Insert the slide shown in Figure WB-4.7 with the following specifications:
   a. Make Slide 8 active and then insert a new slide with the Title Only layout.
   b. Insert the title *English/French Translations* as shown in Figure WB-4.7.
   c. Insert a text box, change the font size to 28 points, set left tabs at the 1-inch and the 5.5-inch marks on the horizontal ruler, and then type the text shown in Figure WB-4.7 in columns. Bold the headings *English Name* and *French Name* and use the Symbol dialog box to insert the special symbols in the French names. Use the (normal text) font at the Symbol dialog box to insert the symbols.
   d. If necessary, move the text box so it is positioned as shown in Figure WB-4.7.
4. Make Slide 4 active and then make the following changes:
   a. Select the bulleted text and then change the line spacing to double spacing (2.0).

b. With the bulleted text selected, set the bulleted text in two columns.
c. Adjust the size of the placeholder so four bulleted items display in each column.

5. Make Slide 5 active and then insert the **WateringCan.png** image with the following specifications (see Figure WB-4.8):
   a. Flip the image horizontally.
   b. Change the height of the image to 4 inches.
   c. Display the Format Picture task pane with the Size & Properties icon selected and then change the horizontal position to 6 inches and the vertical position to 2.2 inches. Close the Format Shape task pane.
6. Make Slide 9 active, insert a new slide with the Title Only layout, and then create the slide shown in Figure WB-4.9 with the following specifications:
   a. Insert the title *Gardening Magazines*.
   b. Create the top shape using the Bevel shape (first column, third row in the *Basic Shapes* section). Change the height of the shape to 1.1 inches and the width to 10 inches.
   c. Change the font size to 32 points and then type the text in the top shape. Insert the registered symbol at the Symbol dialog box with the (normal text) font selected.
   d. Select and then copy the shape two times. Use the guidelines and Smart Guides to help you align and position the shapes.
   e. Change the text in the second and third shapes to match what you see in Figure WB-4.9.
   f. Group the three shapes, apply the Dark Green, Text 2, Lighter 60% shape fill color (fourth column, third row in the *Theme Colors* section), the Olive Green, Accent 1, Darker 50% shape outline (fifth column, last row in the *Theme Colors* section), and the Dark Green, Text 2, Darker 25% text fill color (fourth column, fifth row in the *Theme Colors* section).
7. With Slide 10 active, insert a new slide with the Title Only layout. Type Gift Certificate as the title and then insert a screenshot with the following specifications:
   a. Open Word and then open the document named **GAGiftCert.docx**.
   b. Click the PowerPoint button on the taskbar and then use the *Screen Clipping* option from the Screenshot button drop-down list to capture only the gift certificate in the Word document.
   c. With the gift certificate screenshot inserted in the slide, change the height to 3.5 inches and distribute the certificate horizontally and vertically on the slide.
   d. Make Word active and then close Word.
8. Run the slide show.
9. Print the presentation as a handout with six slides displayed horizontally per page.
10. Save **4-Greenspace.pptx**.

Figure WB-4.6 Assessment 2, Step 2

Figure WB-4.7 Assessment 2, Step 3

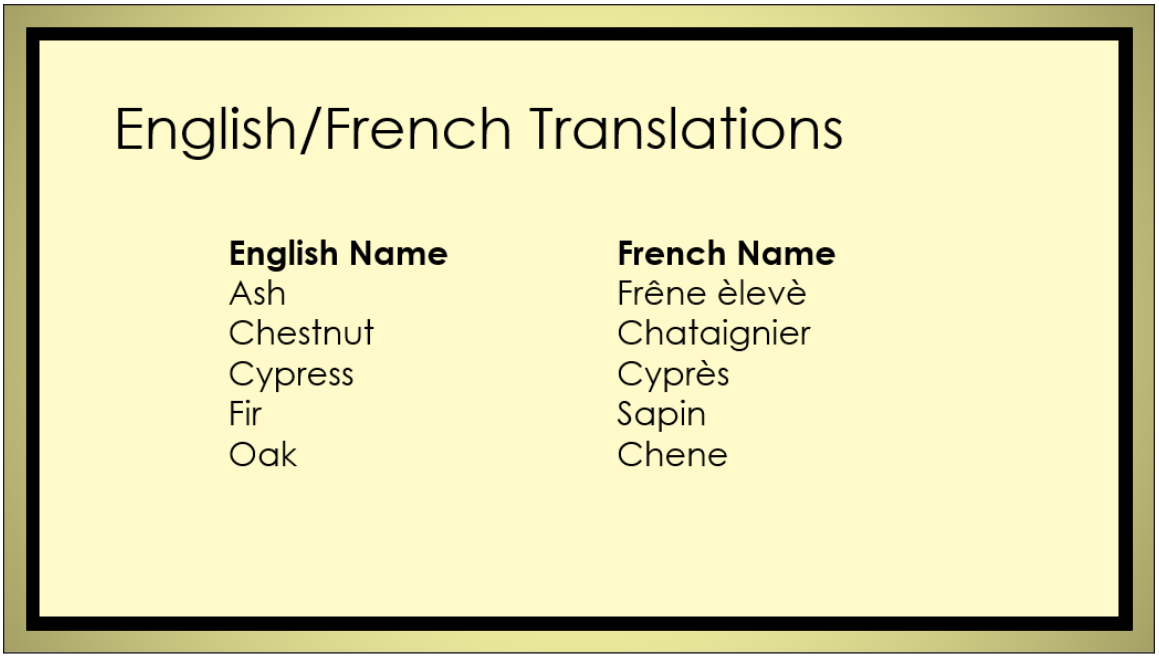


Figure WB-4.8 Assessment 2, Step 5

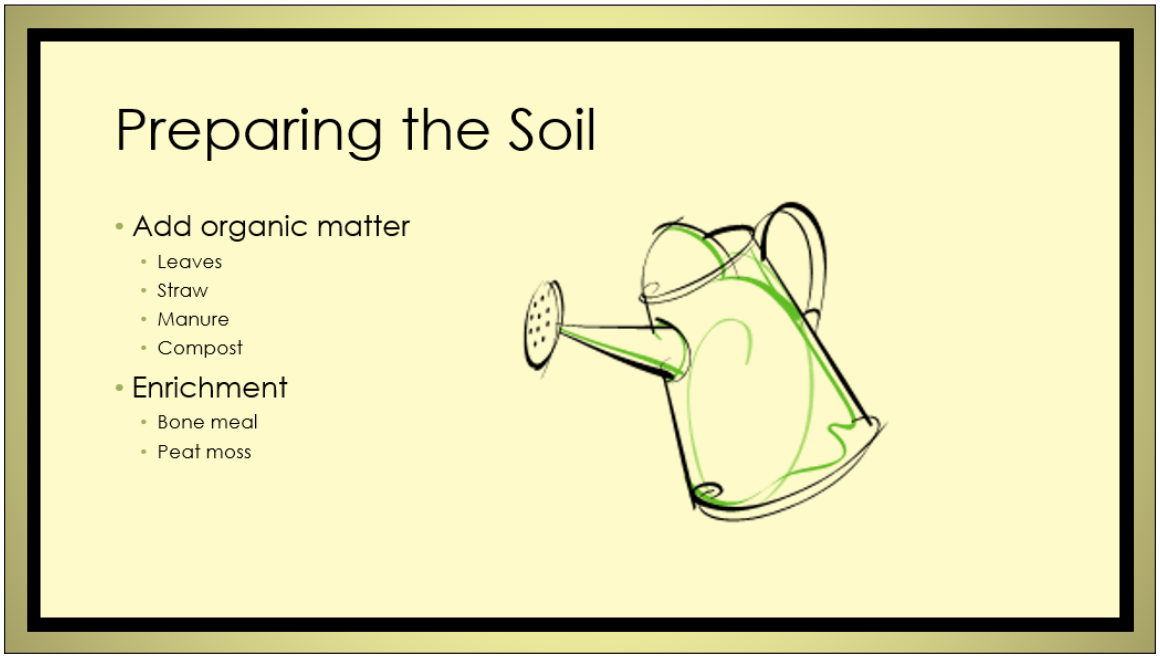


Figure WB-4.9 Assessment 2, Step 6

Assessment 3

Data Files

Save an Image and Use the Image in Another Presentation

1. With **4-Greenspace.pptx** open, make Slide 6 active.
2. Open **Flowers.pptx** and make Slide 2 active.
3. Click the foxglove image and then use the Tell Me feature to reset the picture and the picture size.
4. Determine how to save the image as a picture using the shortcut menu. Save the image in the PNG format and name it *Foxgloves*.
5. Close **Flowers.pptx** without saving it.
6. Insert the **Foxgloves.png** image in Slide 6 of the **4-Greenspace.pptx**. Size and move the image so it is positioned attractively in the slide.
7. Print only Slide 6.
8. Run the slide show.
9. Save and then close **4-Greenspace.pptx**.

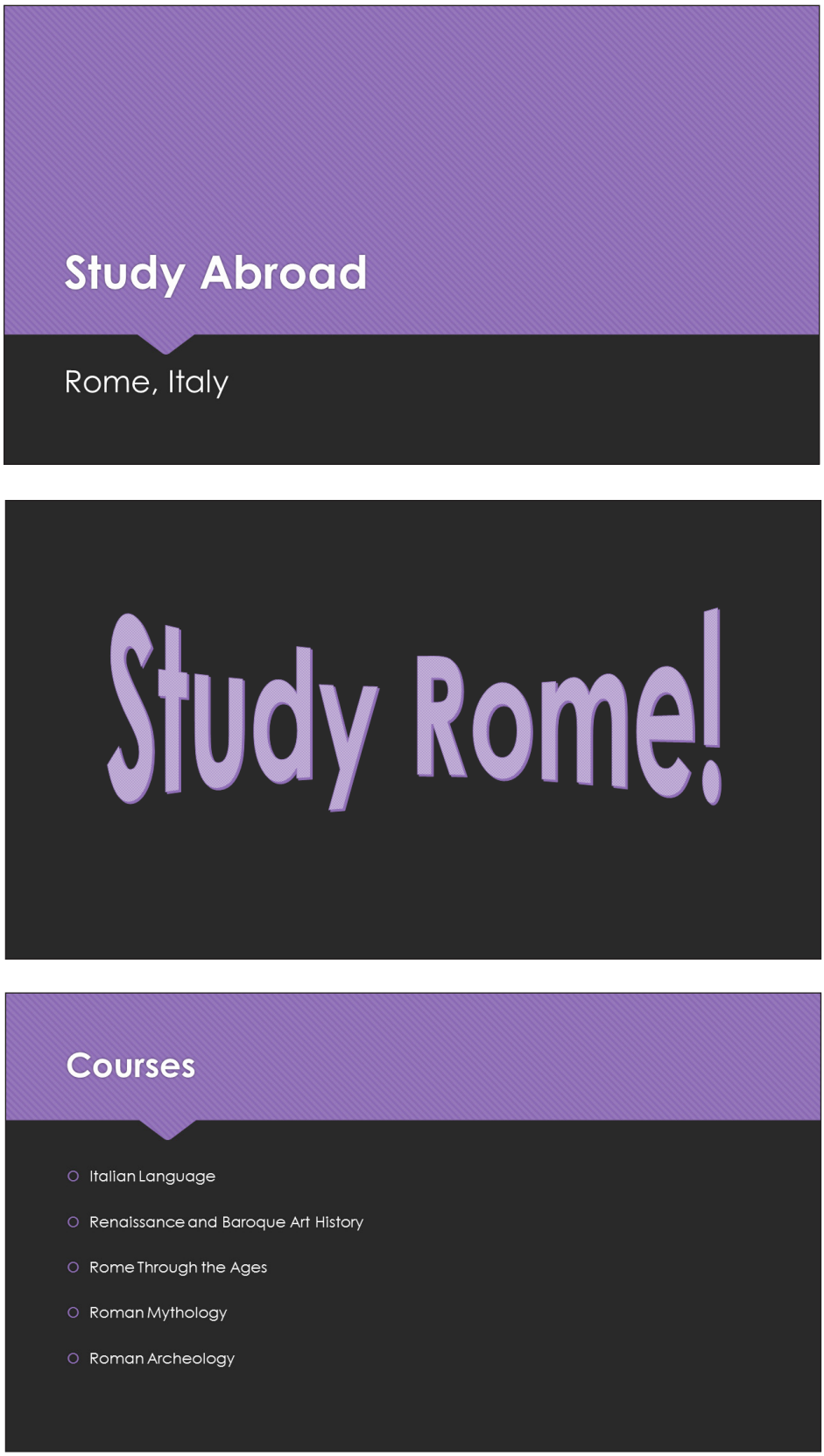
Visual Benchmark

Data Files

Create a Study Abroad Presentation

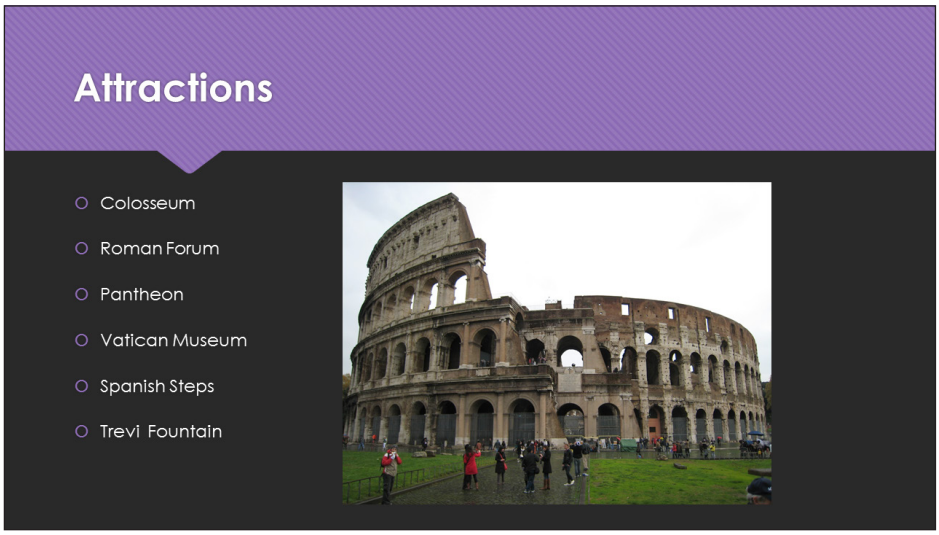
1. Open a new, blank presentation and create the presentation shown in Figure WB-4.10 with the following specifications:
   a. Apply the Quotable design theme and choose the purple variant.
   b. In Slide 1, increase the font size for the subtitle to 36 points.
   c. In Slide 2, insert the WordArt using the *Pattern Fill – Purple, Accent 1, 50%, Hard Shadow - Accent 1* option (third column, fourth row). Apply the Deflate transform text effect (second column, sixth row in the *Warp* section) and size and position the WordArt on the slide as shown in Figure WB-4.10.
   d. Change the line spacing to double spacing (2.0) for the bulleted text in Slides 3 and 4 and change the line spacing to one-and-a-half spacing (1.5) for the bulleted text in Slide 5.
   e. Insert the **Apartment.png** image in Slide 4. Change the color to Purple, Accent color 1 Light (second column, third row in the *Recolor* section) and size and position the image as shown in Figure WB-4.10.
   f. Insert the **Colosseum.jpg** image in Slide 5. Size and position the image as shown in Figure WB-4.10.
   g. In Slide 6, use the Bevel shape in the *Basic Shapes* section of the Shapes button drop-down list to create the shape. Change the font size to 24 points for the text in the shapes.
   h. Make any other changes to placeholders and other objects so your slides display similar to what you see in Figure WB-4.10.
2. Apply a transition and transition sound of your choosing to all slides in the presentation.
3. Run the slide show.
4. Save the presentation and name it **4-RomeStudy**.
5. Print the presentation as a handout with six slides displayed horizontally per page.
6. Close **4-RomeStudy.pptx**.

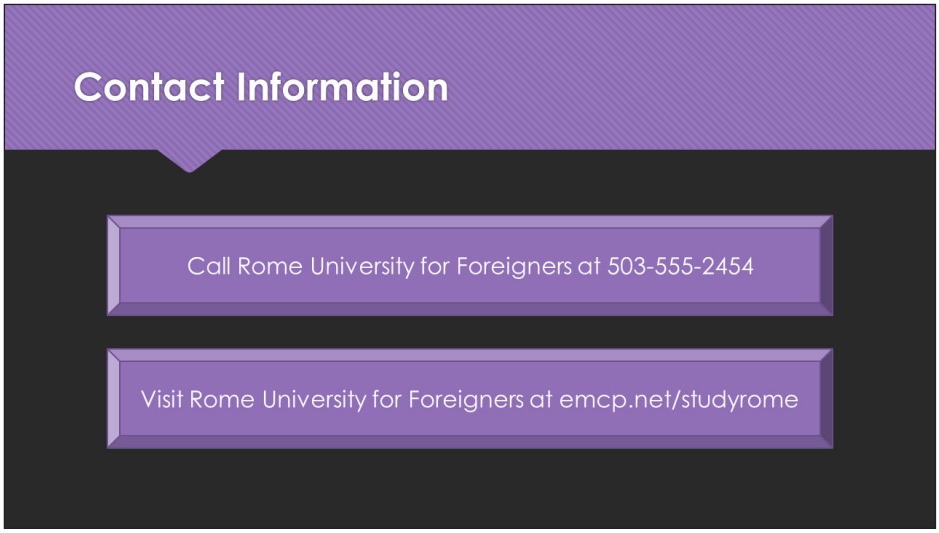
Figure WB-4.10 Visual Benchmark



continues

Figure WB-4.10 Visual Benchmark—*continued*





Case Study

Part 1

Data Files

You work for Honoré Financial Services and the Office Manager, Jason Monroe, has asked you to prepare a presentation for a community workshop he will be conducting next week. Open the Word document named **HFS.docx** and then use the information in the document to create a presentation with the following specifications:

- Slide 1: Include the company name Honoré Financial Services (use the Symbol dialog box to create the é in Honoré) and the subtitle *Managing Your Money*.
- Slide 2: Insert the word *Budgeting* as WordArt.
- Slides 3, 4, and 5: Use the bulleted and numbered information to create these slides.
- Slide 6: Create a text box, set tabs, and then type the information in the *Managing Records* section that is set in columns.
- Slide 7: Create a shape and then insert the slogan *Retirement Planning Made Easy*.
- Include at least one image in the presentation.

Apply a design theme of your choosing and add any additional features to improve the appearance of the presentation. Insert a transition and transition sound to each slide and then run the slide show. Save the presentation and name it **4-HFS.pptx**. Print the presentation as a handout with four slides displayed horizontally per page.

Part 2

Mr. Monroe will be conducting a free workshop titled *Financial Planning for the College Student*. Create a slide in the **4-HFS.pptx** presentation (make it the last slide in the presentation) that includes a shape with text inside with information about the workshop. You determine the day, the time, and the location for the workshop. Print the slide.

Part 3

Mr. Monroe would like to post the information about the workshop in various locations in the community and wants to print a number of copies. You decide to copy the shape and then insert it in a blank Word document. In Word, change the orientation of the page to landscape orientation, increase the size of the shape, and then drag the shape to the middle of the page. Save the Word document and name it **4-HFSWorkshop**. Print and then close **4-HFSWorkshop.docx**.

Part 4

Mr. Monroe has asked you to locate online finance and/or budgeting resources such as newsletters and magazines. He would like you to locate resources and then create a slide with hyperlinks to the resources. Locate at least two online resources and then insert this information with the hyperlinks in a new slide at the end of the **4-HFS.pptx** presentation. Print the slide and then save and close the presentation.

Microsoft®

PowerPoint®

Unit 1 Performance Assessment

Data Files

Before beginning unit work, copy the PU1 folder to your storage medium and then make PU1 the active folder.

Assessing Proficiency

In this unit, you have learned to create, print, save, close, open, view, run, edit, and format a PowerPoint presentation. You have also learned how to add transitions and transition sound to presentations; rearrange slides; customize presentations by changing the design theme; and add visual appeal to slides by inserting text boxes, shapes, images, screenshots, and symbols.

Assessment 1

Data Files

Prepare, Format, and Enhance a Conference Presentation

1. Create a presentation with the text shown in Figure WB-U1.1 using the Quotable design theme. Use the appropriate slide layout for each slide. After creating the slides, complete a spelling check on the text in the slides.
2. Add a transition and transition sound of your choosing to all slides.
3. Save the presentation and name it **U1-CSConf**.
4. Run the slide show.
5. Make Slide 1 active and then find all occurrences of the text *Area* and replace them with *Market*.
6. Make the following changes to Slide 2:
   a. Replace the text *Net income* with *Net income per common share*.
   b. Delete the text *Return on average equity*.
7. Make the following changes to Slide 4:
   a. Delete *Shopping*.
   b. Type Business finance between *Personal finance* and *Email*.
8. Rearrange the slides in the presentation so they are in the following order (only the slide titles are shown below):

   Slide 1 = CORNERSTONE SYSTEMS
   Slide 2 = Corporate Vision
   Slide 3 = Future Goals
   Slide 4 = Industrial Market
   Slide 5 = Consumer Market
   Slide 6 = Financial Review

9. Increase the line spacing to 1.5 lines for the bulleted text in Slides 2, 3, 5, and 6.
10. Make Slide 4 active, increase the line spacing to 2.0 for the bulleted text, and then format the bulleted text into two columns with three entries in each column. ***Hint: You will need to decrease the size of the placeholder***.
11. Save the presentation and then run the slide show.
12. Print the presentation as a handout with six slides displayed horizontally per page.
13. Display the Reuse Slides task pane, browse to the folder containing your data files, and then double-click ***CSMktRpt.pptx***.
14. Insert the *Department Reports* slide below Slide 4.
15. Insert the *Services* slide below Slide 2.
16. Close the Reuse Slides task pane.
17. Make Slide 8 active, select the bulleted text, and then create and apply a custom bullet using a dollar symbol in a complementary color and set the size to 100%. ***Hint: You can find a dollar symbol in the (normal text) font in the Symbol dialog box***.
18. With Slide 8 active, insert the **Money.png** image. Format, size, and then position the image attractively on the slide.
19. Move Slide 4 (*Future Goals*) to the end of the presentation.
20. Insert a new slide with the Title and Content layout at the end of the presentation with the following specifications:
    a. Insert *Future Goals* as the title.
    b. Type International market as the first bulleted item and then press the Enter key.
    c. Copy the numbered items *Acquisitions*, *Production*, *Technology*, and *Marketing* from Slide 8 and paste them in the content area of the new slide below the first line of bulleted text. (When copied, the items should be preceded by a bullet. If a bullet displays on a blank line below the last text item, press the Backspace key two times.)
    d. Select the bulleted text and then change the line spacing to 1.5 lines.
21. Make Slide 8 active, select the bulleted items, and then apply numbering.
22. Make Slide 9 active, select the bulleted items, apply numbering, and then change the beginning number to *6*.
23. With Slide 9 active, create a new slide with the Blank layout with the following specifications:
    a. Insert **Nightscape.jpg** as a background image and hide the background graphics. ***Hint: Do this with the Format Background button on the Design tab.***
    b. Create a text box at the top of the slide, change the font color to White, Text 1, increase the font size to 36 points, and then change the alignment to center.
    c. Type National Sales Meeting, press the Enter key, type New York City, press the Enter key, and then type March 5 to 7, 2018.
    d. Move and/or size the text box so the text is centered above the buildings in the picture.
24. With Slide 10 active, insert a new slide with the Title Only layout. Type Doubletree Guest Suites as the title and then insert a screenshot with the following specifications:
    a. Open Word and then open **HotelMap.docx**.
    b. Click the PowerPoint button on the taskbar and then use the *Screen Clipping* option from the Screenshot button drop-down list to capture only the map in the Word document.
    c. With the map screenshot inserted in the slide, apply the Sharpen: 25% correction. Size and position the map attractively on the slide.

25. Insert slide numbers on each slide.
26. Insert a footer for notes and handouts pages that prints your first and last names.
27. Save the presentation and then run the slide show.
28. Print the presentation as a handout with six slides displayed horizontally per page.
29. Close **U1-CSConf.pptx**.

Figure WB-U1.1 Assessment 1

Slide 1	Title	=	CORNERSTONE SYSTEMS
	Subtitle	=	Executive Conference
Slide 2	Title	=	Financial Review
	Bullets	=	• Net revenues • Operating income • Net income • Return on average equity • Return on average asset
Slide 3	Title	=	Corporate Vision
	Bullets	=	• Expansion • Increased productivity • Consumer satisfaction • Employee satisfaction • Area visibility
Slide 4	Title	=	Consumer Area
	Bullets	=	• Travel • Shopping • Entertainment • Personal finance • Email
Slide 5	Title	=	Industrial Area
	Bullets	=	• Finance • Education • Government • Production • Manufacturing • Utilities
Slide 6	Title	=	Future Goals
	Bullets	=	• Domestic market • Acquisitions • Production • Technology • Marketing

Assessment 2

Data Files

Format and Enhance a Kraft Artworks Presentation

1. Open **KAPres.pptx** and then save it with the name **U1-KAPres**.
2. With Slide 1 active, insert the text *Kraft Artworks* as WordArt (you choose the style) and apply the following formatting:
   a. Transform the shape of the WordArt.
   b. Change the size so the WordArt better fills the slide.
   c. Change the text fill to a purple color.
   d. Apply any other formatting to improve the appearance of the WordArt.
3. Duplicate Slides 2 and 3.
4. Change the goal number in Slide 4 from *1* to *3* and change the goal text to *Conduct six art workshops at the Community Center.*
5. Change the goal number in Slide 5 from *2* to *4* and change the goal text to *Provide recycled material to public schools for art classes.*
6. With Slide 5 active, insert a new slide with the Title Only layout with the following specifications:
   a. Insert the title *Clients* and then format and size the title in the same manner as the title in Slide 5.
   b. Insert a text box, change the font to Comic Sans MS and the font size to 20 points, apply the Lavender, Accent 1, Darker 50% font color and then type the following text in columns (you determine the tab settings):

School	Contact	Number
Logan Elementary School	Maya Jones	555-0882
Cedar Elementary School	George Ferraro	555-3211
Sunrise Elementary School	Avery Burns	555-3444
Hillside Middle School	Joanna Myers	555-2211
Douglas Middle School	Ray Murphy	555-8100

   c. Select all of the text in the text box and then change the line spacing to 1.5 lines.
7. With Slide 6 active, insert a new slide with the Blank layout, hide the background graphic, and then create the slide shown in Figure WB-U1.2 with the following specifications:
   a. Use the Explosion 1 shape (in the *Stars and Banners* section) to create the first shape.
   b. Apply the Light Green shape fill color and apply the Lavender, 18 pt glow, Accent color 2 glow effect.
   c. With the shape selected, change the font to 40-point Comic Sans MS with bold formatting in the Lavender, Accent 1, Darker 50% font color, and then type the text shown in Figure WB-U1.2.
   d. Copy the shape twice and position the shapes as shown in Figure WB-U1.2.
   e. Type the appropriate text in each shape as shown in Figure WB-U1.2.
8. With Slide 7 active, insert a new slide with the Blank layout, hide the background graphic, and then create the slide shown in Figure WB-U1.3 with the following specifications:
   a. Set the text in the two text boxes at the left and right sides of the slide to 54-point Comic Sans MS in the Lavender, Accent 1, Darker 50% font color. Rotate, size, and position the two text boxes as shown in Figure WB-U1.3.
   b. Use the Explosion 1 shape to create the shape in the middle of the slide.
   c. Apply the Light Green shape fill color; the Lavender, 18 pt glow, Accent color 2 glow effect; the Perspective Diagonal Upper Left shadow effect; the Lavender, Accent 1, Darker 50% shape outline color; and the 2¼ points shape outline weight.

d. Insert the text in the shape and then change the font to 28-point Comic Sans MS, apply bold formatting, and then apply the Lavender, Accent 1, Darker 50% font color. Change the alignment to *Center* and change the vertical alignment to *Middle*.

9. Create a footer that prints your first and last names and the current date on handouts pages.
10. Print the presentation as a handout with four slides displayed horizontally per page.
11. Save and then close **U1-KAPres.pptx**.

Figure WB-U1.2 Assessment 2, Slide 7

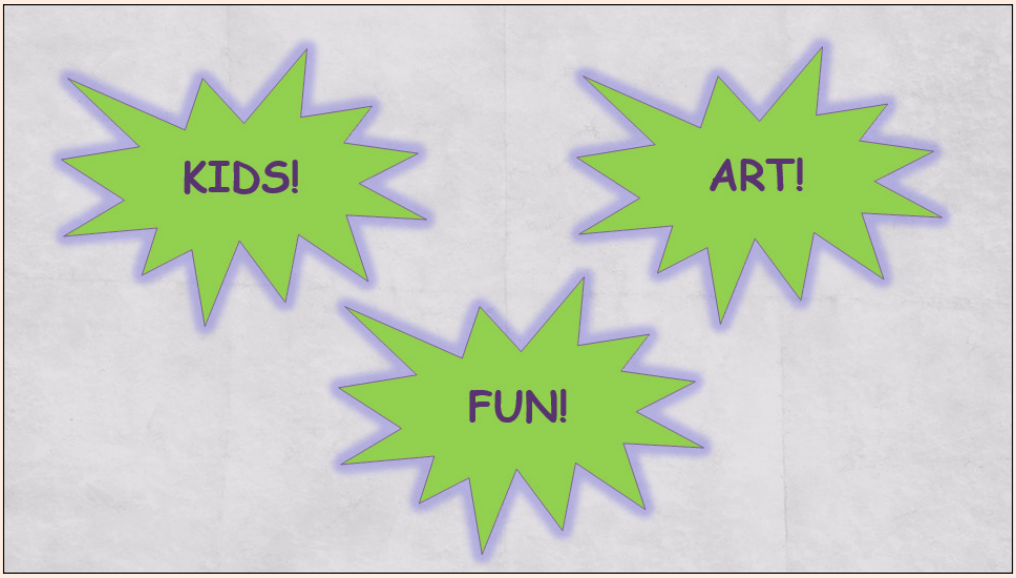


Figure WB-U1.3 Assessment 2, Slide 8

Assessment 3

Data Files

Create and Apply a Custom Theme to a Job Search Presentation

1. At a blank presentation, apply the Dividend design theme and the green variant (third option in the Variants group).
2. Create custom theme colors named with your first and last names that change the following colors:
   a. Change the Accent 1 color to *Brown, Accent 6, Darker 50%*.
   b. Change the Accent 2 color to *Olive Green, Accent 2, Darker 25%*.
   c. Change the Accent 3 color to *Orange, Accent 5, Darker 25%*.
3. Create custom theme fonts named with your first and last names that change the heading font to Constantia and the body font to Cambria.
4. Save the current theme as a custom theme named with your first and last names. ***Hint: Do this at the Save Current Theme dialog box.***
5. Close the presentation without saving it.
6. Open **JobSearch.pptx** and then save it with the name **U1-JobSearch**.
7. Apply the custom theme created with your first and last names.
8. Insert the **Internet.png** image in Slide 5 and then determine the format, size, and position of the image.
9. Insert the **Clock.png** image in Slide 6 and then determine the format, size, and position of the image.
10. Improve the visual display of text in all of the slides by increasing the spacing between items and positioning the text placeholders attractively in the slides.
11. Insert the current date and slide number on all slides in the presentation.
12. Create the header *Job Search Seminar*, the footer *Employment Strategies*, and insert the date and page number for notes and handouts.
13. Add the speaker note *Distribute list of Internet employment sites.* to Slide 5.
14. Apply a transition and transition sound of your choosing to all slides in the presentation.
15. Save the presentation and then run the slide show.
16. Print the presentation as a handout with six slides displayed horizontally per page.
17. Print Slide 5 as a notes page.
18. Change the slide size to *Standard (4:3)* and ensure the fit.
19. Scroll through each slide of the presentation and make any changes to placeholders and/or images to improve the visual appearance of the slides.
20. Print the presentation as a handout with nine slides displayed horizontally per page.
21. Save and then close **U1-JobSearch.pptx**.
22. Open a blank presentation and then delete the custom theme colors, custom theme fonts, and the custom design theme. Close the blank presentation without saving it.

Assessment 4

Data Files

Format and Enhance a Medical Plans Presentation

1. Open **MedicalPlans.pptx** and then save it with the name **U1-MedicalPlans**.
2. Apply a design theme of your choosing.
3. Create a new slide with a Blank layout between Slides 1 and 2 that contains a shape with the text *Medical Plans 2018 to 2019* inside the shape. You determine the format, position, and size of the shape and the formatting of the text.
4. Change the bullets in Slides 3, 4, and 5 to custom bullets (you determine the picture or symbol).
5. Insert the **Medical.png** image in Slide 4 and then determine the color, size, and position of the image.
6. Make Slide 5 active, and then apply the following formatting:
   a. Select all of the bulleted text and then change the line spacing to 2.0 lines.
   b. With the bulleted text selected, format the text into two columns.
   c. Size and/or move the placeholder so the bulleted text displays attractively in the slide and each column contains four entries.
7. Apply any additional formatting or elements to improve the appearance of the slides.
8. Add a transition and transition sound to the presentation.
9. Run the slide show.
10. Print the presentation as a handout with six slides displayed horizontally per page.
11. Save and then close **U1-MedicalPlans.pptx**.

Writing Activities

The following activities provide you with the opportunity to practice your writing skills along with demonstrating an understanding of some of the important PowerPoint features you have mastered in this unit. Use correct spelling, grammar, and appropriate word choices.

Activity 1

Data Files

Prepare and Format a Health Plan Presentation

Open Word and then open, print, and close **KLHPlan.docx**. Looking at the printout of this document, create a presentation in PowerPoint that presents the main points of the plan. (Use bullets in the presentation.) Add a transition and transition sound to the slides. Apply formatting and/or insert images to enhance the appearance of the presentation. Save the presentation and name it **U1-KLHPlan**. Run the slide show. Print the presentation as a handout with six slides displayed horizontally per page. Save and then close **U1-KLHPlan.pptx**.

Activity
2

Data Files

Prepare and Format a Presentation on Saving an Image as a JPG

Open **KLHPLogo.pptx**. Group the image and the text and then save the grouped image as a JPG file named **KLHPLogo.jpg**. Close **KLHPLogo.pptx**. Create a presentation that includes at least four slides: a title slide, a slide with the steps on how to group objects, a slide with the steps on saving an image in the JPG format, and a slide on the various file formats for saving an image. Format and add visual appeal to the presentation. With the presentation still open, insert the **KLHPLogo.jpg** file in the slide with the steps for saving in the JPG format. Size and position the logo attractively on the slide. Save the completed presentation and name it **U1-JPGPres**. Add a transition and transition sound of your choosing to each slide and then run the slide show. Print the presentation as a handout with six slides displayed horizontally per page. Close **U1-JPGPres.pptx**.

Internet Research

Analyze a Magazine Website

Make sure you are connected to the Internet and then explore the *Time*® magazine website at www.time.com. Explore the site to discover the following information:

- The different sections of the magazine
- The type of information presented in each section
- Details on how to subscribe

Use the information you found on the *Time* magazine website to create a PowerPoint presentation that presents the information in a clear, concise, and logical manner. Add formatting and enhancements to the presentation to make it more interesting. When the presentation is completed, save it and name it **U1-TimeMag**. Run, print, and then close the presentation.