

**Sample Pages From The Book:**



**An Integrated Microsoft Office Simulation**



**Not for classroom use.**



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**Diane M. Silvia / Linda M. Viveiros**



**An Integrated Microsoft Office Simulation**

ISBN 0-9774611-4-9

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Published by  
Business Education Publishing  
P.O. Box 8558  
Warwick, RI 02888

For more information, visit our Web site  
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# Section 5:

## THE INDIVIDUAL PARTS IN THIS SIMULATION

Now that you have familiarized yourself with the *Skateboards, Inc.* simulation, it's time to get started. The remainder of this book is divided into five parts, which are listed in the table below. Each part contains the individual projects that you will complete as the Microsoft Office Specialist for Skateboards, Inc. Good luck, and enjoy working for Skateboards, Inc.

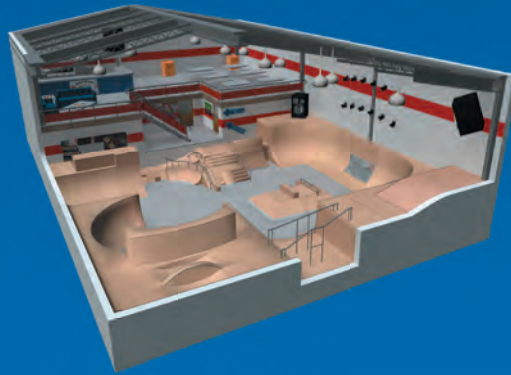


### INCLUDED IN THIS SECTION:

-  Part 1: Word Projects
-  Part 2: Excel Projects
-  Part 3: Access Projects
-  Part 4: Publisher Projects
-  Part 5: PowerPoint Projects



# PART 1: WORD



## PROJECTS INCLUDED:

- Project W-1: Write a Press Release
- Project W-2: Create and Design Letterhead
- Project W-3: Create and Design an Envelope
- Project W-4: Create Price Sticker Labels
- Project W-5: Create a Business Memo
- Project W-6: Create a Skateboards Bullet List
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- Project W-8: Create and Design an Hours of Operation Sign
- Project W-9: Create and Design a Waiver and Release of  
Liability Form
- Project W-10\* Create an Employee Welcome Letter Mail Merge
- Project W-11\*\* Create a Vendor Letter Mail Merge

\*Microsoft Access *Project A-1: Create an Employee Database* must be completed before beginning this project.

\*\*Microsoft Excel *Project E-1: Create a Vendor Contact List* must be completed before beginning this project.



### Write a Press Release

**New Skills:** Formatting a Press Release • Line Spacing • Text Formatting and Alignment



#### TASK AND PURPOSE:

Prepare a press release to the local news media that will advertise the grand opening of Skateboards, Inc.



#### OVERVIEW:

A press release is written on standard 8.5 x 11 inch paper. It gives local media information that is useful, accurate, and interesting. It allows local media to print information that lets readers know what's going on in their area. It's also a free way to advertise. Press releases are often sent to newspapers, radio and TV stations.



#### STRATEGIES AND TIPS TO CONSIDER:

1. The more interesting you make your press release, the better chance you have of getting the local media (TV and newspaper) to cover your event.
2. Read through all instructions before proceeding with the project.



#### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-1 Press Release** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top left-hand corner of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.



6. Under the logo, key the following contact information left-aligned, single-spaced, 9 point bold:

Skateboards, Inc.  
Your Name, Office Specialist  
360 Jackson Boulevard  
Rapid City, SD 57702  
Phone: 1-888-555-RAIL (7245)  
Fax: 1-888-555-PIPE (7473)  
Randy@skateboardsinc.net  
www.skateboardsinc.net

7. Double-space and key the following date left-aligned:

May 15, 20\_\_

8. Double-space and key the following heading left-aligned, 12 point bold, all caps:

FOR IMMEDIATE RELEASE

9. Double-space and key the following introduction line left-aligned, 12 point bold, all caps:

SKATEBOARDS, INC. ANNOUNCES THE GRAND OPENING OF ITS NEW INDOOR  
SKATEBOARDING AND ROLLERBLADING PARK

10. Double-space and key the following information left-aligned with a .5 inch tab indent at the beginning of each new paragraph:

*Note: Double-space the entire body of the press release.*

On Saturday, June 1, 20\_\_, at 9 a.m., Randy Boardman proudly presents the Grand Opening of Skateboards, Inc., a new and exciting indoor skate park that has ramps, rails, quarter pipes, a fun box with stairs, and everything a skateboard enthusiast or rollerblader could ask for. "Having an indoor park will allow our patrons to have a safe, entertaining area to congregate and burn off energy any time of the year," said Mr. Boardman.

Skateboards, Inc. consists of more than 30,000 square feet of skateboard and rollerblade ramps and includes a D.J. booth, large screen TVs, a food court, a lounge area, an arcade, lockers, and a pro shop.

The day will be filled with fun, food, and entertainment. Andy Caron and Amy MacDonald (pro skateboarders) will be available to sign autographs. Each will give a short demonstration at various times throughout the day of how to use the different ramps, rails, and pipes within the facility. Our staff will also be available to conduct tours and answer questions regarding membership or any other questions you may have.



## Project W-1: Write a Press Release continued

Come in and join the fun, and register to win one of the many prizes being given away, including a free one-year membership. For more information, call Skateboards, Inc. at 1-888-555-RAIL (7245).

11. If your press release exceeds one page, the second page should indicate “Page 2” in the upper right-hand corner of the page (right-aligned).
12. Double-space and insert the following three symbols (centered) to indicate the end of the press release:

###

13. Carefully proofread your work for accuracy and format.
14. Resave the file.
15. Print a copy of the document if required by your instructor.

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## Create Price Sticker Labels

**New Skills:** Using Labels • Strikethrough Text Style



### TASK AND PURPOSE:

Create price sticker labels to be placed on the products for sale in the Pro Shop.



### OVERVIEW:

The Pro Shop Manager, Kyle Logan, has asked you to prepare computer-generated sheets of price stickers to be affixed to the products for sale in the Pro Shop. He provided you with a list indicating the item name, item number, “List Price,” and “Our Price” for each item. In this project, you will prepare four labels for each product on the list.



### STRATEGIES AND TIPS TO CONSIDER:

1. Use your discretion as to the proper placement and formatting of the product and price information on the label.
2. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-4 Price Sticker Labels** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Generate a full sheet of blank Standard Avery 1 x 4 inch address labels (#5161). Your document should display a total of 20 blank labels, as shown in **Figure W-4-1**.

Figure W-4-1

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

## Project W-4: Create Price Sticker Labels continued

- Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points. Use your discretion as to the proper placement and formatting of the information.
- Type the following information in the 1st label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Pro-Tec Ace Helmet  
Item #: S7134  
List Price: ~~\$45.99~~  
Our Price: \$34.99

- Copy and paste the information above to the next three label cell blocks.
- Type the following information in the 5th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Bullet Knee Pads  
Item #: S2182  
List Price: ~~\$35.99~~  
Our Price: \$24.99

- Copy and paste the information above to the next three label cell blocks.
- Type the following information in the 9th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: All Skateboards  
Item #: S9341  
List Price: ~~\$55.99~~  
Our Price: \$49.99

- Copy and paste the information above to the next three label cell blocks.
- Type the following information in the 13th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Salomon Rollerblades  
Item #: I2896  
List Price: ~~\$499.99~~  
Our Price: \$399.99

- Copy and paste the information above to the next three label cell blocks.



## Project W-4: Create Price Sticker Labels continued

13. Type the following information in the 17th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Skateboards, Inc. Baseball Cap

Item #: S5221

List Price: ~~\$12.99~~

Our Price: \$8.99

14. Copy and paste the information above to the last three label cell blocks.
15. Carefully proofread your work for accuracy and format.
16. Resave the file.
17. Print a copy of the document if required by your instructor.

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# Create an Employee Welcome Letter Mail Merge

**New Skills:** Formatting a Business Letter • Using the Mail Merge Feature with an Access Database • Inserting Merge Fields



**IMPORTANT NOTE:** Prior to completing this project, you must first complete “Project A-1: Create an Employee Database” in the Microsoft Access section of this book.



### TASK AND PURPOSE:

Prepare an Employee Welcome Letter congratulating and welcoming new employees to Skateboards, Inc.



### OVERVIEW:

A welcome letter is done on standard business letterhead. In this exercise, you will use the letterhead template you created in Project W-2, add necessary merge fields, resave the template as a new document, and merge your new document with the Access Employee Information Table database you created in Project A-1. Your letter will go to all new employees inviting them to an orientation, tour of the facility, and pizza party.



### STRATEGIES AND TIPS TO CONSIDER:

1. Your welcome letter should be short, inviting, and to the point.
2. A welcome letter should provide useful information.
3. Before you begin the project, you may want to print a hard copy of Project A-1 to use as a visual reference.
4. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, open **Project W-2 Letterhead** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
2. To avoid overwriting your original letterhead file, save the document as **Project W-10 Employee Welcome Letter Template** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.  
*Tip: Remember to use “Save As.”*
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

## Project W-10: Create an Employee Welcome Letter Mail Merge continued

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. Using the mail merge feature, set up the main document indicating “Letters” as the document type.
6. Using the mail merge feature, select the file “Employee Database” (created in **Project A-1 Employee Database** in your “Access Projects” folder under your “Skateboards, Inc. Simulation” folder).  
*Note: This step will connect the main document (the letter) to the data source document; the data source document does not actually display on the screen.*

7. At approximately 2.5 inches down from the top, key the following date left-aligned:

May 1, 20\_\_

8. Using the mail merge feature, insert the following merge fields four lines below the date left-aligned:  
*Note: Insert the necessary spaces and punctuation between merge fields as shown below.*

«Salutation» «Fname» «Lname»  
«Street»  
«City», «State» «Zip»

9. Two lines below the address block, insert the following salutation text and merge field left-aligned:  
*Note: Insert a colon after the «Fname» merge field.*

Dear «Fname»:

10. Two lines below the salutation, key the following text, single-spaced, left-aligned, and double-spaced between paragraphs:  
*Note: Within the body of the letter, a merge field needs to be inserted for the employee’s title.*

Congratulations and welcome to Skateboards, Inc. We are delighted you are going to join our team as a new «Title». Your role is critical in fulfilling the mission of our organization.

Please join us on Monday, May 15, 20\_\_, at 1 p.m., for an orientation, tour of the facility, and pizza party where you will meet all of your new co-workers. At that time, you will receive your orientation packet which will include all of the rules and regulations, membership information, waiver for riders, and other essential information.

We are looking forward to a long-term relationship and your success at Skateboards, Inc. Thank you for choosing to join our team.



11. Double-space and key the following closing left-aligned:

Sincerely,

12. Four lines below the closing, key the following text left-aligned:

Randy Boardman  
President

13. Carefully proofread your work for accuracy and format.
14. Resave the file.
15. Print a copy if required by your instructor.
16. Using the mail merge feature, merge your letters to a new document.
17. Carefully proofread your work for accuracy and format.
18. Save the document as **Project W-10 Employee Welcome Letter Merged** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
19. Print a copy of one or more of the merged letters if required by your instructor.

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SKATEBOARDS, INC.

# PART 2: EXCEL



## PROJECTS INCLUDED:

- Project E-1:\* Create a Vendor Contact List
- Project E-2: Create a Lessons Price List
- Project E-3: Create a Music List
- Project E-4: Create an Employee Average Age Spreadsheet
- Project E-5: Create a Projected Revenue Spreadsheet
- Project E-6: Create a Pro Shop Equipment Inventory Report

\*This project must be completed before beginning Microsoft Word *Project W-11: Vendor Letter Mail Merge*.





### Create a Vendor Contact List

**New Skills:** Entering Data into a Spreadsheet • Formatting Column Width • Formatting Text  
• Using Print Preview



**IMPORTANT NOTE:** This project must be completed prior to beginning “Project W-11: Create a Vendor Letter Mail Merge” in the Microsoft Word section of this book.



#### TASK AND PURPOSE:

Create a vendor list for Skateboards, Inc. that includes vendor name, address, and telephone number. This list will be used for communication with vendors.



#### OVERVIEW:

Businesses contact vendors to inquire about new and existing products, discuss methods of shipment and terms of payment, and ascertain the status of orders. Maintaining an accurate, up-to-date vendor list is essential.



#### STRATEGIES AND TIPS TO CONSIDER:

1. Whenever you create a database or a spreadsheet, be consistent in the manner in which you input the data. For instance, “S.D.” should be consistently entered as “S.D.” not “SD.” Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Read through all instructions before proceeding with the project.



#### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-1 Vendor Contact List** in your “Excel Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Format the width of column A to 32, B to 22, C to 12, D and E to 6, and F to 15.
4. Key the data as it appears in **Figure E-1-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.
5. Format cells A1 – F1 as bold.
6. Carefully proofread your work for accuracy and format.
7. Resave the file.



## Project E-1: Create a Vendor Contact List continued

8. Set the Print Area to include all cells containing data in the spreadsheet.
9. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
10. Print a copy of the document if required by your instructor.

**Figure E-1-1**

	A	B	C	D	E	F
1	VendorName	Street	City	State	Zip	Telephone
2	Ace Book Company	39 Harrison Avenue	Philadelphia	PA	19092	215-689-4412
3	Badlands Janitorial Supplies	36 Water Street	Rapid City	SD	57703	605-333-5269
4	Black Hills Food & Beverage Supply	15 Bluepoint Road	Spearfish	SD	57783	605-324-7982
5	Bullet, Inc.	122 Chestnut Street	Hot Springs	SD	57747	605-411-3919
6	Cheyenne River Office Supply	57 Hathaway Avenue	Mobridge	SD	57601	605-429-6817
7	Clear Lake Electronics	2 Tyler Road	Clear Lake	SD	57226	605-317-7196
8	Custom Decals Co.	208 William Street	Los Angeles	CA	90005	213-792-5680
9	Deathbox, Inc.	52 Pleasant Street	Aberdeen	SD	57401	605-812-5411
10	Destructo, Inc.	782 Point Road	Denver	CO	80014	800-264-3000
11	Magazines Unlimited	1582 Rutherford Avenue	Rapid City	SD	57703	605-436-1122
12	Motto, Inc.	259 Seventh Avenue	New York	NY	10002	212-514-6678
13	Mt. Rushmore Game Products	12 Middle Road	Rapid City	SD	57703	605-382-3855
14	Pro-Tec Supply	30 Highland Road	Boston	MA	02103	617-963-5143
15	Salomon	12 Hoxey Road	Rapid City	SD	57703	605-373-0931
16	Speed Demon	402 Alley Road	Aberdeen	SD	57401	605-444-2688
17	Sport Caps Company	12 Clearview Avenue	Miami	FL	33013	305-763-9968
18	Topspeed Enterprises	12 Oxford Avenue	Park City	UT	84060	888-462-7100
19	Wheeling Clothing Co.	147 Liberty Street	Minneapolis	MN	55404	612-347-1900
20	Wind Cave Music	302 Pine Lake Road	Watertown	SD	57735	605-692-1184

COOL





## Create a Projected Revenue Spreadsheet

**New Skills:** Using the Division (/) Operation in a Formula • Formatting Cells with Text Wrap  
• Formatting Cells as Percentage



### TASK AND PURPOSE:

Create a spreadsheet for Skateboards, Inc. that will project the first month's arcade games revenue by game category (pinball machines, video games, sports table games, etc.). The report will also display the percentage of total revenue that each game category will generate.



### OVERVIEW:

The Arcade at Skateboards, Inc. houses pinball machines, video games, sports table games, and other fun activities such as a photo booth, Skee-Ball Alley, and pool tables. Once the park opens for business, management will periodically need to assess the Arcade's revenue. A revenue projection for the first month of operation, broken down by game and category, is depicted in Figure E-5-1. At the end of each month, management will compare the projected revenue to the actual revenue received and make decisions regarding the replacement of games that are not producing sufficient revenue.



### STRATEGIES AND TIPS TO CONSIDER:

1. Use proper accounting style in formatting the spreadsheet.
2. Carefully check your results after entering the formulas in the spreadsheet.
3. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-5 Projected Revenue Spreadsheet** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Format the width of column A to 25 and columns B – D to 10.
4. Format cells A1 – D1 to bold, center align, and to wrap text. Also shade these cells using a 25% gray fill color.
5. Key the data as it appears in **Figure E-5-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.

*Note:* You will be entering formulas later in the cells labeled <Formula>.



## Project E-5: Create a Projected Revenue Spreadsheet continued

6. Format cells A2, A9, A11, A18, A20, A24, A26, A30, and A32 to bold.
7. Format cells B8, B17, B23, B29, C31, and D31 to display a bottom border.
8. Format cells B3 – C32 to currency to display 2 decimals and the \$ symbol.
9. Format column D to percentage to display 2 decimals.
10. Enter a formula in cell C9 that will sum the projected revenue for “Pinball Machines.”  
**Hint:** Use the =SUM formula.
11. Enter a formula in cell C18 that will sum the projected revenue for “Video Games.”  
**Hint:** Use the =SUM formula.
12. Enter a formula in cell C24 that will sum the projected revenue for “Sports Table Games.”  
**Hint:** Use the =SUM formula.
13. Enter a formula in cell C30 that will sum the projected revenue for the “Other Games” category.  
**Hint:** Use the =SUM formula.
14. Enter a formula in cell C32 to sum the totals in cells C9, C18, C24, and C30.
15. Enter a formula in cell D9 to compute “% of Total Projected Revenue” for the Pinball Machines. This is computed by dividing the “Total Pinball Machines” by the “Total Projected Game Revenue.”  
**Hint:** C9/C32.
16. Enter a formula in cell D18 to compute “% of Total Projected Revenue” for the Video Games. This is computed by dividing the “Total Video Games” by the “Total Projected Game Revenue.”  
**Hint:** C18/C32.
17. Enter a formula in cell D24 to compute “% of Total Projected Revenue” for the Sports Table Games. This is computed by dividing the “Total Sports Table Games” by the “Total Projected Game Revenue.”  
**Hint:** C24/C32.
18. Enter a formula in cell D30 to compute “% of Total Projected Revenue” for the Other Games category. This is computed by dividing the “Total Other Games” by the “Total Projected Game Revenue.”  
**Hint:** C30/C32.
19. Enter a formula in cell D32 to compute the sum of “% of Total Projected Revenue” column.  
**Hint:** Your answer should equal 100%.

## Project E-5: Create a Projected Revenue Spreadsheet continued

20. Bold cells C32 and D32.
21. Create a custom header and key the text provided below as the header. Center align the header and set the font to Arial 14 point bold (insert the current month and year where indicated.)

Skateboards, Inc.  
Arcade Games Projected Revenue  
For Month of [insert current month], [insert current year]

22. View the header using Print Preview to ensure that it has been set up properly.
23. Carefully proofread your work for accuracy and format.
24. Resave the file.
25. Set the Print Area to include all cells containing data in the spreadsheet.
26. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
27. Print a copy of the document if required by your instructor.

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## Project E-5: Create a Projected Revenue Spreadsheet continued

Figure E-5-1

	A	B	C	D
1	Category/Game	Projected Revenue	Projected Revenue by Game Category	% of Total Projected Revenue
2	Pinball Machines:			
3	Olympic Ski Racer	789.25		
4	Monsters from the Deep	850.5		
5	Speed-Racer	857.75		
6	Star-Blaster!	350		
7	Martians & Moonmen	380		
8	Truckin'	717.25		
9	Total Pinball Machines		<Formula>	<Formula>
10				
11	Video Games:			
12	Money Chasel	420		
13	Arachnids	287.5		
14	Bowl-away	625		
15	Zoom!	526		
16	Tornado Alley	380.5		
17	War Zone	467		
18	Total Video Games		<Formula>	<Formula>
19				
20	Sports Table Games:			
21	Foosball	675		
22	Football	408		
23	Soccer	623		
24	Total Sports Table Games		<Formula>	<Formula>
25				
26	Other Games:			
27	Photo Booth	790		
28	Skee-Ball Alley	127		
29	Pool Table	837		
30	Total Other Games		<Formula>	<Formula>
31				
32	Total Projected Game Revenue		<Formula>	<Formula>



# PART 3: ACCESS



## PROJECTS INCLUDED:

- Project A-1:\* Create an Employee Database
- Project A-2: Create a Member Database
- Project A-3: Create an Advertiser Database

\*This project must be completed before beginning Microsoft Word *Project W-10: Employee Welcome Letter*.



## Create an Employee Database

**New Skills:** Entering Field Names • Defining Field Data Types • Defining Field Size  
• Entering Data into a Database • Using Design View



**IMPORTANT NOTE:** This project must be completed prior to beginning “Project W-10: Create an Employee Welcome Letter Mail Merge” in the Microsoft Word section of this book.



### TASK AND PURPOSE:

Create an employee database for Skateboards, Inc. that includes employee contact information (name, home address, telephone number), position title, location within the park, and extension number. This database will be used to generate a directory of employee names, work locations, and extension numbers to be distributed to all employees of the park. It will also be useful in creating mail-merge documents to employees including letters or memorandums, envelopes, and labels.



### OVERVIEW:

Because businesses communicate frequently with their employees for numerous reasons, it is extremely important that they maintain an up-to-date list of current employee data. Employee databases can be very complex or very basic. In this project, you will create a very basic employee database.



### STRATEGIES AND TIPS TO CONSIDER:

1. Do not use spaces between words in database field names.
2. Be consistent in the wording of the data that you enter in the table so that the results are accurate when you query the table.
3. A Microsoft Access tip: always close all open screens, one by one, before finally closing the Access program.
4. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Access, open a new blank database.
2. Save the document as **Project A-1 Employee Database** in your “Access Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Create a new Table using the Design View mode.



## Project A-1: Create an Employee Database continued

- Define the structure of the database Table by entering the following Field Names, Data Types, Descriptions, and Field Sizes provided in **Figure A-1-1** below.

*Note: Do not use spaces when entering field names.*

**Figure A-1-1**

Field Name	Data Type	Description	Field Size
Salutation	Text	Salutation	3
Lname	Text	Last Name	50
Fname	Text	First Name	50
Street	Text	Street Address	25
City	Text	City	25
State	Text	State	2
Zip	Text	Zip Code	5
Tel	Text	Telephone Number	12
Title	Text	Position Title	50
Location	Text	Location/Department	50
TelExt	Text	Telephone Extension	3

- Close the Table Design View window. When prompted to save the design of the table, save it as **Employee Information**. Do not define a Primary Key for this table.
- Open the “Employee Information” table and key the information for each employee record provided in **Figure A-1-2** into the table.  
*Note: The record numbers are provided for reference purposes only and should not be entered in the table.*
- Carefully proofread your work for accuracy and format.
- Close the table. If prompted to save the table, click “Yes.”
- Print Preview and adjust the Page Setup so the document fits on one page.
- Print a copy of the “Employee Information” table if required by your instructor.

## Project A-1: Create an Employee Database continued

Figure A-1-2

Record #	Salutation	Lname	Fname	Street	City	State	Zip	Tel	Title	Location	TelExt
1	Mr.	Barnes	John	33 Wellington Blvd.	Rapid City	SD	57703	605-839-0815	Food Court Clerk	Food Court	213
2	Mr.	Boardman	Randy	360 Jackson Blvd.	Rapid City	SD	57702	888-555-7245	President	General Office	211
3	Ms.	Burton	Jennifer	52 Meadow Lane	Midland	SD	57552	605-310-8811	Pro Shop Clerk	Pro Shop	212
4	Mr.	Butler	Alexander	100 Nelson Road	Sioux Falls	SD	57107	605-735-1096	Security Guard	Security Office	214
5	Ms.	Carrington	Katie	97 Bay Street	Edgemont	SD	57735	605-495-0913	Housekeeper	Facilities Room	215
6	Mr.	Edwards	Christopher	49 Grand Avenue	Springfield	SD	57062	605-938-3553	Food Court Clerk	Food Court	221
7	Mr.	Jazz	D.J.	3053 Center Street	Rapid City	SD	57703	605-873-3212	Disc Jockey	Music Booth	222
8	Mr.	Jones	Joshua	203 Water Street	Clear Lake	SD	57226	605-353-2233	General Manager	General Office	226
9	Ms.	Langford	Rebecca	94 Laurel Lane	Wagner	SD	57361	605-767-8888	Marketing Director	General Office	227
10	Mr.	Logan	Kyle	21 Cottonwood Road	Brookings	SD	57006	605-421-6533	Pro Shop Manager	Pro Shop	217
11	Mr.	Martin	Artie	2 Lexington Road	Midland	SD	57552	605-310-6432	Technician	Facilities Room	216
12	Ms.	Nolin	Katelyn	21 Riverside Drive	Springfield	SD	57062	605-943-5455	Instructor	General Office	218
13	Mr.	Pickering	Carl	355 Greenbrier Street	Sioux Falls	SD	57107	605-755-3035	Food Court Clerk	Food Court	219
14	Ms.	Reeve	Amy	72 Ledge Street	Edgemont	SD	57735	605-493-5395	Marketing Associate	General Office	220
15	Mr.	Reis	Antonio	159 Anderson Way	Wagner	SD	57361	605-767-5349	Security Guard	Security Office	228
16	Ms.	Sheehan	Annie	76 Middle Road	Midland	SD	57552	605-313-5322	Office Manager	General Office	229
17	Mr.	Stanton	Doug	31 Maple Street	Rapid City	SD	57703	605-861-0395	Technician	Pro Shop	223
18	Ms.	Stone	Christine	182 Main Street	Rapid City	SD	57703	605-844-8396	Marketing Associate	General Office	225
19	Ms.	Walters	Samantha	18 Cove Street	Edgemont	SD	57735	605-499-3912	Pro Shop Clerk	Pro Shop	224





# Create an Advertiser Database

**New Skills:** Creating a Report • Sorting Records



### TASK AND PURPOSE:

Create a database listing the business name, contact person, address, telephone number, fax number, and email information of the local businesses participating in the banner advertising campaign for Skateboards, Inc. Office Manager Annie Sheehan will use the information in the database to prepare monthly invoices for the advertisers. Marketing Director Rebecca Langford will use it to communicate with advertisers about the campaign.



### OVERVIEW:

Developed by Rebecca Langford, the campaign gives local business owners the opportunity to advertise their businesses on the big screen TVs and on banners of various sizes and colors that will hang from the rafters or be displayed on side walls at the park. Ms. Langford needs to contact the eleven advertisers, who have already enrolled, to remind them to submit the text and graphic information for their banner as soon as possible. This must be done so that Canvas Creations, the banner manufacturer, will have sufficient time to produce the banners prior to the Grand Opening. She asks you to create a report that lists the business name, contact person, phone number, and the contact person's email address.



### STRATEGIES AND TIPS TO CONSIDER:

1. Do not use spaces between words in database field names.
2. Be consistent in the wording of the data that you enter in the table so that the results are accurate when you query the table.
3. A Microsoft Access tip: always close all open screens, one by one, before finally closing the Access program.
4. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Access, open a new blank database.
2. Save the document as **Project A-3 Advertiser Database** in your "Access Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Create a new Table using the Design View mode.

## Project A-3: Create an Advertiser Database continued

- Define the structure of the database Table by entering the following Field Names, Data Types, Descriptions, and Field Sizes provided in **Figure A-3-1** below.

*Note: Do not use spaces when entering field names.*

**Figure A-3-1**

Field Name	Data Type	Description	Field Size
BusinessName	Text	Advertiser's Company Name	30
ContactPerson	Text	Advertiser's Contact Person	30
PhoneNumber	Text	Advertiser's Phone Number	12
FaxNumber	Text	Advertiser's Fax Number	12
Address	Text	Advertiser's Street Address	30
City	Text	Advertiser's City	30
State	Text	Advertiser's State	2
Zip	Text	Advertiser's Zip Code	5
ContactE-mail	Text	Advertiser's E-mail Address	50

- Close the table design view window. When prompted to save the design of the table, save it as **Advertiser Information**. Do not define a Primary Key for this table.
- Open the "Advertiser Information" table and key the information for each advertiser record provided in **Figure A-3-2** into the table.  
*Note: The record numbers are provided for reference purposes only and should not be entered in the table.*
- Close the table. If prompted to save the table, click "Yes."
- Click on Reports and create a report that lists the business name, contact person, phone number, and the contact person's email address in ascending alphabetical order by business name. This report will be used to contact the eleven advertisers who have enrolled in the Skateboards, Inc. banner advertising campaign. Use your best judgment in formatting the look of the report.
- Close the report. When prompted to save the design of the report, save it as **Advertiser Information Report**.
- Carefully proofread your work for accuracy and format.
- Print a copy of the table and the report if required by your instructor. Adjust the Page Setup so that each document fits on one page.

## Project A-3: Create an Advertiser Database continued

Figure A-3-2

Record #	BusinessName	ContactPerson	PhoneNumber	FaxNumber	Address	City	State	Zip	ContactE-mail
1	Aberdeen Workout Club	Diana Tara	605-305-3333	605-315-0393	1059 Second Ave.	Aberdeen	SD	57401	dtara@aberdeeen.com
2	Ace Bookstore	Murray Ruben	605-325-3298	605-324-2009	154 Water Street	Watertown	SD	57735	mruben@ace.com
3	Clear Lake Electronics	Melinda Prada	605-317-7196	605-477-4400	2 Tyler Road	Clear Lake	SD	57226	mprada@clearlake.com
4	Mt. Rushmore Games	Clay Patterson	605-382-3855	605-382-2221	12 Middle Road	Rapid City	SD	57703	cpatterson@mtr.com
5	Northern Electronics	Robert Gifford	605-333-2300	605-334-0909	104 State Street	Watertown	SD	57735	rgifford@northern.com
6	Rapid City Motors	Guy Barlow	605-335-4403	605-333-9349	5 Beacon Way	Rapid City	SD	57703	gbarlow@rcmotors.com
7	Rapid City Pizza	Roberto Romo	605-325-6793	605-325-3232	32 Stokes Blvd.	Rapid City	SD	57703	rromo@rcpizza.com
8	Rapid City Sport Shop	Don Watkins	605-233-9230	605-237-4950	780 Broadway	Rapid City	SD	57703	dwatkins@resport.com
9	Salomon Clothing	Mark Bodek	605-373-0931	605-372-3232	12 Hoxey Road	Rapid City	SD	57703	mbodek@salomon.com
10	Speed Demon	Tyler Martin	605-444-2688	605-347-1279	402 Alley Road	Aberdeen	SD	57401	tmartin@sd.com
11	Wind Cave Music	Paul Zabak	605-239-9250	605-237-1235	3892 Ford Hwy.	Rapid City	SD	57703	pzabak@windcave.com



SKATEBOARDS, INC.

# PART 4: PUBLISHER



## PROJECTS INCLUDED:

- Project P-1: Create and Design a Business Card
- Project P-2: Create and Design an Employee Name Badge
- Project P-3: Create and Design a Bumper Sticker
- Project P-4: Create and Design a Grand Opening Advertisement
- Project P-5: Create and Design a Coupon Flyer
- Project P-6: Create and Design a Booklet-Style Food Menu
- Project P-7:\* Create and Design a Three-Panel Brochure (Extra Credit)
- Project P-8:\* Create and Design a Boarder Birthday Pass (Extra Credit)

Note: The projects in this section can be completed using any desktop publishing software application.

\*These projects are optional and are included as extra credit.



# Create and Design an Employee Name Badge

**New Skills:** Creating and Designing a Name Badge • Using Color Fill  
• Copying and Pasting Objects



### TASK AND PURPOSE:

Create and design an employee name badge for all employees of Skateboards, Inc. Employees will wear their name badges at all times to identify them and their job title.



### OVERVIEW:

An employee name badge can take on a variety of shapes and sizes and can be made out of many different materials. You will create a 3.5 inch wide x 2.5 inch tall name badge that all employees will wear to identify themselves to customers, vendors, and other employees of Skateboards, Inc. The name badge will also have a magnetic strip on the back (which acts like a key) to allow employees access to certain areas of the park marked “Employees Only.” Employees will be provided with a lanyard to wear around their neck, and their name badge will be attached to it.



### STRATEGIES AND TIPS TO CONSIDER:

1. Since the badge does not offer much room, its design needs to be carefully planned.
2. You will be creating two boxes for information on both the front and back of the name badge.
3. Consider using lines and borders to help create a balanced look and feel on your name badge.
4. Consider using some color to give your name badge a “stand out” effect.
5. Plan the layout and design of your employee name badge on paper first.
6. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

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 **Project P-2 Employee Name Badge** in your “Publisher Projects” folder under your “Skateboards, Inc. Simulation” folder.

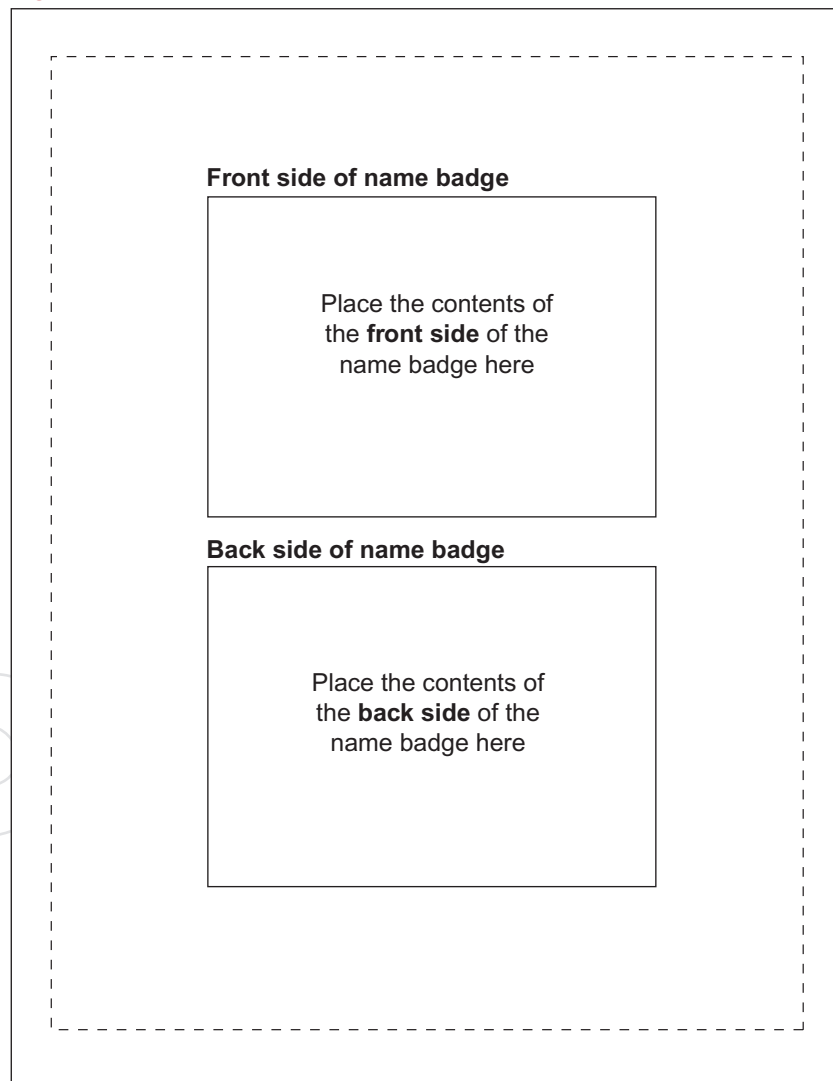


## Project P-2: Create and Design an Employee Name Badge continued

- Set the page size to 8.5 inches wide x 11 inches tall with .5 inch margins on all sides.
- Using the rectangle tool, create two boxes that are 3.5 inches wide x 2.5 inches tall with a 1 point border and place them in the center of the page, one box above the other. The top box represents the front side of the name badge; the bottom box represents the back side of the name badge as shown in **Figure P-2-1**. The contents of the name badge will be placed within these boxes.

*Tip:* Create one box, then use the copy and paste feature to create the second box.

**Figure P-2-1**





## Project P-2: Create and Design an Employee Name Badge continued

6. Include the following on the **front side of the badge**:
  - The Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.
  - **Your name, Microsoft Office Specialist**
7. Include the following on the **back side of the badge**:
  - A rectangle box measuring 1 inch wide x 1.25 inches tall with a 1 point border. If you have access to a digital camera, insert your photo inside this border. If not, use a clipart image depicting a person's face.
  - Using the rectangle tool, draw a box that measures 3.5 inches wide x .5 inches tall and place it .25 inches down from the top of the box. Fill the rectangle box with black (this is your magnetic strip for access into "Employees Only" areas of the park).
  - The following disclaimer:

**This card is your official Skateboards, Inc. identification card and must be worn at all times when you are working at the park. It is the property of Skateboards, Inc. and must be surrendered upon request to administration or security. This card is nontransferable and may not be used by anyone other than you, the employee. Fraudulent or improper use is grounds for disciplinary action and/or dismissal. If this card is lost or stolen, contact the Skateboards, Inc. business office immediately. If found, return to: Skateboards, Inc., 360 Jackson Boulevard, Rapid City, SD 57702.**
8. Add additional text and/or graphic images that will help illustrate and enhance the look of the front and back sides of the employee name badge (optional).
9. Carefully proofread your work for accuracy and format.
10. Resave the file.
11. Print a copy of the document if required by your instructor.





# Create and Design a Grand Opening Advertisement

**New Skills:** Creating and Designing a Print Advertisement • Creating and Designing a Coupon



### TASK AND PURPOSE:

Create and design a print advertisement for Skateboards, Inc. announcing the grand opening to the public. The advertisement will run in several local newspapers.



### OVERVIEW:

Advertisements attract new customers, keep you in the competitive race, keep your business in people's minds, and give your business a successful image. Skateboards, Inc., being a brand new business, is attempting to spread the word of the grand opening.



### STRATEGIES AND TIPS TO CONSIDER:

1. To create a professional-looking advertisement, use no more than three fonts in the advertisement.
2. Be careful of your font selection. Fonts that are too fancy or script-like can be hard to read and distracting.
3. One smart way to select the fonts for your headline to be noticed is to research fonts used by big corporations in their packaging, annual reports, magazine ads, etc. They spend thousands of dollars to have professional designers do their work.
4. Use starbursts and/or other call-out graphics to communicate important information.
5. Don't overcrowd your ad with too many graphic images as they will draw attention from the ad's message.
6. Plan the layout and design of your grand opening advertisement on paper first.
7. Read through all instructions before proceeding with the project.



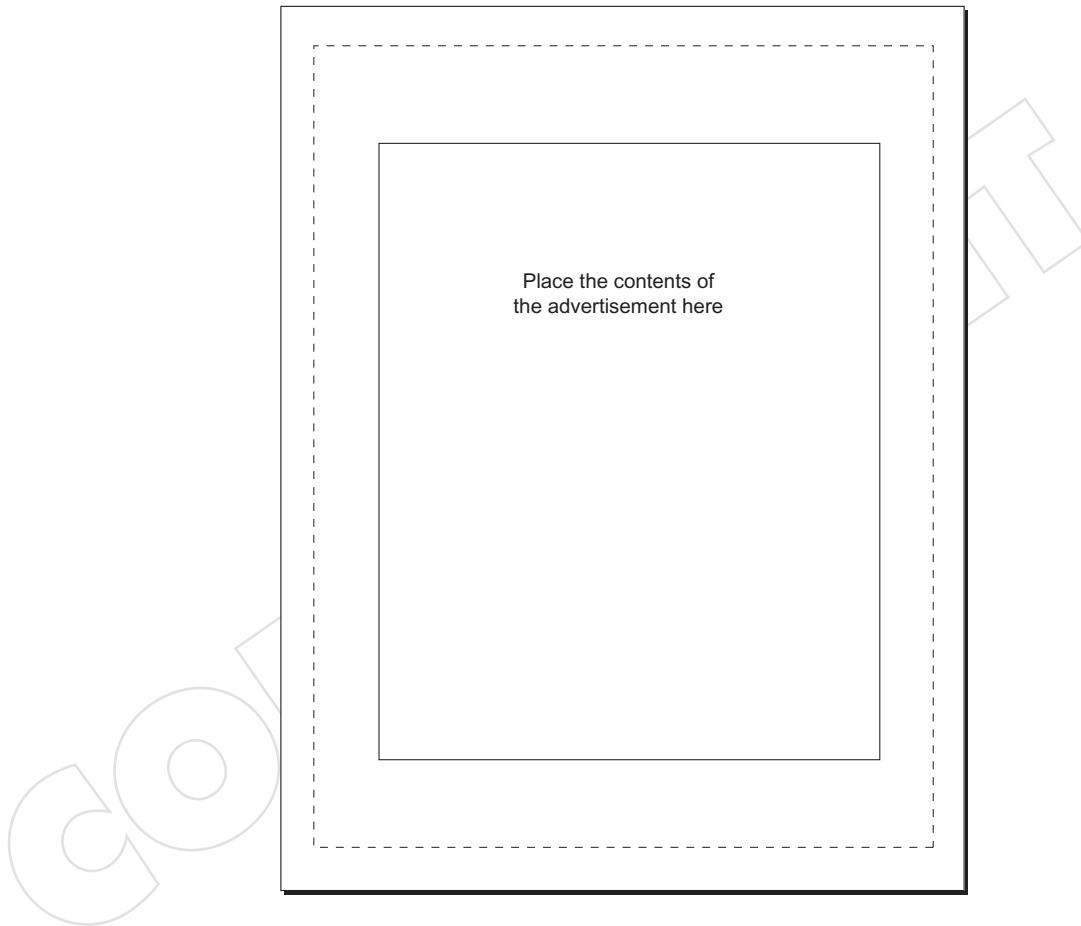
### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

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.

## Project P-4: Create and Design a Grand Opening Advertisement continued

3. Save the document as **Project P-4 Grand Opening Advertisement** in your “Publisher Projects” folder under your “Skateboards, Inc. Simulation” folder.
4. Set the page size to 8.5 inches wide x 11 inches tall with .5 inch margins on all sides.
5. Using the rectangle tool, create a box that is 6.5 inches wide x 8 inches tall with a 1 point border. Place this box in the center of your document as shown in **Figure P-4-1**. Place the contents of the advertisement within this border.

**Figure P-4-1**



6. Include an eye-catching headline in the advertisement that captures the attention of prospective readers. Place the headline at the top of your advertisement.

Example: **Grand Opening of Skateboards, Inc.** or **Attention Fellow Skateboarders**

7. Include the following grand opening date and place it at the top of your advertisement where it can be easily seen:

**June 1, 20\_\_**



## Project P-4: Create and Design a Grand Opening Advertisement continued

8. Include the Skateboards, Inc. logo in the advertisement installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.
9. Include the 3-D Sky View image of Skateboards, Inc. in the advertisement (installed from the Skateboards, Inc. Resource CD). Resize the image so it is in proportion with the rest of your document.
10. Include the following contact information in the advertisement:

360 Jackson Boulevard, Rapid City, SD 57702  
Phone: 1-888-555-RAIL (7245)  
Fax: 1-888-555-PIPE (7473)  
info@skateboardsinc.net  
www.skateboardsinc.net

11. Include the following hours of operation and text in the advertisement:

Monday-Friday 3 pm – 10 pm  
Saturday 9 am – 10 pm  
Sunday 9 am – 8 pm  
(Hours change during school vacations and summer – call 1-888-555-7245)

12. Include the following text and pro skateboarders' names who will be attending the grand opening event in the advertisement:

Meet Pro Skateboarders Andy Caron and Amy MacDonald

13. Include the following headline and bullet list in a square or rectangular box.

**"ROCK AND ROLL INTO SKATEBOARDS, INC."**

- Ride our quarter pipes, ramps, and rails
- Enjoy a Kickflip Burger at "The Skateboard Shack"
- Play Skee-Ball or Tornado Alley in our Arcade
- Browse through our new Pro Shop
- Or, just hang out with your fellow skateboarders in our lounge and listen to D.J. Jazz play your favorite tunes

14. Create a cut-out style coupon (with a dashed border) that includes the following information:

**Tip:** Use a scissor graphic and place it on the dashed line.

- One day free trial when you present this coupon
- In fine print, include text that reads "Offer expires on <insert date>"



## Project P-4: Create and Design a Grand Opening Advertisement continued

15. Across the bottom of your ad in bold lettering include the following information:

Everyone who skates at Skateboards, Inc. must have a signed waiver on file with us. No Exceptions!

16. Add additional text and/or graphic images that will help illustrate and enhance the look of the advertisement (optional).
17. Carefully proofread your work for accuracy and format.
18. Resave the file.
19. Print a copy of the document if required by your instructor.

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# PART 5: POWERPOINT



## PROJECTS INCLUDED:

- Project PPT-1: Create a Grand Opening Slide Show Presentation
- Project PPT-2:\* Create a Banner Advertising Campaign Presentation (Extra Credit)

\*This project is optional and is included as extra credit.



## Create a Grand Opening Slide Show Presentation

**New Skills:** 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



### TASK AND PURPOSE:

Create a PowerPoint presentation to run on the big screen TVs at Skateboards, Inc. during the Grand Opening Celebration and several weeks thereafter. The PowerPoint presentation will showcase all of the key features of Skateboards, Inc.



### OVERVIEW:

Skateboards, Inc. is preparing to open its doors soon. The Grand Opening celebration is just around the corner, and Mr. Boardman has asked you to prepare a PowerPoint presentation to welcome people to Skateboards, Inc. The presentation will showcase features of Skateboards, Inc., such as a state-of-the-art facility, the Skateboard Shack Food Court, D.J. booth, Arcade, Pro Shop, the lounge, and much more.



### STRATEGIES AND TIPS TO CONSIDER:

1. Be sure to use consistent design and typestyle elements throughout your presentation.
2. Each slide in your presentation should contain a consistent headline style.
3. Use graphic images that are consistent in style and help illustrate the text on each slide.
4. Be sure to include the Skateboards, Inc. logo on all slides.
5. Plan the layout and design of your Grand Opening Slide Show Presentation on paper first.
6. Read through all instructions before proceeding with the project.



### INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

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 document as **Project PPT-1 Grand Opening Presentation** in your "PowerPoint Projects" folder under your "Skateboards, Inc. Simulation" folder.

4. Before continuing, note the following requirements for this project and plan accordingly.

- All slides must include a consistent background
- All slides must include the Skateboards, Inc. logo
- One slide must contain the 3-D Sky View image of Skateboards, Inc.
- The slide show must contain a minimum of 11 slides
- Apply an identical slide transition throughout the presentation
- Upon completion, the slide show should be set up to loop continuously
- Insert a sound on at least three slides (optional)
- Apply custom animation to a minimum of three objects within the slide show

5. On **slide 1**, include the following:

- Slide headline:  
Welcome to the Grand Opening of Skateboards, Inc.
- Slide sub headline:  
Rapid City's Latest and Greatest Skateboard and Rollerblade Park!
- The Skateboards, Inc. address and contact information:  
360 Jackson Boulevard  
Rapid City, SD 57702  
1-888-555-RAIL (7245)  
www.skateboardsinc.net
- The following text:  
Presentation Designed by  
<Your Name>,  
Skateboards, Inc. Microsoft Office Specialist
- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

6. On **slide 2**, include the following:

- Slide headline:  
A Message from Randy Boardman, President
- Under the headline compose a 3-5 sentence welcome message to “Fellow Boarders” welcoming them to Skateboards, Inc. The message should “thank” customers for choosing Skateboards, Inc. and encourage them to find out more about the park by visiting a Skateboards, Inc. employee. Note in the message that employees of Skateboards, Inc. will be wearing red t-shirts and name badges, making them easy to identify.





7. On **slide 3**, include the following:
  - Slide headline:  
*About Skateboards, Inc.*
  - Under the headline, place a brief, one paragraph summary about Skateboards, Inc.  
*Tip: Refer to “Project W-1: Write a Press Release” to help you write your summary.*
  - A bullet list of key features and highlights of Skateboards, Inc.
  - Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.
  
8. On **slide 4**, include the following:
  - Slide headline:  
*Hours of Operation*
  - Under the headline, list the hours of operation of the park.  
*Tip: Copy and paste the “Hours of Operation” by retrieving “Project W-8: Hours of Operation.”*
  - Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.
  
9. On **slide 5**, include the following:
  - Slide headline:  
*Visit The Skateboard Shack*
  - Under the headline, highlight and describe some of the best items included in The Skateboard Shack menu.  
*Tip: Refer to “Project P-6: Create and Design a Booklet-Style Food Menu” for a list of menu items.*
  - Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.
  
10. On **slide 6**, include the following:
  - Slide headline:  
*Music Provided By D.J. Jazz*
  - Under the headline, include two or three features and highlights of the D.J. booth.  
Example: *“Stop by and talk to D.J. Jazz and ask him to play your favorite song.”*  
*Tip: Refer to “Project E-3: Create a Music List” to assist you with this task.*

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

11. On **slide 7**, include the following:

- Slide headline:

Visit the Skateboards, Inc. Pro Shop

- Under the headline, list some of the equipment that is available at the Pro Shop.

*Tip: Refer to Project “E-6: Create a Pro Shop Equipment Inventory Report” to assist you.*

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

12. On **slide 8**, include the following:

- Slide headline:

Experience Gaming in the Skateboards, Inc. Arcade

- Under the headline, include the following list of categories and games available in the Skateboards, Inc. Arcade:

**Pinball Machines:**

Olympic Ski Racer  
Monsters from the Deep  
Speed-Racer  
Star-Blaster!  
Martians & Moonmen  
Truckin’

**Video Games:**

Money Chase!  
Arachnids  
Bowl-away  
Zoom!  
Tornado Alley  
War Zone

**Sports Table Games:**

Foosball  
Soccer  
Football

**Other:**

Photo Booth  
Skee-Ball Alley  
Pool Table

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

13. On **slide 9**, include the following:

- Slide headline:

Take a Breather in The Lounge

- Under the headline, write a brief description of the lounge area and the fact that it is a comfortable, quiet place to discuss skateboarding strategies with friends while enjoying a snack and viewing what is being played on the big screen TVs.

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.



14. On **slide 10**, include the following:

- Slide headline:  
Affordable Memberships Available

- Under the headline, include the following text:

Stop by our membership desk and check out the following plans:

PLATINUM MEMBERSHIP: \$800

Includes one year unlimited skate or rollerblade, all day, includes 20% discount on all items available in the Pro Shop and free admission into special events

GOLD: \$500

Half a year unlimited skate or rollerblade, all day, includes 10% discount on all items available in the Pro Shop and free admission into special events

SILVER: \$175

Six months of skate or rollerblade for \$8.00 per day, all day

BRONZE: \$100

Three months of skate or rollerblade for \$8.00 per day, all day

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

15. On **slide 11**, include the following:

- Slide headline:  
Safety Is Our #1 Priority

- Under the headline, include the following heading and bullet list:

For a safe "boarding" and "blading" experience, follow these safety tips:

- Always wear a helmet.
- Always wear protective elbow and knee pads.
- Never bring food or beverage into the skate arena.
- Be respectful of fellow boarders and bladers.
- Always use caution on rails and ramps.
- Know your limitations: beginners should avoid risky moves.

- Add additional text and/or graphic images that you feel will help illustrate and enhance the content and appearance of the slide.

16. *Optional:* Insert one additional slide that includes more details about Skateboards, Inc. that you feel are noteworthy.



17. Carefully review the list of project requirements provided in **Step 4**. Be sure that you have met each requirement.
18. Carefully proofread your work for accuracy and format.
19. Resave the file.
20. Print out a copy of your presentation as handouts using four slides per page if required by your instructor.
21. If you are required to present your slide show, review the “PowerPoint Presentation Tips” provided below to help you prepare.

### **PowerPoint Presentation Tips**

- Speak slowly and clearly when presenting
- Use transitions that match your topic
- Make no more than six points per slide
- Have a classmate proofread and critique your presentation before you present it
- Use no more than two to three fonts throughout your presentation
- Rehearse your presentation before delivering it to your audience
- Choose a consistent, professional design and color scheme that is easy-on-the-eyes
- Keep the style of graphic images consistent throughout the presentation
- Do not clutter each slide within your presentation
- Use sounds and animation to bring content to life, but do not overuse them
- Prepare notes to help you deliver an effective and dynamic presentation