

BCIS

Mr. Stephenson



Final Class Project

Business Computer Information Systems

BUSINESS AND CAREER PROJECT



INTRODUCTION

This project is a simulation to review and apply the skills learned in class. This project centers around a company that you are starting in your chosen career field. You will create many aspects of a real business using the skills learned throughout the year. You will find your work challenging and exciting.

GENERAL INSTRUCTIONS

- ☞ Through out this simulation you are working to complete the simulation documents in a timely, professional manner.
- ☞ Create a folder on your disk named **Business Project** to save all assignments in.
- ☞ Decide on appropriate file names.
- ☞ You will use Word, Access, Excel, PowerPoint, and Publisher to complete the documents.
- ☞ General directions will be given, but you will need to analyze the situation and decide how to accomplish each assignment.
- ☞ Keep in mind that there may be several different ways to accomplish each task; you choose which is most appropriate.
- ☞ Use the current date when needed.
- ☞ Proofread carefully and often.
- ☞ Print everything to the laser printer.
- ☞ Keep up with documents and turn in as directed. Staple together in assignment order.
- ☞ Projects will be graded using the student evaluation sheet on the back.
- ☞ **Remember, as a professional, you will be expected create perfect, accurate, and attractive work.**
- ☞ Use your time wisely.

INSTRUCTIONS

	<i>Assignment</i>	<i>Printing</i>	<i>Turn in</i>
1	MLA Report—Career Ethics	Print	Turn in
2	Ethics PowerPoint	Save	Upload
3	Company Logo	Save	
4	Company Letterhead—Save as a document	Save	
5	Price Memo—Refer to the examples in the notebook	Print	
6	Business Cards— Print one card only on regular paper	Print	Turn in 5-6
7	Promotional Letter—Refer to the block letter examples	Print	
8	Flyer	Print	
9	Grand Opening Invitation	Print	Turn in 7-9
10	Proposed Budget—Remember to print with and without formulas	Print	
11	Monthly Sales—Remember to print with and without formulas	Print	
12	Actual Budget — Remember to print with and without formulas	Print	
13	Budget Graph	Print	Turn in 10-13
14	Customer Database—Sorted by Last Name. (Marlin Anderson has a Canadian ZIP Code)	Print	
15	Customer Address Report—Use the report wizard.	Print	
16	Customer Paid Report—Use the report wizard.	Print	
17	Mailing Labels—Use the label wizard and print on regular paper.	Print	
18	Customer Membership Cards—Print on regular paper.	Print	Turn in 14-18
19	Company Report and Report Cover Page	Print	Turn in
20	Website and Project Presentation	Print	

Project completion data – May 16th/17th.

BUSINESS AND CAREER PROJECT STUDENT EVALUATION SHEET



Name _____

Period _____

	Assignment	Quality of Assignment				Completion Grade
		Exceptional (No Errors)	Acceptable (Minor Errors)	Unacceptable (Major Errors)	Corrected (No Errors)	
1	MLA Report—Career Ethics	3	2	1	1.5	5
2	Ethics PowerPoint	3	2	1	1.5	10
3	Company Logo	3	2	1	1.5	15
4	Company Letterhead	3	2	1	1.5	20
5	Price Memo	3	2	1	1.5	25
6	Business Cards	3	2	1	1.5	30
7	Promotional Letter	3	2	1	1.5	35
8	Flyer	3	2	1	1.5	40
9	Grand Opening Invitation	3	2	1	1.5	45
10	Proposed Budget	3	2	1	1.5	50
11	Monthly Sales	3	2	1	1.5	55
12	Actual Budget	3	2	1	1.5	60
13	Budget Graph	3	2	1	1.5	65
14	Customer Database	3	2	1	1.5	70
15	Customer Address Report	3	2	1	1.5	75
16	Customer Paid Report	3	2	1	1.5	80
17	Mailing Labels	3	2	1	1.5	85
18	Customer Membership Cards	3	2	1	1.5	90
19	Company Report and Report Cover Page	3	2	1	1.5	95
20	Website and Project Presentation	3	2	1	1.5	100

Quality of Work (Weight: 2) _____

Completion (Weight: 3) _____

Work Habits (Weight: 1) _____

Total Points _____ / No. of Jobs _____ = Point Average _____

(3 = 100; 2.5 = 90; 2 = 80; 1.5 = 70; and 1 = 60.)

Based on number of jobs completed as shown above.

Grade will be based on following directions, time management, work ethic and attendance. Everyone starts with 100! **Points may be earned back by attending tutorials for the missed class. Student must check in and indicate they are working off deductions.**

Assignment #1



Document Name: MLA Report - Career Ethics

Software: Word Processor

Comments:

You will be starting a new company in your chosen career. What kind of responsibilities do you have toward the company, your employees, your customers, and yourself? Use the internet to research ethics related to your chosen career. What ethical issues do you want to see in your employees? How will you be expected to behave on the job? How will you expect your employees to behave?

Instructions:

1. Open a new document in Word.
2. Name it "[your career] Ethics".
3. Using the MLA style guide on your Z:\ drive, format your report. (Be sure to read and follow the guide exactly)
4. Find a minimum of 2 web resources to site in your paper.
5. Site each site at least once. (The more the better)
6. Format your sited work according to the MLA style.
7. Paper should be approximately 2 pages in length
8. Proofread, save, and print.

Assignment #2



Document Name: Company Ethics

Software: PowerPoint

Comments:

Since you are starting a new company you need to create a PowerPoint to show your employees about ethics of the profession and at your business. Include information from your ethics report.

Instructions:

1. Open a new slideshow in PowerPoint.
2. Name it "[Your Career] Ethics".
3. On the title slide include the PowerPoint name, your company name, and your name.
4. Chose one style or background to use throughout the entire presentation. (Subtle colors)
5. Select a font easy to read.
6. Slideshow must be a minimum of 10 slides (Not including the title slide or sited work slide).
7. Make all slide transitions no more than 2 seconds in length.
8. Make all animations simple and understated.
9. Use concise bullets in your presentation. You will discuss them in length.
10. Include your speaker notes on every slide. Write out exactly what you will say...WORD FOR WORD.
11. Show presentation should last 3-5 minutes.
12. DO NOT read from the screen.
13. Proofread and proofread and proofread again!!! Your slideshow should look professional but not distract from your presentation. The audience should be focused on you, not the PowerPoint.

Assignment #3



Document Name: Your Company Logo

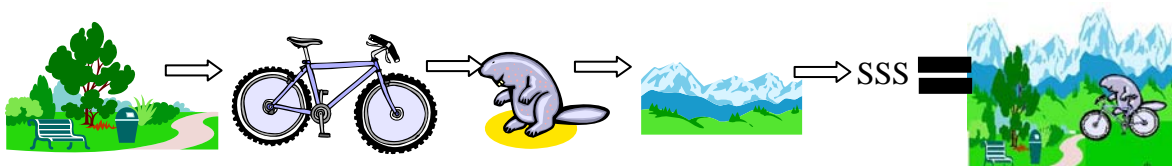
Software: PowerPoint, Paint

Comments:

Since you are starting a new company, you need to design a new logo for our company. It should have something to do with business, products, services or a combination of any of the items. It can be stylized or more of a pictorial representation. It must be 1.5 inches wide by 1 inch Height. You can start with a clipart picture and modify it if you would like.

Instructions:

1. Open your PowerPoint program to a blank slide.
2. Put together at least 3 clip art images and drawing tools and modify as needed. Finished size will be 1.5 inches wide by 1 inch height.
3. Adjust any colors, sizes, or directions as needed.
4. Make any additional adjustments as needed to improve the design of the logo so it is balanced and looks good. Does it represent the image of the company?
5. Include your initials in the bottom right of your logo in really tiny text.
6. Duplicate the slide.
7. Print one slide that shows all the starting elements separated out.
8. Group together.
9. Resize to 1.5 X 1.
10. Copy.
11. Open the Paint program and paste.
12. Save as logo with a **JPEG File interchange format** in your project folder. We will want to use this in flyers, letterheads, and other documents in the future.



Assignment #4



Document Name: Your Company Letterhead

Software: Word Processor

Comments:

Create a new letterhead for your company. On the letterhead include the company name, address, city, state, zip, phone number, and your name as CEO of the company. The letterhead information should all be at the top of the document in the header. Use horizontal lines to separate the letterhead information from the body of the letter.

Instructions:

1. The Header of the letterhead needs to be in the top 2 inches of the paper.
2. The bottom needs to be within 1 inch of the bottom of the paper.
3. Set the left and right margins to .5 inches.
4. Use a decorative font for the company name in a large font (24-18 points).
5. On the line/s underneath or in the footer area use a normal sized font (12-14 points) to type the address, phone number and additional information.
6. Insert your logo. Crop, resize, text wrap, and position as necessary.
7. Add a horizontal line/s to separate the letterhead from the body of the letter.
8. Check placement.
9. **Proofread.**
10. Save.

Assignment #5



Document Name: Price Memo

Software: Word Processor

Comments:

At your company you use memorandums (memos) to communicate within the company. The preferred style for memorandums is the Formal Style format, which has the **To**, **From**, **Date**, and **Subject** (or **Re**) headings.

Information:

To: All Employees
From: (Your Name)
Date: (Today's Date)
Subject: (you decide what an appropriate subject line is)

1st Paragraph: Write telling the employees that here is the new price list for the coming summer.

2nd Paragraph: Make a 3-column table with the following price information. (The "/" tells you what the columns are. If you prefer, you can choose one of the preset designs under Table/Insert/AutoFormat button.)

Item # / Description / Cost

Create at least 8 items

3rd Paragraph: Tell the employees you are looking forward to an outstanding and productive summer. Then thank them for the good work they have been doing.

Instructions:

1. Open your company letterhead file.
2. Set the font to 14 point Arial.
3. Use Formal Memo format.
4. Use the information above to write the memo in your own words.
5. Use your initials as the typist after the memo.
6. Print

Assignment #6



Document Name: Business Card

Software: Publisher

Comments:

You want all of your employees to have a uniform and professional looking business card. On the business card include the company name, address, city, state, zip, phone number, your name, and title (job description).

Instructions:

1. Open up Publisher
2. Click on blank publications
3. Click on Business Card (The size of the business card is 3½" by 2")
4. Add border around the outside. You may use a single line, a bold line, shadowing, or a decorative border.
5. Add the company name at the top using the decorative company font, about 18-24 point.
6. Add the logo you have created and resize on the right of the card.
7. Add all other information to the card in a more readable font, about 10-12 point.
8. Make any additional adjustments as needed to improve the layout so it is balanced and looks professional.
9. Save in your Business Project folder.
10. Proofread
11. Save
12. Print

Assignment #7



Document Name: Promotional Letter

Software: Word Processor

Comments:

You need a promotional letter written and sent to the local Chamber of Commerce asking them for their support of your new business and how to join their organization.

Information:

Inside Information: Mr. Greg Solomon, President
Burluson Area Chamber of Commerce
1044 SW Wilshire
Burluson, TX 76097

1st Paragraph: Tell Mr. Solomon you would appreciate any support he and the council could give to your new business and could you place pamphlets about your business in their office.

2nd Paragraph: Ask the council to include your grand opening on their calendar of events. Ask them if they would be willing to support the event with a \$100 in prizes and you will put their logo on all of your flyers and T-shirts. Ask them to contact you by next Friday. (Find out what that date would be.)

3rd Paragraph: Thank them for their support. Tell them we are looking forward to hearing from them and working with them.

Closing: Use a "Sincerely your," and typed signature from you as CEO. Add your initials as the typist.

Instructions:

1. Load the company letterhead
2. Set the font to 14 point Arial.
3. Use a Block Business format
4. Date the letter today.
5. Write the letter using the supplied information.
6. Preview, proofread, save, and print.

Assignment #8



Document Name: Flyer

Software: Publisher

Comments:

You need a flyer promoting the "Grand Opening" of your business. Tell your company name, address, city, state, zip, phone number, what type of business it is, what you do or sell, Hours of operation, grand opening festivities, and promotions.

Instructions:

1. Create a Blank Publications–Full page. Page orientation should be portrait. **NO WIZARD.**
2. Place a border around the outside of the document. It can be a line border or a picture border.
3. Insert a title in the top ¼ of the document. Using WordArt create a large title in a decorative font and a shape. Be sure the text is easily readable. Title is "Grand Opening".
4. Add your logo in the middle part of the document. Right click and go to "Format Picture" Set the picture layout to "Behind Text" and use the image control to washout the picture so the text is easy to read.
5. Add details in the middle of the flyer. Use a large font (20 - 36 pints). Include:
 - Name
 - Address info
 - Hours of Operation
 - Phone numbers
 - What type of business it is
 - What you do or sell
6. Add another section of details in the bottom section of the flyer. Use a slightly smaller and different font (18 - 24 points). Include information about promotions and grand opening festivities.
7. Add your name in the bottom right hand corner in small 8 point font.
8. Preview your flyer for balance and layout on the page. Make any adjustments needed to create a well designed flyer.
9. Proofread, save, and print.

Assignment #9



Document Name: Invitation

Software: Publisher

Comments:

Make a folding card that can be used as a special invitation for your Grand Opening. It will be sent to your family, friends, and special guests.

Information:

Front: Border, "Grand Opening" and related graphic

Back: Your company name, address info, logo,
"Created by *your name*" and 20XX copyright

Inside Right: "You are invited to attend the Grand Opening of ... from [*hours of operation*].", "First 200 customers will receive a free T-shirt.", "Refreshments all day", "Bring the whole family", and any other information you deem necessary.

Instructions:

1. Start Publisher
2. Choose top or side fold card from Blank Publication.
3. Setup the card as instructed.
4. The title can be a decorative font. Change the shape of the title using WordArt if you would like.
5. The graphic or picture on the front could be anything relevant.
6. Preview your card. Make any adjustments needed to create a well designed card.
7. Proofread, save, and print.

Assignment #10



Document Name: Proposed Budget

Software: Excel

Comments:

Your company will be working on a yearly budget. You need a spreadsheet created so we can see monthly and projected yearly amounts and totals.

Information:

<u>Account</u>	<u>Monthly Sales</u>	
Income		
January Sales	???	
February Sales	???	
Etc...	???	
Total Income	????	
Expenses	<u>Monthly</u>	<u>Yearly</u>
Rent	???	???
Wages	???	???
Repairs	???	???
Advertising	???	???
Utilities	???	???
Insurance	???	???
???	???	???
Total Expenses	????	????
Net Income		????

Instructions:

1. Open a new Excel document.
2. Rename sheet1 to "Price List".
3. Copy the table from assignment #5 into this sheet.
4. Create a Named List for each item.
5. Rename sheet2 to "Proposed Budget".
6. Set your font to Arial at 12 point.
7. In the header, enter the title *Your Company - Proposed Budget* in bold. *You will do the same on every worksheet.*
8. Add a subtitle—*Prepared by your name.* Place in italics.
9. Format & Enter the data as shown above. Add any categories you deem necessary for your business.
10. Calculate the yearly amounts by multiplying the monthly amounts by 12.
11. Use the SUM function to total the Income and the Expenses.
12. Net Income is calculated by the formula =Total Income - Total Expenses. Mentally check your calculations.
13. Format all numbers to currency and no decimal places. Right align.
14. Use the bottom border only option to underline where indicated.
15. Adjust column widths and layout as needed so they are spaced evenly and make a functional one page spread.
16. Preview, proofread, and save.

Assignment #11



Document Name: Monthly Sales

Software: Excel

Comments:

Your company will be working on a yearly budget. You need a spreadsheet to keep track of your actual monthly income for the year so you do not spend more than you earn.

Information:

Your Company - Monthly Sales

<u>Item</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	etc...
Item #1	???	???	???	???	
Item #2	???	???	???	???	
Etc...					
Monthly Totals	????	????	????	????	etc...
<u>Item</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	etc...
Item #1	???	???	???	???	
Item #2	???	???	???	???	
Etc...					
Monthly Totals	????	????	????	????	etc...
Item #1 Total	???	1st Quarter Total		???	Best selling Item
Item #2 Total	???	2nd Quarter Total		????	
Etc...		3rd Quarter Total		????	Worst selling Item
		4th Quarter Total		????	
		Best Month Total			
		Worst Month Total			
		Average Month Total			

Instructions:

1. Open the assignment #10 Excel document.
2. Rename sheet3 to "Monthly Sales".
3. Set your font to Arial at 12 point.
4. Enter the title *Your Company - Monthly Sales* in bold.
5. Add a subtitle—"Prepared by *your name*". Place in italics.
6. Format & Enter the data as shown above on Monthly Sales. Put January-June on one row and July-December below. Items and prices will be taken from the Price list. =SUM(priceNL*units)
7. Calculate each monthly total by using the SUM function.
8. Create each items total by using the SUM function.
9. Create Named lists for each quarter and use them to calculate the quarter totals.
10. Use the AutoCalculate functions to find the Best, Worst, & Average monthly totals and Best & Worst selling items.
11. Create Named lists for each monthly total.
12. Format all numbers to currency and two decimal places. Right align.
13. Adjust column widths and layout to make a functional one page spread.
14. Preview, proofread, and save.

Assignment #12



Document Name: Actual Budget

Software: Excel

Comments:

Your company will be working on a yearly budget. You need a spreadsheet to keep track of your actual income and expenses for the year so you do not spend more than you earn.

Information:

Your Company - Actual Budget

Account	Amount	
Income		
Sales January	??? [Named List]	
Sales February	??? [Named List]	
Sales March	??? [Named List]	
etc...		
Total Income	????	
Expenses	<u>Monthly</u>	<u>Yearly</u>
Rent	???	???
Wages	???	???
Repairs	???	???
Advertising	???	???
Utilities	???	???
Insurance	???	???
Total Expenses	<u>????</u>	<u>????</u>
Yearly Profit		????

Instructions:

1. Open the assignment #10 Excel document and go to the Actual Budget sheet.
2. Create a new worksheet and rename it to "Actual Budget".
3. Enter the title *Your Company - Actual Budget* in bold.
4. Add a subtitle—"Prepared by your name". Place in italics.
5. Format & Enter the data as shown above on Actual Budget.
6. Calculate each month's total by using the Named list created on the Proposed Budget sheet and the Monthly Sales sheet.
7. Add \$20 to your monthly Advertising budget.
8. Subtract \$5 from your monthly Utilities.
9. Add \$500 to your monthly wages.
10. Use the SUM function to total the Income, Expenses, and yearly profit.
11. Format all numbers to currency and two decimal places. Right align.
12. Adjust column widths and layout as needed so they are spaced evenly and make a functional one page spread.
13. Preview, proofread, and save.

Assignment #13



Document Name: Budget Chart

Software: Excel

Comments:

You have been working on a spreadsheet to keep track of your actual income and expenses for the year so you do not spend more than you earn. You need to create some charts so you can visually track your income and expenses.

Information:

Your Company - Proposed vs. Actual Income				
	<u>Month</u>	<u>Proposed</u>	<u>Actual</u>	<u>Difference</u>
Income	January	???	???	???
	February	???	???	???
	March	???	???	???
	etc..			

Instructions:

1. Open the assignment #10 Excel document.
2. Create a new worksheet and name it "Comparison".
3. Set your font to Arial at 12 point.
4. Enter the title *Your Company - Proposed vs. Actual Income* in bold.
5. Add a subtitle—"Prepared by your name". Place in italics.
6. Format & Enter the data as shown above.
7. Use the information created in the other worksheets to automatically fill in the Proposed and Actual monthly total information (Named Lists).
8. Calculate the difference between proposed and actual income.
9. Format all numbers to currency and no decimal places. Right align.
10. Adjust column widths and layout to make a functional spread.
11. On the bottom of the same page, use the information to create a chart comparing the proposed versus actual income.
12. Add all information needed to make the chart informative and easy to read.
13. Be sure it all fits on one page.
14. Preview, proofread, save, print the entire workbook with and without formulas (8 copies total), and staple together.

Assignment #14



Document Name: Customer Database

Software: Access

Comments:

Your company needs to setup a database so they can keep track of customers who want to be on your mailing list. Set up a database and enter the following information into the database. Later on you will generate some reports and labels.

Information:

Use the registration cards (attached) to setup your database and enter the information. The first card is for you to fill out about yourself.

Instructions:

1. Open Access and create a new blank database.
2. Create a new table in Design View. Add all the appropriate fields to complete the registration.
3. Separate First and Last names so they can be sorted later.
4. Set ZIP for Text to accommodate Taber's Canadian ZIP Code.
5. Format Registration Date to short date.
6. Fees Paid to Currency.
7. Save table as *tblCustomerList*.
8. Create a form to enter data into. Create using the wizard.
9. Save form as *frmCustomerList*.
10. Enter the data. (Notice you are the first record)
11. Open *tblCustomerList* Change to print in landscape and **resize** to show all data on one page.
12. Proofread.
13. Save.
14. Sort the database by city and print in table form.

Assignment #14



Your Companies Registration

Name: Your First & Last Name
Address: Your Street Address
City: Your City, State Zip
Phone: (817) 000-0000
Registration Date: 4 /16/2004
Amount of Purchase: \$0.00

Your Companies Registration

Name: Michael Begay
Address: 35th Road 9320
City: Kirland, New Mexico 87417
Phone: (505) 598-6394
Registration Date: 2 /14/2004
Amount of Purchase: \$300.00

Your Companies Registration

Name: Karl Measer
Address: 431 East 200 North
City: Provo, Utah 84601
Phone: (801) 373-9360
Registration Date: 1 /5 /2004
Amount of Purchase: \$600.00

Your Companies Registration

Name: Selena Almonza
Address: 372 Los Lovatos Road
City: Santa Fe, New Mexico 87501
Phone: (505) 438-9762
Registration Date: 4 /1 /2004
Amount of Purchase: \$50.00

Your Companies Registration

Name: Mary Hales
Address: 4346 Avenue E
City: Ft Worth, Texas 76801
Phone: (817) 597-1414
Registration Date: 3 /15/2004
Amount of Purchase: \$285.00

Your Companies Registration

Name: Ben Lovell
Address: 349 Maple Street
City: Roosevelt, Utah 84066
Phone: (435) 722-4986
Registration Date: 2 /8 /2004
Amount of Purchase: \$300.00

Your Companies Registration

Name: Yuko Honda
Address: 493 Van Nuys Avenue
City: San Francisco, California 94123
Phone: (213) 262-9061
Registration Date: 1 /15/2004
Amount of Purchase: \$650.00

Your Companies Registration

Name: Marlin Anderson
Address: 5333 27 Street
City: Taber, Alberta T0K 2G0
Phone: (403) 223-6439
Registration Date: 3 /3 /2004
Amount of Purchase: \$285.00

Your Companies Registration

Name: Joseph Nye
Address: 4860 N Jones Raod
City: Dallas, Texas 78602
Phone: (215) 864-7382
Registration Date: 1 /31/2004
Amount of Purchase: \$450.00

Your Companies Registration

Name: Darryl Henrie
Address: 735 Spring Miller Ct.
City: Mansfield, Texas 76021
Phone: (817) 477-3614
Registration Date: 4 /15/2004
Amount of Purchase: \$50.00

Assignment #15



Document Name: Address Report

Software: Access

Comments:

Your company needs to setup a database so they can keep track of customers who want to be on your mailing list. Use the Data Entry Form to add the new customers. Generate a report of those who have signed up to receive the company newsletter.

Information:

Use this report format:

Customer Address Report
By Your Name

Last Name	First Name	Address	City	State	Zip
xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx	xxxxx	xxxxx

Instructions:

1. Open your Customer database.
2. Add the two new customers that you just received information on.
3. Create a report named *rptAddressReport*.
4. Change the report heading to "Customer Address Report" with a subtitle "Prepared by [Your Name]".
5. Center and bold the title.
6. Center and italicize the subtitle.
7. Include the following headings and field in this order: Last Name, First Name, Address, City, State, and Zip.
8. Format the report with appropriate blank lines between the title section and the column headings.
9. Adjust column widths as needed.
10. Sort the report by Last Name
11. Proofread, save, and print.

Your Companies Registration

Name: Silva Thomas
Address: 493 Belaire Drive
City: Burleson, Texas 76028
Phone: (817) 447-5728
Registration Date: Today
Amount of Purchase: \$100.00

Your Companies Registration

Name: Jenny Smith
Address: 3987 W Everman Parkway
City: Ft Worth, Texas 76802
Phone: (817) 579-8416
Registration Date: Today
Amount of Purchase: \$300.00

Assignment #16



Document Name: Paid Report

Software: Access

Comments:

Your company needs a report of those who have purchased from the company and how much they bought. You want to send them a customer membership card.

Information:

Use this report format:

Customer Purchase Report
By Your Name

Last Name	First Name	City	State	Reg. Date	Purchased
xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx	xxxxx	xxxxx

Instructions:

1. Open your Customer database.
2. Create a report called *rptPurchaseReport*.
3. Change the heading to "Customer Purchase Report" with a subtitle "Prepared by [Your Name]".
4. Center and bold the title.
5. Center and italicize the subtitle.
6. Include the following headings and field in this order:
Last Name, First Name, City, State, Registration Date, and Amount Purchased.
7. Format the report with appropriate blank lines between the title section and the column headings.
8. Adjust column widths as needed.
9. Sort the report by Amount Purchased.
10. Proofread, save, and print.

Assignment #17



Document Name: Mailing Labels

Software: Access

Comments:

We need mailing labels created for all the customers we have in our database.

Information:

Format the labels for Avery 5161 labels. Use the format and spacing as follows:

```
First Name Last Name  
Address  
City, STATE ZIP
```

Instructions:

1. Load the customer database.
2. Create a new report to create the labels.
3. Set the font to 12 point sans serif style (Arial).
4. Change Unit of Measure to English. Use the Avery 5161 label (Change Label Type to Sheet feed if necessary). There are 2 labels across the page and 10 down.
5. Sort the labels by ZIP.
6. Name the report *rptMailingLabels*.
7. Preview, proofread, save, and print.

Assignment #18



Document Name: Customer Membership Card

Software: Word Processor

Comments:

You need membership cards created for all the customers who have purchased over \$100 from your company. We are going to print the customer membership cards on a 3½" x 2" pre-cut sheet of business cards.

Information:

Use the following format for the customer membership cards:

Your Company Name <i>Membership Card</i>	Your Company Logo
First Name Last Name Address City, STATE ZIP Member Since: [Registration Date]	

Instructions:

1. Open a new Word Document.
2. Open the Mail Merge Wizard.
3. Select Document Type as Label.
4. Setup the label size as if it was a business card.
5. Choose your customer database as the source.
6. Select just the customers that have purchased over \$100.
7. Arrange the label in an address block.
8. Add the words "Member Since: " then merge the Registration Date.
9. Put your cursor before the <<Address Block>> and type your company name and "Membership Card".
10. Set your decorative font to an appropriate size.
11. Bold the title.
12. Use the Arial font for the sub title and italicize it.
13. Space between the titles and the rest of the card.
14. Use an appropriate font for the rest of the card.
15. Place the company logo on the card.
16. Choose Update all Labels.
17. Complete the merge.
18. Proofread, save, and print the new membership card document.

Assignment #19



Document Name: Status of Your Company

Software: Word Processor

Comments:

You need to write a three page report about your company, what you need to do to make it in the "real" world and finally what you have learned from completing this project.

Instructions:

1. Open a new word processing document.
2. Key the report using MLA format.
3. Include sited works, if any.
4. Proofread, save, and print.
5. Make a cover page for the report. Put a border on the outside, Your Company in a 36 point decorative font, your logo, and in a 24 point font your name, your class period, and the date.
6. Proofread, save and print the cover page. Staple to report.

Assignment #20



Document Name: Website and Presentation

Software: FrontPage

Comments:

You need to create a website to promote your business (and this project).

Instructions:

1. Open FrontPage.
2. Chose File...New.
3. Chose One Page Web Site.
4. Browse and set the location to a new folder called *BusinessSite* in the *BusinessProject* folder.
5. Open the *Index page* automatically created when you created the *BusinessSite* folder.
6. Place all information into tables.
7. Chose a style or background to use throughout.
8. Place your Company name, logo, your name, and class period in a table at the top of the page.
9. Chose a font that is easy to read.
10. Add shared borders, graphics, buttons, marquees, and any other items that will make your website attractive and inviting.
11. Save all of your project assignments in a webpage format (except Access) in a new folder called *Assignments* inside the *BusinessSite* folder.
12. Add a new page called *Assignments.htm* and link all of the assignments in the *Assignments* folder.