**Computer Applications Final**

**GENERAL INSTRUCTIONS:** Read through each assignment carefully before beginning work. Proofread all work and correct any errors.. Complete each job according to the directions. If you have time you can go back and make additional changes**. Be sure to save all of your work!**

**JOB 1 – Word –** *(20 points possible)*

1. Type the following letter in correct Block style format.
2. **Email to kturner45@gmail.com**

Current date**/**Ms. Janice R. LeRuth**/**Marcus Tools, Inc.**/**3764 W. Wall Street**/**Midland, TX 79703

Dear Ms. LeRuth

Thank you for inviting us to make a presentation on our new software designed to help your employees understand your benefits program and make informed decisions based on the options available to them. The latest version has new features that extend the capabilities of your current software significantly.

I will call you later this week to schedule the presentation. We look forward to meeting with your team next week.

Sincerely**/**Ralph C. Baker, Systems Manager**/**xx

**JOB 2 – Word –** *(15 points possible)*

1. Create a flyer using the information below.
2. Full page, make it attractive, use 2-3 different fonts and font sizes
3. Insert at least one graphic
4. **Email to kturner45@gmail.com** flyer.

Garage Sale! (use WordArt)

8514 Lansdown Avenue

St. Joseph, MO 63119

Clothes, Furniture, Books, Toys, Sports Equipment, Bikes

Saturday, March 15, 2010

8 a.m – 3 p.m.

No early birds!!

**JOB 3 – PowerPoint –** *(30 points possible)*

1. Create a PowerPoint presentation using the information below.
2. Choose a theme for your presentation.
3. Animate each of the graphics
4. Use a transition on each of the slides
5. Save as PPT Final and **email to me at** **kturner45@gmail.com-** **Not Google Docs**

**Slide 1**

**Title**: The Ideal Hire for Riverfront Enterprises – Size 18 font, bold

**Subtitle**: Name of three presenters (use three of your friends)

**Insert** a small graphic of a riverboat here next to the names.

**Slide 2**

**Title**: Key Questions

* What do we as employers expect?
* How do you prepare to meet those expectations?

**Insert** a small graphic of a worker

**Slide 3**

**Title:** Our Expectations as an Employer

* Technical skills (critical at entry level)
* Conceptual skills (critical for advancement)

**Insert** a small graphic of a group of workers

**Slide 4**

**Title**: Technical Skills

* Knowledge
* Expertise
* Ability to do the job

**Insert** a small graphic of a computer

**Slide 5** – Choose the “Picture with caption” layout

**Title**: Meeting Hard Skills Expectations

* Knowledge is one thing—applying skills to solve problems is different!

**Insert** a picture from your file. Any picture will do but you may find a picture online if you wish

**JOB 4 – Excel –** *(25 points possible)*

**Spreadsheet**: Create the spreadsheet using the following information.

1. Merge and Center the Title, make title Bold
2. Bold the headings, add shading
3. Adjust column widths to appropriate size (none will be appropriate at default width)
4. Change the font size to 14 for all items
5. Format the items under price to Currency, 2 decimal places
6. Enter a formula under the last price item to total the column
7. Use a function to determine the minimum, maximum, and average of the Price column
8. Create a column chart graphing the product name and the price. Put on a separate sheet.
9. Save as Excel Final, and **email to me (not google docs) to kturner45@gmail.com**

Title: Computer Applications Final

Headings: Product #, Product Name, Supplier ID, Price

|  |  |  |  |
| --- | --- | --- | --- |
| Product # | Product Name | Supplier ID | Price |
| 132 | Saturn Phone | 1X5CD | 129 |
| 150 | Jupiter Phone | 2P7VB | 119 |
| 190 | Horizon Phone | 8W4CD | 145 |
| 266 | Maxum MP3 | 4F6MK | 145 |
| 325 | Dataquick Phone | 5L3DL | 425 |
| 390 | Verismart Console | 7N2OU | 145 |
| Total |  |  |  |
| Minimum |  |  |  |
| Maximum |  |  |  |
| Average |  |  |  |