

CIS105 At-Home Final Exam Part 1: Project Instructions-Super Bowl Party

Part 1: Word Document

Using Microsoft Word, create a 2- to 3-page document describing a Super Bowl party (with 1-in. margins). Remember, the information should be written at the college level. Be sure to complete a spelling and grammar check before submitting.

1. Title your document "My Super Bowl Party."
2. Create Level 1 headings for each of the following sections:
 - a. Introduction
 - b. Logistics
 - c. Menu
 - d. Halftime Activities
 - e. Favorite Commercial
3. Include a football-related image (photo or clipart).
4. Under Introduction, write a brief 1- to 2-paragraph summary that describes your Super Bowl party so your invitees will understand how legendary your party is going to be. (If this is an adult-only party, you can let people know here.)
5. Under Logistics, list details for the party such as the time and the location where it will be held, and any directions, parking instructions, etc.
6. In the Menu section, use a bulleted list to include the food items, snacks, and drinks you will be serving. Here's your chance to show off your culinary skills.
7. For the Halftime Activities section, list each of the Halftime activities and games you have planned to keep your guests having fun during the break. Each activity should be detailed with any rules or directions (include at least two items).
8. Under Favorite Commercial, you should write 1 to 2 paragraphs describing a favorite Super Bowl commercial you have seen and why it is your favorite.
9. Insert an auto-updating Table of Contents under the title (and before your Introduction).
10. Your document should be formatted using styles for the document title and Heading Levels 1 and 2, and a document header and footer must be included.
11. Save your Word file as **SuperBowl_MEID.docx**. Note: Replace any instances of MEID in the project filenames with your MEID number.

Part 2: PowerPoint Presentation

Since you are throwing a Super Bowl party, you want to send a detailed invitation to your guests. Many of your guests are coworkers, and you get approval from your boss to use the conference room to present your party invitation during lunchtime. Using PowerPoint to display your party information seems ideal.

Create a PowerPoint presentation containing a minimum of 7 slides based on your Super Bowl Party Word document in Part 1 of the At-Home Final Exam Project. Your presentation must include the following elements:

1. A Title slide at the beginning and a Q&A slide at the end
2. An Introduction slide with bullets summarizing your party introduction paragraph and your image
3. A Logistics slide with a bulleted list of "when" and "where" details for your guests
4. A Menu slide with a bulleted list of what you will be serving
5. A Halftime Activities slide with a bulleted list of what you have planned for Halftime
6. A Favorite Commercial slide listing your favorite Super Bowl commercial
7. Presenter notes for each slide
8. Use a PowerPoint style template, check your spelling and grammar and correct all errors. Remember to use the best practices for PowerPoint presentations you learned in the lesson.
9. Save your PowerPoint file as **Superbowl_MEID.pptx**.

Part 3: Excel Spreadsheet

Now that you have learned how useful Excel can be, you would like to apply some needed organization to your life. You have long wanted to organize your contacts list so that you can know who should receive a Christmas card and who should receive a wedding invitation to your upcoming wedding. You will use a new, blank Excel spreadsheet to complete the following steps:

1. In cell A1, enter the text "My Contacts – MM/DD/YY" (using today's date) for your spreadsheet title.
2. Merge and center cells A1:D1 of your spreadsheet title and format as Arial, 16 pt, bold. Apply a light purple (60% lighter) background fill color to the merged title cells.
3. Create the following four columns under your title. Format each column alignment as denoted in the parentheses following the column name (below) and bold the font.
 - Name (left)
 - Category (left)
 - Relationship (left)
 - Number of Children (center)
4. Apply a thick bottom border under the column headings.
5. Enter a data record for each of your contacts, completing each column (a minimum of 20 are required for this project). Use the text "wedding invite," "Christmas card," or "none" for each contact under Category, and enter the number of children for any contact you have denoted as "wedding invite." For Relationship, use the values of "friend," "relative," or "coworker." Remember, you must create/enter records for at least 20 contacts and have at least one record for each of the three categories.
6. Sort your contact data alphabetically, in ascending order, by Name.
7. Create and insert a formula to sum the total number of children for guests to whom you are sending your wedding invitations at the bottom of the Number of Children column. Apply bold formatting to the total and change the font color to purple.

8. Create and insert a pivot table for your contact data to show a total count of contacts by category. Filter by Relationship, using "Category" for the Axis Field and "Count of Name" under the Values menu. You should create the pivot table within the same worksheet as your contact data.
9. Create and insert a 3D pie chart type from your pivot table to show total contacts by category. Be sure that you have your pivot table filters for Relationship and Category set to "select all." Format your pie chart to display the data labels with category name and percentage. You should create the pie chart within the same worksheet as your contact data and pivot table.
10. Save your Excel file labeled as **MyContacts_MEID.xlsx**.

Part 4: Access Database

You feel a sense of accomplishment at your organizing so far, but you know that you will constantly need to add new contacts and may need to update your wedding invitation list. So, you realize that moving your information into Access will allow you to easily find select information. Even though your wedding is still more than 6 months away, you need to start planning, and using your contacts list seems like an efficient way to begin. Using Access will allow you to create a report that you can filter by category so that you can quickly produce a list of those to invite to your wedding. You also want to create a form so you can easily add to your contacts list going forward.

1. Open your **MyContacts_MEID.xlsx** file from Part 3 (above) and complete the following steps:
 - a. Save the file with the new filename **MyContacts-Import.xlsx**.
 - b. Delete row 1 (with your spreadsheet title).
 - c. Delete your formula summation that totals the number of children.
 - d. Delete the pivot table.
 - e. Delete the pie chart.
2. Create a new blank Access database.
3. Save the Access database as **MyContacts_MEID.accdb**.
4. Import your Excel spreadsheet from Part 3 as external data. Select **Sheet 1** (or the applicable sheet name in the Contacts-Import Excel file) and be sure to check "First Row Contains Column Headings." Let Access assign the Primary Key. Change the name of the table to **Contacts**. Once you finish your import, open the Contacts table and verify that your data has imported correctly and is sorted in ascending alphabetical order by Name.
5. Make the following field property changes:
 - a. Name: change field size to **50** and caption to **Contact Name**.
 - b. Category: change field size to **14** and caption to **Category**.
 - c. Relationship: change field size to **9** and caption to **Relationship**.
 - d. Number of Children: change field size to **2**, data type to **number**, and caption to **Children**.
6. Save your design changes. Select **yes** at the *some data may be lost* warning.
7. Create a new Form titled **My Contacts**.
8. Adjust the field sizes so that they all fit on the page.

9. Apply the **Wisp** theme to the Form.
10. Save the Form as **New Contact Entry**.
11. Verify that your New Contact Entry Form is working by entering a new contact with a category of "wedding invite." Include your MEID at the beginning of this new contact entry.
12. Create a simple query from the Contacts table including the Name, Category, and Number of Children fields. Title the query **Wedding Invitations**.
13. Update the Category filter to include only contacts denoted as **Wedding Invites** and sort the Names alphabetically ascending (A-Z).
14. Create a new Report using your **Wedding Invitations** query. Change the Report title to **Wedding Invitations** and ensure that your fields fit within the Report page borders. Apply a Theme of your choosing to the report and save the Report as **Wedding Invitations Report**.
15. Be sure to save your final Access file, labeled as **MyContacts_MEID.accdb**.

Submission

1. Place all five files in a folder and label it CIS105 Final Exam_MEID. Note: Replace MEID with your MEID number. Remember, you will have two versions of the Excel file.
2. Zip the folder as described in the Course Syllabus.
3. Submit the assignment following the instructions in the lesson.