

In this part of the final, you will demonstrate your knowledge of how to use Microsoft Word. *This part is worth 8 points.*

**DIRECTIONS:**

1. Open a new document in Microsoft Word 2003.
2. Save this document under your network folder as **MSWfinal**.
3. Before you start typing, complete the following: click on the File => Page Setup menu option:
  - Make the Top Page Margins 1"
  - Make the Bottom Page Margin 1"
  - Make the Left Page Margin 2"
  - Make the Right Page Margin 2"
4. Type the paragraphs on the sheet that follows. Where you see bold you must bold, where you see underlining you must underline.
5. Center the title and make it bold as well as italic. The font is Castellar and the font size is 20.
6. Insert the table by clicking on **Table, Insert Table**. Choose 3 columns and 1 row.
7. Make a watermark using a picture . Insert the clipart then Right-click on the clipart, choose **Format Picture**.
8. Click on the Picture toolbar on the **Text Wrapping** button (doggy shape) and choose **Behind Text**. Position the watermark as close to the center as possible.
9. Type your name after the table.

Print out your sheet when you are finished then go on to the Excel part of the final

### Prevent the Spread of Germs

Please bring in to class for health purposes to help stop the spread of germs:

- 1 – Antibacterial wipes
- 1 - Hand Sanitizer

Here are some examples:



\*\*\*\*\*Must be ANTIBACTERIAL or say KILLS GERMS\*\*\*\*\*

These brands of hand sanitizer are recommended:

- Purell
- Germ X
- Store brand



**Excel Final - COMPUTER SHOPPING SPREE**

CONGRATULATIONS!!! You just won a \$5,000 shopping spree at the computer store COMP USA. Your challenge is to use the stores web site ([www.compusa.com](http://www.compusa.com)) to find specific types of computer hardware, software, and accessories for your house. You will use Microsoft Excel to keep track of what you are buying and to make sure you don't go over the \$5,000 dollar limit. *This part is worth 8 points.*

**GOAL:**

- **Your goal is to spend as much of the \$5,000 dollars as you can without going over.**
- **If you go over the limit, you will get ½ credit for this assignment.**
- **If you could have spent more money, you will also get ½ credit, you must be within \$100 of \$5,000.**

**Directions**

1. Start MS-Excel and save the file in your network folder with the file name **EX Final Project**.
2. At the bottom of the screen, right mouse click on Sheet 3 and choose **Delete**. Repeat the same thing for Sheet 2.
3. At the bottom of the screen, right mouse click on Sheet 1 and rename it. Call it "Shopping Spree".
4. Put the caps lock on.
5. Click inside cell A1 and type the following:
  - **"YOUR NAME COMPUTER SHOPPING SPREE"**
6. Change the font in cell A1 to size 36 and make it Bold and the color Blue.
7. Type the following in each of the cells below:
  - Cell A3 → ITEM CATEGORY:
  - Cell B3 → ITEM NAME:
  - Cell C3 → QUANTITY:
  - Cell D3 → ITEM PRICE:
  - Cell E3 → TOTAL COST:
8. Turn the caps lock off.
9. Type the following in each of the cells below:
  - Cell A4 → Notebook Computer
  - Cell A5 → Desktop Computer
  - Cell A6 -> LCD Monitor
  - Cell A7 -> All-in-One Printer/Scanner/Fax/Copy Machine
  - Cell A8 -> Flash Drive
  - Cell A9 -> Software
  - Cell A10 –A15-> Items of Your Choice if needed
10. Using your mouse, select row #3 change the Font to Arial size 10, Bold, and Underlined. Also make the color **Blue**.
11. Right mouse click on the letter A and change the column width to 40.
12. Right mouse click on the letter B and change the column width to 45.

13. Make the column width for columns C, D, and E equal to 15.
14. Cells D12, D13, and D14 should be color **Blue**.
15. Move to Cell E4 and enter the formula: =C4\*D4
16. Use the fill handle to copy the formula you entered in E4 to cells E5 through E15
17. Move to Cell E17 and use the AutoSum button to sum the column from cells E4 through E15. Change the background color in this cell to black and the font color to white.
18. Make the format of cells D4 through D15 currency.
19. Make the format of cells E4 through E15 currency.
20. Now it's time for you to complete your shopping spree!!!
  - Go to the COMP USA web site and select the items you want to purchase.
  - You must purchase at least 1 item from each Item Category.
  - There are 2 Item Categories where you are allowed to select whatever type of item you want. For example, Games or Electronics!
  - For each item you select, put the Item Name on your spreadsheet and the quantity of items you want to purchase.
  - Remember, you cannot go over the \$5,000 dollar limit, but cannot have more money to spend on something that you could have afforded, you must be within \$100 but not go over.
21. Make a chart showing the 2 most expensive items. Select the items using the Ctrl button. Then click on the Chart Wizard button. Choose the Clustered 3D column chart. Create a title and the X and Z axis information. Insert the chart on a separate sheet.
22. Insert a clipart of a web cam (search for camera). Position the clipart between cells F2 and H13.
23. Write your name in cell A20. Print out your spreadsheet and the Chart1 sheet.. Go on to the PowerPoint, you're almost done!

	A	B	C	D	E	F	G	H
1	<b>MR ESPARZA COMPUTER SHOPPING SPREE</b>							
2								
3	<b>ITEM CATEGORY:</b>	<b>ITEM NAME:</b>	<b>QUANTITY:</b>	<b>ITEM PRICE:</b>	<b>TOTAL COST:</b>			
4	Notebook Computer				\$ -			
5	Desktop Computer				\$ -			
6	Computer Desk				\$ -			
7	All-in-One Printer/Scanner/Fax/Copy Machine				\$ -			
8	Flash Drive				\$ -			
9	Software of your choice (Office?)				\$ -			
10	Your choice				\$ -			
11	Your choice				\$ -			
12	Your choice				\$ -			
13	Your choice				\$ -			
14	Your choice				\$ -			
15	Your choice				\$ -			
16								
17					\$ -			
18								



In this final project, the student will create a Microsoft Powerpoint presentation document on a topic of their choice. Follow the directions below to create your presentation. This part is worth 8 points.

**DIRECTIONS:**

1. Open a New Blank Presentation document in Microsoft Powerpoint.
2. Save this document under your network folder with the file name PP Final Project.
3. On Slide 1
  - Must have the title “Final Project” plus your topic name (For example, Final Project – My Favorite Sport)
  - The sub-title must be your name
4. Insert Slide 2 thru 7
5. On slides 2 thru 7 you will write your own PowerPoint presentation the topic below:
  - An autobiography about yourself describing your life from age 0 until the present including where you were born, where you have lived, what kind of person you are, what you like to do, where you have gone to school, what your parents are like, etc.
10. Your final project must include the following:
  - 7 slides
  - Use of transitions between each slide
  - A consistent design throughout all your slides
  - Appropriate use of animation on at least 3 slides.
  - A clipart/Internet picture on at least 4 slides
11. Print your presentation as a handout with 9 slides.

