

Slater Farms

A Microsoft Office Agribusiness Simulation



B.E. Publishing

The Development Team at B.E. Publishing,
Diane M. Silvia, Linda M. Viveiros



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Student Workbook

1st Edition

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A Microsoft Office Agribusiness Simulation

Student Workbook

1st Edition

Slater Farms • Student Workbook

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Table of Contents

1	Introduction	iii	5	Presentations	65
	<i>Welcome to Slater Farms</i>	iv		1. <i>Agritainment Tour</i>	66
	<i>Project Layout</i>	vi		2. <i>Cooking Demo</i>	74
	<i>Organizing the Slater Farms Projects</i>	vii	6	Databases.....	79
	<i>Curriculum Guide</i>	viii		1. <i>Pricing List</i>	80
2	Word Processing	1		2. <i>Equipment Inventory</i>	82
	1. <i>Farmer's Market Press Release</i>	2		3. <i>Apple Harvest Table</i>	85
	2. <i>Slater Farms Business Letterhead</i>	5			
	3. <i>Employee Memo</i>	7			
	4. <i>Apple Pie Recipe</i>	9			
	5. <i>Calendar of Events</i>	11			
	6. <i>Scholarship Application</i>	13			
	7. <i>Monthly Newsletter</i>	16			
	8. <i>Customer Survey</i>	19			
	9. <i>Field Trip Letter</i>	23			
3	Spreadsheets	27			
	1. <i>Apple Harvest Schedule</i>	28			
	2. <i>Balance Sheet</i>	30			
	3. <i>Seasonal Crops Chart</i>	33			
	4. <i>Planting and Harvest Schedule</i>	36			
	5. <i>School Contact List</i>	40			
	6. <i>Customer Survey Results</i>	42			
4	Desktop Publishing	47			
	1. <i>Employee Name Badge</i>	48			
	2. <i>Coupon Flyer</i>	50			
	3. <i>Promotional Postcard</i>	54			
	4. <i>Magazine Cover</i>	57			
	5. <i>Slater Farms Brochure</i>	60			





Curriculum Guide

PROJECT	SKILLS REINFORCED
Word Processing Projects	
1 Farmer's Market Press Release	<i>Formatting a press release</i> <i>Setting margins</i> <i>Inserting a graphic image</i> <i>Formatting text</i> <i>Formatting line spacing</i>
2 Slater Farms Business Letterhead	<i>Creating a letterhead template</i> <i>Using a header and footer</i> <i>Using draw tools</i> <i>Using shading</i> <i>Using symbols</i>
3 Employee Memo	<i>Formatting a business memo</i> <i>Using superscript text style</i> <i>Using tabs</i>
4 Apple Pie Recipe	<i>Using clip art</i> <i>Using bullets</i> <i>Using numbering</i> <i>Using a hard return</i>
5 Calendar of Events	<i>Using tables</i> <i>Changing row height in a table</i>
6 Scholarship Application	<i>Changing case</i> <i>Formatting font sizes</i> <i>Using the Find and Replace feature</i> <i>Sorting a table</i> <i>Using the split cells feature</i> <i>Merging cells</i>
7 Monthly Newsletter	<i>Using columns</i> <i>Using drop cap</i> <i>Using text boxes</i>
8 Customer Survey	<i>Using custom bullets</i>
9 Field Trip Letter	<i>Formatting a block style letter</i> <i>Using mail merge feature with an Excel file</i>



Curriculum Guide

PROJECT	SKILLS REINFORCED
Spreadsheet Projects	
1 Apple Harvest Schedule	<i>Working with headers</i> <i>Using print preview</i> <i>Sorting data</i> <i>Formatting text</i> <i>Applying wrap text</i> <i>Vertically and horizontally centering data</i> <i>Resizing column width</i> <i>Setting print area</i> <i>Printing with gridlines</i>
2 Balance Sheet	<i>Using AutoSum</i> <i>Adding cells</i> <i>Subtracting cells</i> <i>Shading cells</i> <i>Displaying formulas</i> <i>Changing page scaling to fit to one page</i> <i>Changing page orientation</i> <i>Changing page margins</i>
3 Seasonal Crops Chart	<i>Using the COUNTIF function</i> <i>Using the MAX function</i> <i>Using the MIN function</i> <i>Inserting a column chart</i> <i>Copying and pasting formulas</i>
4 Planting and Harvest Schedule	<i>Formatting Dates</i> <i>Using Cell Reference</i> <i>Using AutoFill</i> <i>Using AutoFit</i> <i>Using the multiplication formula</i> <i>Adding worksheets</i> <i>Renaming worksheets</i> <i>Selecting multiple worksheets</i> <i>Copying a worksheet</i>
5 School Contact List	<i>Merging data with a Word document</i> <i>Inserting rows</i> <i>Deleting rows</i>
6 Customer Survey Results	<i>Creating a Pie Chart</i>

Curriculum Guide

PROJECT		SKILLS REINFORCED
Desktop Publishing Projects		
1	Employee Name Badge	<i>Creating and designing an employee name badge</i>
2	Coupon Flyer	<i>Creating and designing a coupon flyer</i>
3	Promotional Postcard	<i>Creating and designing a promotional postcard</i>
4	Magazine Cover	<i>Creating and designing a magazine cover</i>
5	Slater Farms Brochure	<i>Creating and designing the Slater Farms brochure</i>

Presentation Projects

1	Agritainment Tour	<i>Inserting an Excel file as a bitmap</i> <i>Applying custom animation to objects</i> <i>Hyperlinking to a web page</i> <i>Using numbered lists</i> <i>Using bullets</i> <i>Formatting font color</i> <i>Inserting graphic images</i> <i>Applying continuous looping</i>
2	Cooking Demo	<i>Applying a background</i> <i>Formatting slide background</i> <i>Applying slide transition</i> <i>Adding sound clips</i> <i>Hiding sound icon</i>



Curriculum Guide

PROJECT		SKILLS REINFORCED
Database Projects		
1	Pricing List	<i>Entering field names</i> <i>Defining field data types</i> <i>Defining field size</i> <i>Entering data</i> <i>Using design view</i> <i>Sorting records</i>
2	Equipment Inventory	<i>Creating forms using the Form Wizard</i> <i>Entering data into a form</i> <i>Creating reports</i> <i>Creating queries</i> <i>Inserting new records</i>
3	Apple Harvest Table	<i>Importing from Excel</i>



Word Processing

- 1 Farmer's Market Press Release
- 2 Slater Farms Business Letterhead
- 3 Employee Memo
- 4 Apple Pie Recipe
- 5 Calendar of Events
- 6 Scholarship Application
- 7 Monthly Newsletter
- 8 Customer Survey
- 9 Field Trip Letter





Monthly Newsletter

Overview

As Slater Farms continues to grow, the Trio wants to keep their customers informed on things happening around the farm. They have decided to start a monthly newsletter where they will discuss the farmer's market, the petting zoo, school field trips, events happening on the farm, and much, much more.

Instructions

HINT: Refer to Figure WRD-7.1 for visual guidance as you complete the instructions.

1. Using Microsoft Word, create a new document.
2. Save the document as WRD-7 Newsletter in your "Word Projects" folder under your "Slater Farms" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.
4. Unless otherwise noted, the font and size should be Calibri, 11 pt.
5. Be sure your document's line spacing is set up using single spacing with no additional line spacing between paragraphs.
6. Open the header and footer of the document.
7. At the top, key the heading as shown in Figure WRD-7.1 center-aligned, and 48 pt. bold.
8. Single space, insert a .30 inches high x 7.5 inches wide text box, and place it center-aligned below the heading.
9. Fill the box with gray 25% with no line color, and key the text as shown in Figure WRD-7.1 right-aligned and bold.
10. Switch to the footer and key the information as shown in Figure WRD-7.1 center-aligned, 10 pt.
11. Close the header and footer.
12. Format the page as a two-column document with a line between the columns.
NOTE: You may not visually see the line between the columns until more text is keyed.
13. Key the text in Article 1, Column 1, as shown in Figure WRD-7.1.
14. Triple-space and key the text in Article 2, Column 1, as shown in Figure WRD-7.1.
15. Move to Column 2 and key the text in Article 1 as shown in Figure WRD-7.1.
16. Triple-space and key the text in Article 2, Column 2, as shown in Figure WRD-7.1.

Your Task

Your task is to create and design a newsletter that Slater Farms will send to customers and prospective customers on a monthly basis.



Skills Reinforced

- ☐ Using columns
- ☐ Using drop cap
- ☐ Using text boxes

17. Triple-space and key the text in Article 3, Column 2, as shown in Figure WRD-7.1.
18. In Article 1, Column 1, highlight the text "Welcome Friends!" and change it to 24 pt. bold, red.
19. In the text following "Welcome Friends!," place your cursor in front of the word "It" and insert the Slater Farms logo, installed from the Slater Farms Resource CD. Resize the logo to be 1.25 inches wide by 1.05 inches high. Using the square text wrapping option, wrap the text to the right side of the logo.
20. In Article 2, Column 1, highlight the word "History" and change it to 24 pt. bold, red.
21. Highlight the "S" in Slater Farms in the first paragraph of Article 2, Column 1, and change it to a Drop Cap using three lines to drop.
22. Insert an image of farmer's market vegetables in the bottom right of Article 2, Column 1. Using the square text wrapping option, wrap the text to the left side of the image.
23. Insert a square that measures 3.65 inches high x 3.65 inches wide behind the text in Article 1, Column 2.
24. Change the fill color of the square to red with no outline and change the transparency to 25%.
25. Highlight the text "School Field Trips" and change it to 24 pt. bold, white.
26. Highlight the text "Spring Field Trips" and "Fall Field Trips" and change them to 14 pt. bold and italics.
27. Highlight the text under "Spring Field Trips" and "Fall Field Trips" and add bullets.
28. In Article 2, Column 2, highlight the text "Harold's Petting Zoo" and change it to 24 pt. bold, red.
29. Insert an image of farm animals of your choice below Article 2, Column 2. Resize the image so it is in proportion with the rest of the document.
30. Insert a .75 inches high x 3.65 inches wide rectangle behind the text in Article 3, Column 2. Change the fill color of the rectangle to 25% gray and the line to 1 pt. black.
31. Highlight the text in Article 3, Column 2, and change to bold.
32. Carefully proofread your work for accuracy and format.
33. Resave the file.
34. Print a copy of the document if required by your instructor.





Monthly Newsletter

Figure WRD-7.1

	Column 1	Column 2	
	<h2>The Farmer's Market</h2>		
	Volume 1, Issue 1 – October 20—		
Article 1	<p>Welcome Friends!</p> <p>It is with great pleasure that we send you the first publication of our Farmer's Market Newsletter. We will be publishing our newsletter on a monthly basis to keep you up to date on what's going on here at Slater Farms. Thank you for your patronage.</p>	<p>School Field Trips</p> <p>Spring Field Trips Learn about strawberries and peaches Pick a pint of strawberries to take home Stroll through the orchard and pick a few of our juicy peaches Milking demonstration in the barn Visit Harold's Petting Zoo Take a hayride tour of the farm</p>	Article 1
	<p>History</p> <p>Slater Farms was purchased by our dad, Harold, in the mid 1950s. A little over four years ago, our dad decided it was time to sit back, relax, and watch us "kids" take over. He had many plans for the farm, but he felt it was time to pass it on to a new generation, and here we are today. Since taking over the farm, we have expanded quite a bit.</p>	<p>Fall Field Trips Learn about pumpkins Pick a pumpkin to take home Milking demonstration in the barn Visit Harold's Petting Zoo Take a hayride tour of the farm</p>	
Article 2	<p>There's a new farmer's market in town. The new Slater Farms Farmer's Market is a roadside market that sells the produce grown on the vast 300+ acre farm behind the market. Whether you desire fresh fruits and vegetables, or one of Sandy's homemade pies, you know that you are getting the best Georgia has to offer. And if you love Sandy's pies and want to learn to make them yourself, you can sign up for cooking demonstrations and classes that are now housed in the new 8,000 square foot Trio Barn. We've also added Harold's Petting Zoo and our new School Field Trip program. Check our website at www.slaterfarms.net for more details.</p>	<p>Harold's Petting Zoo – A day at the farm is not complete without a visit to the zoo.</p> <p>Watch our next newsletter for a recipe from Sandy's Kitchen, information on the up and coming Farm Aid Concert, and much, much more!!!</p>	<p>Article 2</p> <p>Article 3</p>
	<p>Published by the Trio at Slater Farms • 1 Sweet Dixie Lane • Tifton, GA 31793 1-555-VEG-GIES (834-4487) • www.slaterfarms.net</p>		

Spreadsheets

- 1 Apple Harvest Schedule
- 2 Balance Sheet
- 3 Seasonal Crops Chart
- 4 Planting and Harvest Schedule
- 5 School Contact List
- 6 Customer Survey Results



**Slater
Farms**





Balance Sheet

Overview

The Slater Farms balance sheet, an important report in the accounting system, shows the financial condition of the farm on a specific date. The balance sheet shows what the farm owns, what it owes, and the net worth of the owners. By comparing past balance sheets to the current one, the growth or decline of the assets, liabilities, and net worth of the farm can be determined. This information drives future decisions that the Slaters will make about the farm and its expansion.

Instructions

1. Using Microsoft Excel, create a new blank workbook.
2. Save the workbook as EXL-2 Balance Sheet in your "Excel Projects" folder under your "Slater Farms" folder.
3. Unless otherwise noted, the font and size should be Calibri, 11 pt.
4. Key the data as it appears in Figure EXL-2.1 into the spreadsheet.
5. Format the width of columns A and D to 40.
6. Format the width of columns B and E to 12.
7. Format the width of column C to 3.
8. Bold and shade cells A1, A9, A17, A21, D1, D10, D15, D17, D19, and D21 to gray.
9. Format the cells in columns B and E to Accounting with zero decimal places and the \$ symbol.
10. To find the total of the CURRENT ASSETS, use the AutoSum key in cell B9.
HINT: =Sum(B3:B8)
11. To find the total of the NONCURRENT ASSETS, use the AutoSum key in cell B17.
HINT: =Sum(B11:B16)
12. To find the total of the CURRENT LIABILITIES, use the AutoSum key in cell E10.
HINT: =Sum(E3:E9)
13. To find the total of the NONCURRENT LIABILITIES, use the AutoSum key in cell E15.
HINT: =SUM(E12:E14)
14. Enter a formula in cell B21 to calculate the total of TOTAL CURRENT ASSETS and TOTAL NONCURRENT ASSETS.
HINT: =B9+B17

Your Task

Your task is to create a balance sheet for Slater Farms for the year ended December 31, 20__. This will allow the Slater Farms Trio to be fully aware of the farm's financial status.



Skills Reinforced

- ☐ Using AutoSum
- ☐ Adding cells
- ☐ Subtracting cells
- ☐ Shading cells
- ☐ Displaying formulas
- ☐ Changing page scaling to fit to one page
- ☐ Changing page orientation
- ☐ Changing page margins

15. Enter a formula in cell E17 to calculate the total of TOTAL CURRENT LIABILITIES and TOTAL NONCURRENT LIABILITIES.
HINT: $=E10+E15$
16. Enter a formula in cell E19 to calculate OWNERS' EQUITY (TOTAL ASSETS minus TOTAL LIABILITIES).
HINT: $=B21-E17$
17. Enter a formula in cell E21 to calculate the total of TOTAL LIABILITIES and OWNERS' EQUITY.
HINT: $=E17+E19$
18. Underline cells B7, B9, B15, B17, E8, E10, E13, E15, and E19.
19. Double underline cells B21 and E21.
20. Display formulas in your spreadsheet by using Ctrl + ` to check for accuracy.
21. Carefully proofread your work for accuracy and format.
22. Set the Print Area to include all cells containing data in the spreadsheet.
23. Print Preview and adjust Page Setup with the following changes:
 - Paper orientation should be landscape
 - The scaling should be set to fit to one page
 - Page margins should be .75 inches on all sides
 - The sheet should be vertically and horizontally centered on the page
 - The sheet should show gridlines
24. The center section of the header should contain the following text:

Slater Farms
Balance Sheet
December 31, 20__
25. Resave the file.
26. Print a copy of the document if required by your instructor.





Balance Sheet

Figure EXL-2.1

	A	B	C	D	E
1	ASSETS:			LIABILITIES AND OWNERS' EQUITY:	
2					
3	Cash	235153		Accounts Payable	298553
4	Accounts Receivable	395093		Taxes Payable	321353
5	Fertilizer and Supplies	32589		Accrued Expenses	189620
6	Investment in Growing Crops	127093		Notes Due Within One Year	305888
7	Crops Held for Sale and Feed	89933		Current Portion of Term Debt	98300
8				Accrued Interest	32710
9	TOTAL CURRENT ASSETS:				
10				TOTAL CURRENT LIABILITIES:	
11	Farm Animals	392053			
12	Machinery and Equipment	982770		Noncurrent Portion: Notes Payable	266453
13	Buildings	1093820		Noncurrent Portion: Real Estate Debt	1500842
14	Investments in Cooperatives	659722			
15	Land	3093877		TOTAL NONCURRENT LIABILITIES:	
16					
17	TOTAL NONCURRENT ASSETS:			TOTAL LIABILITIES:	
18					
19				OWNERS' EQUITY:	
20					
21	TOTAL ASSETS:			TOTAL LIABILITIES AND OWNERS' EQUITY:	



Desktop Publishing

- 1 Employee Name Badge
- 2 Coupon Flyer
- 3 Promotional Postcard
- 4 Magazine Cover
- 5 Slater Farms Brochure





Promotional Postcard

Overview

The Trio at Slater Farms has decided to run a month-long schedule of events during the month of October; and, what better way to “get the word out” than to deliver a picturesque, personalized postcard. A resident mailing list will be purchased, and the postcard will be mailed to all 15,679 residents of Tifton and the surrounding towns.

Strategies

1. View postcards on the Internet for ideas on the layout and design of a postcard.
2. Plan the layout and design of the postcard on paper first.
3. Read through all instructions prior to completing the project.

Instructions

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft Publisher or an equivalent desktop publishing software, create a new document.
3. Save the document as DTP-3 Postcard in your “DTP Projects” folder under your “Slater Farms” folder.
4. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.
5. Using the rectangle tool, draw a rectangle that measures 6 inches wide x 4 inches tall, giving it a 1 pt. border. Position the rectangle in the upper half of the page, centered horizontally as shown in Figure DTP-3.1. The contents for the *front side* of the personalized postcard should be placed within this box.
6. Copy and paste the above rectangle and position it in the lower half of the page, centered horizontally, making sure the boxes do not overlap as shown in Figure DTP-3.1. The contents for the *back side* of the personalized postcard should be placed within this box.

Your Task

Your task is to create and design a postcard that Slater Farms can use to communicate what’s going on during the month of October.



Skills Reinforced

- ☐ Creating and designing a promotional postcard

7. On the front side of the postcard, insert the Slater Farms logo, installed from the Slater Farms Resource CD. Resize the logo so it is in proportion with the rest of the document.
8. Include the following contact information on the front side of the postcard:

1 Sweet Dixie Lane, Tifton, GA 31793
1-555-VEG-GIES

9. Include four graphic images or photos depicting events happening at the farm on the front side of the postcard. (See Instruction 12 for a list of events)
10. On the front side of the postcard, include the following text:

FALL into a month of FUN at Slater Farms

11. Draw a vertical 1 pt. line down the center of the back of the postcard. This represents the left- and right-hand side of the back of the postcard.
12. On the left-hand side of the vertical line, include the following text:

Slater Farms announces their October "FALL into FUN" Events. Come on down, bring your family and friends, and don't forget to stop by our brand new Slater Farms Farmer's Market!

Schedule of Events

October 5–31	Hayride to our "Pick Your Own Pumpkin" Pasture (9 am–dusk)
October 7	Sandy's homemade goodies samples at the Trio Barn (10 am–Noon)
October 13	Apple Pickin' and Pie Bakin' (1–5 pm)
October 14	Corn Maze Opens (10 am–10 pm)
October 22	Pumpkin Painting Contest at the Trio Barn (10 am–Noon)

13. On the right-hand side of the vertical line, include the following return address information:

Slater Farms
1 Sweet Dixie Lane
Tifton, GA 31793

14. Include the following text to represent the person receiving the postcard:

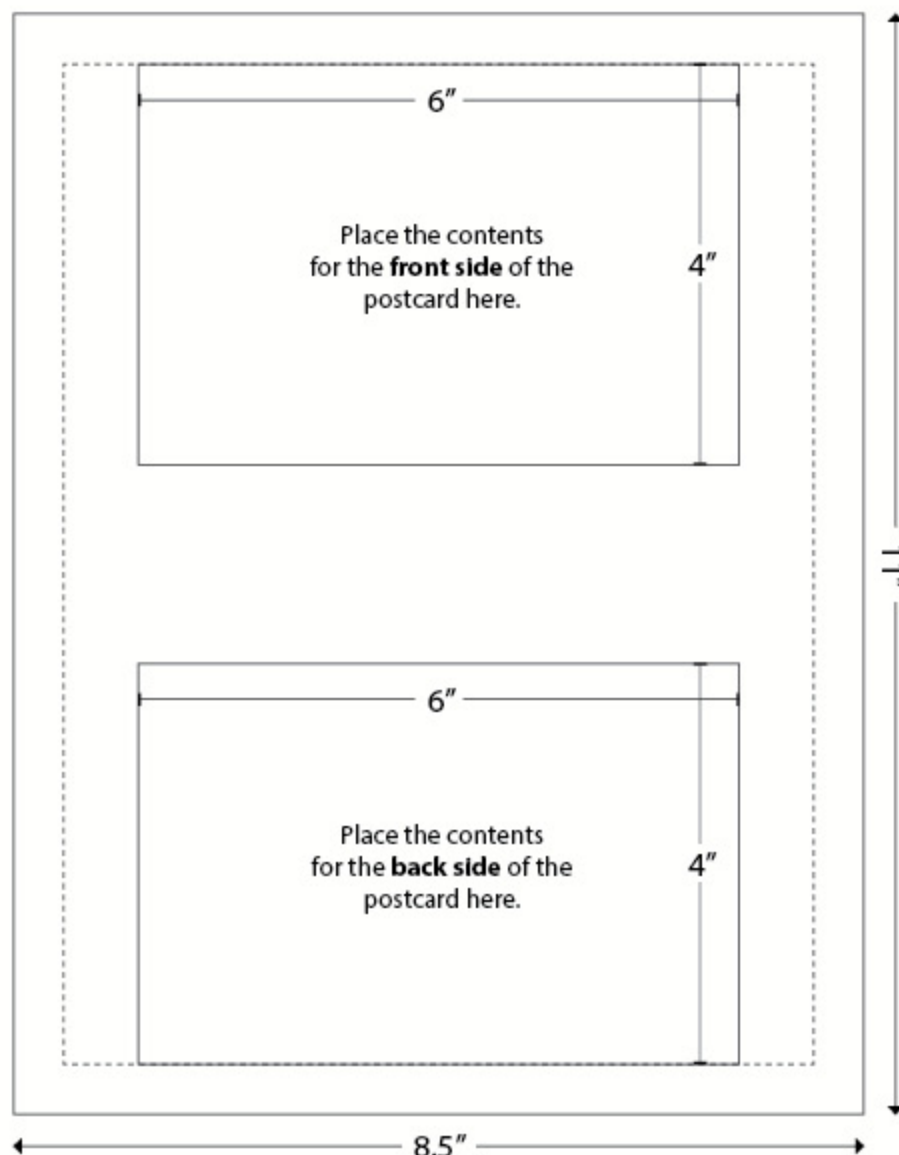
Name
Address
City, State, Zip



Promotional Postcard

15. In the top right-hand corner on the right-hand side of the vertical line, include a .5 inches wide x .375 inches tall rectangle to represent a postage stamp.
16. Add additional text and/or graphic images that will help illustrate and enhance the look and appearance of the document.
17. Format the size, style, placement of text, and other elements in the document so that it projects a professional image.
18. Carefully proofread your work for accuracy, design, and format.
19. Resave the file.
20. Print a copy of the document if required by your instructor.

Figure DTP-3.1



Presentations

- 1 Agritainment Tour
- 2 Cooking Demo



**Slater
Farms**



Cooking Demo

Overview

A few decades ago Great-Grandma Slater created a delicious and refreshing watermelon/peach salsa using fresh produce from the family farm. The recipe has been handed down through the generations. This no-cook recipe can be whipped up in a flash and requires no special kitchen equipment. It's great for parties or just as an everyday snack. During peach and watermelon season, our farmer's market customers are treated to a free sample of the salsa, and a recipe card is dropped in their shopping bags with their purchases. The customers who've tried the recipe rave about it!

Strategies

1. Choose a font size and style that fills the slide but does not clutter it, and that fits proportionally on the slide.
2. Use an easy-to-read font and a color that is in contrast with the slide background.
3. Be sure slide titles are larger than slide content.
4. Find relevant graphics that help illustrate your slide. If you use photos, make sure they are clean, crisp, and make an impact.
5. For each slide, format the size, style, and placement of text and elements so that the slide show projects a professional image.
6. Plan the layout and design of the presentation on paper first.
7. Read through all instructions prior to completing the project.

Instructions

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as PPT-2 Demo in your "PowerPoint Projects" folder under your "Slater Farms" folder.

NOTE: Before continuing, note the following requirements for this project and plan accordingly:

- The slide show must contain a minimum of 10 slides.
- Apply at least three different slide transitions in the presentation.
- Format the slide show background with an appropriate color scheme for all slides.

Your Task

Your task is to create a Cooking Demo presentation on how to make the watermelon/peach salsa recipe which will be set to loop continuously in the farmer's market.



Skills Reinforced

- ☐ Applying a background
- ☐ Formatting slide background
- ☐ Applying slide transition
- ☐ Adding sound clips
- ☐ Hiding sound icon

- Apply custom animation to a minimum of three objects within the slide show.
- Set the slide show to play automatically. Be sure that each slide is timed long enough for the viewer to read each slide completely.
- Add a sound clip and then hide the sound icon.
- Upon completion, the slide show should be set up to continuously loop.

4. On slide 1, include the following information:

[The Slater Farms logo installed from the Slater Farms Resource CD]
 [The following text:]
 SLATER FARMS

5. On slide 2, include the following information:

[Slide headline:]
 World's Best Watermelon/Peach Salsa
 [The following text:]
 Great-Grandma Slater's no-cook recipe can be whipped up in a flash and is great for parties and everyday snacks. Let's get started!
 [Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

6. On slide 3, include the following information:

[Slide headline:]
 Ingredients and Prep Time
 [The following text:]
 First, we have to gather our ingredients:
 1 cup chopped peeled peaches
 1 cup chopped seeded watermelon
 1 tablespoon chopped fresh mint
 1 tablespoon finely chopped red onion
 3 tablespoons orange juice
 ½ teaspoon dried thyme leaves
 Prep time: 10 minutes
 [Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]



Cooking Demo

7. On slide 4, include the following information:

[Slide headline:]

Hints and Tips

[The following text:]

To dice a peach, score cuts into the peach at $\frac{1}{4}$ inch intervals from top to bottom and then from left to right, similar to the longitude and latitude lines around the globe. Then carve closely around the seed causing the cut squares to fall into the bowl.

To cube a watermelon, make a horizontal cut across the slice stopping when you get to the white part of the watermelon skin; then make vertical cuts at $\frac{1}{4}$ inch intervals. Now, simply pass a knife at $\frac{1}{4}$ inch intervals across the slice causing the cubes to drop into the bowl.

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

8. On slide 5, include the following information:

[Slide headline:]

Watermelon

[The following text:]

For this demo, we'll select a plump, juicy watermelon from our Farmer's Market (actually, all of our watermelons are plump and juicy ☺), cut a thick slice, pop out the seeds, and chop the watermelon into $\frac{1}{4}$ inch squares.

[Insert a sound clip that depicts a chopping sound. Be sure to hide the speaker icon during the show.]

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

9. On slide 6, include the following information:

[Slide headline:]

Peaches

[The following text:]

We'll use our farm's sweet, juicy, and flavorful peaches for this demo. Peel and dice two or three of them into $\frac{1}{4}$ inch squares until you have one cup of diced peaches.

[Insert a sound clip that depicts a chopping sound. Be sure to hide the speaker icon during the show.]

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

10. On slide 7, include the following information:

[Slide headline:]

Fresh Mint

[The following text:]

Fresh, fragrant mint from our herb garden is the next item that needs to be chopped. Chop it up very fine until you have one tablespoon.

[Insert a sound clip that depicts a chopping sound. Be sure to hide the speaker icon during the show.]

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

11. On slide 8, include the following information:

[Slide headline:]

Salsa just isn't salsa without onions!

[The following text:]

Our red onions are robust and slightly sweet and a perfect addition to the salsa. Finely chop a portion of a Slater Farms red onion until you have one tablespoon of our delicious onions.

[Insert a sound clip that depicts a chopping sound. Be sure to hide the speaker icon during the show.]

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

12. On slide 9, include the following information:

[Slide headline:]

Putting it all together...

[The following text:]

Now we'll mix the peaches, watermelon, fresh mint, and red onions with the rest of the ingredients, blend it all together, cover it, and pop it into the fridge for 30 minutes.

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]





Cooking Demo

13. On slide 10, include the following information:

[Slide headline:]

Now, Enjoy the World's Best Watermelon/Peach Salsa!

[The following text:]

Here's hoping that you had fun viewing this cooking demo and that you enjoy and share this tried-and-true Slater family recipe with your family and friends.

[Add additional text and/or graphic images that will help to illustrate and enhance the content and appearance of the slide.]

14. Be sure that you have met each requirement as noted in Instruction #3.
15. Carefully proofread your work for accuracy and format.
16. Resave the file.
17. Print a copy of the presentation as handouts using 3 slides per page if required by your instructor.



Databases

- 1 Pricing List
- 2 Equipment Inventory
- 3 Apple Harvest Table





Pricing List

Overview

A farmer's market along the roadside is always a welcome sight, providing a sense of warmth and anticipation for the homemade goods and fresh local produce that are sure to be available there.

The Slater Farms Farmer's Market has both local patrons and those just out for a drive in the country as their client base. At peak times of business, especially on crisp fall days when both old and new customers are streaming in, it's helpful to be organized and to have quick access to pricing information.

Instructions

1. Using Microsoft Access, create a new database.
2. Save the database as ACC-1 Farmers Market in your "Access Projects" folder under your "Slater Farms" folder.
3. Create a NEW table in Design View.
4. Set up the database table with the structure provided below.

Field Name	Data Type	Field Size
Product Code	Number	Long Integer
Product Name	Text	40
Unit	Text	40
Price	Currency	Currency
Special Pricing	Text	40
In-Season/Available	Text	40

5. Save the table as OCTOBER-DECEMBER PRICE LIST without defining a primary key.
6. Go to the Datasheet View and enter the data for records 1-25 as shown in Figure ACC-1.1.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Sort the Product Name field in ascending order (A to Z).
11. Print a copy of the OCTOBER-DECEMBER PRICE LIST table if required by your instructor.

Your Task

Your task is to create a database that contains a price list of the products for sale in the roadside farmer's market during the fall months. This database will help the clerks to quickly cash out their customers.



Skills Reinforced

- ☐ Entering field names
- ☐ Defining field data types
- ☐ Defining field size
- ☐ Entering data
- ☐ Using design view
- ☐ Sorting records

Figure ACC-1.1

RECORD #	Product Code	Product Name	Unit	Price	Special Pricing	In-Season/Available
1	5555	Fresh Picked Wild Flowers	Bunch	\$5.00	3 bunches/\$12.00	Oct/Nov
2	5933	Apples	lb.	\$2.49	10 lbs./\$20.00	Oct/Nov
3	4711	Beans	lb.	\$2.99	5 lbs./\$12.50	Oct
4	6935	Broccoli	Bunch	\$3.00		Oct/Nov/Dec
5	4936	Brussels Sprouts	Stalk	\$4.49		Nov/Dec
6	3593	Cabbage	Head	\$3.00		Oct/Nov/Dec
7	4907	Carrots	Bunch	\$2.00	10 bunches/\$18.00	Oct/Nov/Dec
8	3768	Cauliflower	Head	\$2.49		Oct/Nov/Dec
9	2658	Collard Greens	Bunch	\$4.00		Oct/Nov/Dec
10	3124	Eggplant	lb.	\$2.00		Oct
11	4908	Garlic	lb.	\$6.00		Oct
12	5238	Lettuce	Head	\$2.00	\$1 for smaller heads	Oct/Nov/Dec
13	4009	Melons	Each	\$4.00		Oct
14	4566	Onions	lb.	\$1.50	5 lbs./\$6.00	Oct/Nov
15	3109	Pumpkins	lb.	\$0.45		Oct/Nov
16	5904	Tomatoes	lb.	\$2.00		Oct
17	4976	Watermelon/Peach Salsa	8 oz. jar	\$5.00	3 jars/\$12.00	Year-round
18	3571	Apple Peach Jam	6 oz. jar	\$4.00	3 jars/\$10.00	Year-round
19	4073	Strawberry Jam	6 oz. jar	\$3.00	4 jars/\$10.00	Year-round
20	4891	Watermelon Jam	6 oz. jar	\$3.50	5 jars/\$15.00	Year-round
21	3850	Applesauce	10 oz. jar	\$6.00	2 jars/\$10.00	Oct/Nov/Dec
22	3410	Apple Cider	32 oz. bottle	\$8.00		Oct/Nov
23	4222	Pumpkin Loaf	Unit	\$4.25	3 for \$11.00	Oct/Nov
24	5002	Apple Pie	Unit	\$10.00		Oct/Nov
25	4447	4-Bean Salad	32 oz. jar	\$9.00	3 jars/\$25.00	Year-round