

## Section 1: Introduction

### 1.7 Table of Projects, New Skills Reinforced, and Approximate Completion Times

Table of Projects, New Skills Reinforced, and Approximate Completion Times			
Project #	Project Title	New Skills Reinforced	Approx. Completion Time (in hours)
<b>Microsoft Word Projects</b>			
W-1	Write a Press Release	Formatting a press release • Line spacing • Text formatting and alignment	.5
W-2	Create and Design Letterhead	Using headers and footers • Creating a letterhead template	.5
W-3	Create and Design an Envelope	Formatting a business size envelope	.5
W-4	Create Price Sticker Labels	Using labels • Strikethrough text style	.5
W-5	Create a Business Memo	Formatting a business memo • Superscript text style	.75
W-6	Create a Skateboards Bullet List	Formatting using bullets and numbering • Sorting text • Customizing bullets	.5
W-7	Create a Skateboard Terms and Definitions Two-Column List	Formatting text into columns	1
W-8	Create and Design an Hours of Operation Sign	Using tables • Merging cells • Shading cells • Inserting rows • Formatting cells	.5
W-9	Create and Design a Waiver and Release of Liability Form	Creating a business form • Changing row height in a table	1
W-10*	Create an Employee Welcome Letter Mail Merge	Formatting a business letter • Using the mail merge feature with an Access database • Inserting merge fields	1
W-11**	Create a Vendor Letter Mail Merge	Using the mail merge feature with an Excel spreadsheet	1
*Project A-1 must be completed prior to beginning this project **Project E-1 must be completed prior to beginning this project			
<b>Microsoft Excel Projects</b>			
E-1*	Create a Vendor Contact List	Entering data into a spreadsheet • Formatting column width • Formatting text • Using print preview	.75
E-2	Create a Lessons Price List	Selecting cells • Formatting cells as currency	.5
E-3	Create a Music List	Sorting data in ascending order	.5
E-4	Create an Employee Average Age Spreadsheet	Using the average formula • Shading cells • Creating a custom header	.75
E-5	Create a Projected Revenue Spreadsheet	Using the division operation in a formula • Formatting cells with text wrap • Formatting cells as percentage	.75
E-6	Create a Pro Shop Equipment Inventory Report	Using the multiplication operation in a formula • Using the AutoFill feature	1
*This project must be completed prior to beginning Project W-11			



## Section 1: Introduction

**Table of Projects, New Skills Reinforced, and Approximate Completion Times (continued)**

Project #	Project Title	New Skills Reinforced	Approx. Completion Time (in hours)
<b>Microsoft Access Projects</b>			
A-1 *	Create an Employee Database	Entering field names • Defining field data types • Defining field size • Entering data into a database • Using design view	.75
A-2	Create a Member Database	Creating forms • Designing/customizing forms • Using queries	1
A-3	Create an Advertiser Database	Creating a report • Sorting records	1
*This project must be completed prior to beginning Project W-10			
<b>Microsoft Publisher Projects (Note: These projects can also be completed using an equivalent desktop publishing software)</b>			
P-1	Create and Design a Business Card	Creating and designing a business card • Using the rectangle tool • Using the text tool • Inserting graphic images	.5
P-2	Create and Design an Employee Name Badge	Creating and designing a name badge • Using color fill • Copying and pasting objects	.5
P-3	Create and Design a Bumper Sticker	Creating and designing a bumper sticker	.5
P-4	Create and Design a Grand Opening Advertisement	Creating and designing a print advertisement • Creating and designing a coupon	1.5
P-5	Create and Design a Coupon Flyer	Creating and designing a flyer	1.5
P-6	Create and Design a Booklet-Style Food Menu	Creating and designing a booklet style menu • Inserting columns and guides	2
P-7*	Create and Design a Three-Panel Brochure (Extra Credit)	Creating and designing a three-panel brochure	2
P-8*	Create and Design a Boarder Birthday Pass (Extra Credit)	Creating and designing a birthday pass	1
*These projects are optional and are included as extra credit			
<b>Microsoft PowerPoint Projects</b>			
PPT-1	Create a Grand Opening Slide Show Presentation	Applying backgrounds • Applying slide transitions • Inserting sound files • Applying continuous looping • Using custom animation • Using bullets • Printing slides in handout view • Presenting a slide show	2 - 3
PPT-2*	Create a Banner Advertising Campaign Presentation (Extra Credit)	Inserting a table • Formatting tables	1.5 - 2
*This project is optional and is included as extra credit			
<b>TOTAL APPROX. COMPLETION TIME:</b>			<b>24 - 30</b>
(Note: Completion times will vary based on skill level and extra credit projects)			

