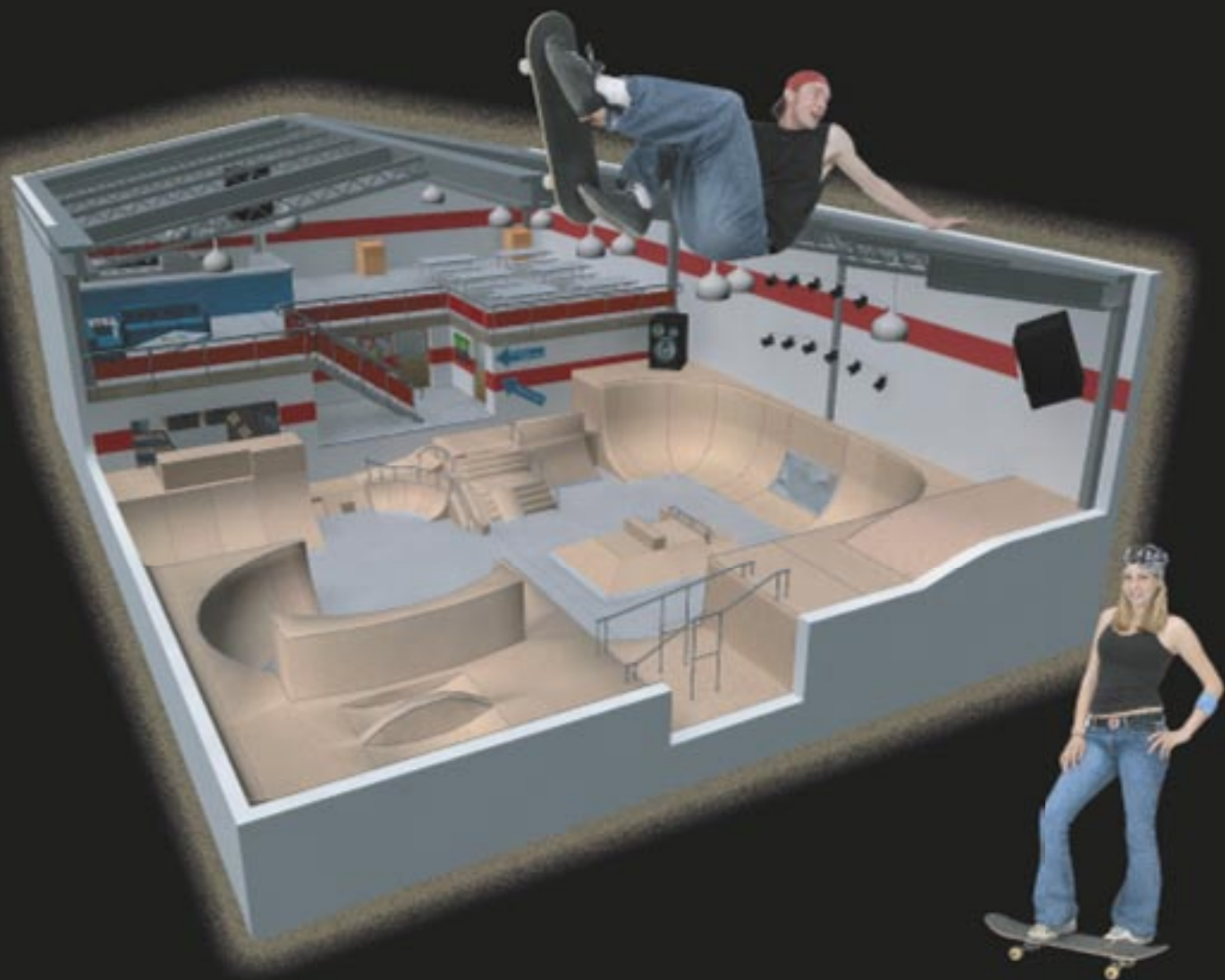


SKATEBOARDS, INC.

INDOOR SKATE PARK

An Integrated Microsoft Office Simulation



BUSINESS EDUCATION PUBLISHING™

Diane M. Silvia / Linda M. Viveiros

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An Integrated Microsoft Office Simulation

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Diane M. Silvia, Linda M. Viveiros

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Section 1:

INTRODUCTION



This section provides the student with important background information about completing this book. It is required that you read this section before beginning this simulation.

INCLUDED IN THIS SECTION:

- 1.1 Welcome to Skateboards, Inc. Microsoft Office Simulation
- 1.2 Who Should Use This Book?
- 1.3 What You Will Need to Complete This Simulation
- 1.4 Prerequisite Skills
- 1.5 Your Role as the Microsoft Office Specialist
- 1.6 The Skills You Will Be Using in This Simulation
- 1.7 Table of Projects, New Skills Reinforced, and Approximate Completion Times
- 1.8 A Note to the Instructor

Section 1: Introduction



1.1 Welcome to Skateboards, Inc. Microsoft Office Simulation

Skateboards, Inc. is an integrated Microsoft Office simulation. In this simulation, you will assume the role of a Microsoft Office Specialist for Skateboards, Inc., a new indoor skateboarding and rollerblading park located in the heart of Rapid City, South Dakota. Skateboards, Inc. is not only a skateboarding and rollerblading park; housed within the facility is a food court (The Skateboard Shack), big screen TVs, a pro shop, an arcade, a lounge, and a disc jockey booth to keep the patrons “coming back for more.”







1.2 Who Should Use This Book?

Skateboards, Inc. is designed for students who are enrolled in a secondary level computer applications course that includes one or more of the Microsoft Office software applications in its curriculum. The simulation is designed to allow students to use and apply their Microsoft Office knowledge and skills in an integrated, real-business setting.



1.3 What You Will Need to Complete This Simulation

To complete all of the individual projects in this simulation, you will need the following installed on your computer:

	The Skateboards, Inc. Resource CD. You will learn more about the Skateboards, Inc. Resource CD in Section 4.
	Any version of Microsoft Word
	Any version of Microsoft Excel
	Any version of Microsoft Access
	Any version of Microsoft Publisher or an equivalent desktop publishing software such as Adobe PageMaker, Adobe InDesign, or QuarkXPress
	Any version of Microsoft PowerPoint

Section 1: Introduction

1.4 Prerequisite Skills

This simulation is designed to be used as a reinforcement supplement for Microsoft Office students. The student should have a basic working knowledge of the following prior to completing this simulation:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher or an equivalent desktop publishing software
- Microsoft PowerPoint

Important Note: The projects in this simulation are designed to be completed using any version of the Microsoft Office software applications. The instructions in this simulation are provided in a generalized format and are not specific to any one version of the Microsoft Office software suite.

1.5 Your Role as the Microsoft Office Specialist

As the Microsoft Office Specialist, you will complete a series of real-world projects that will allow Skateboards, Inc. to open its doors for business. By using your Microsoft Office software skills, you will complete business and financial documents, organize data, and create and design marketing documents, databases, and promotional presentations.

The projects you will be completing in this simulation will contribute to the success of Skateboards, Inc. and increase your competency and productivity using Microsoft Office applications. As you prepare for your future career, the skills you learn from this simulation will make you a more qualified candidate when seeking job opportunities.



1.6 The Skills You Will Be Using in This Simulation

The following is a list of skills you will be using throughout this simulation:

- Creativity and design skills to produce business documents
- Applying technical writing skills in developing business documents
- Accounting skills to develop projected revenue and inventory spreadsheets
- Presentation skills to design slide shows
- Decision-making skills
- Organizing computer files
- Integrating Microsoft Office software to complete a comprehensive real-world business simulation

Section 1: Introduction

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

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



Section 1: Introduction

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

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



1.8 A Note to the Instructor

This simulation is designed to be completed as an independent, self-paced project for the student, with guidance and facilitation provided by the instructor. It is recommended that the instructor become familiar with this simulation prior to administering it to students in a classroom environment.

Many of the projects in this simulation are designed to allow students to exercise their own creativity and document-development skills. Although there are specific guidelines and instructions the student must follow in completing this simulation, the end result of some of the projects will be unique for each student. Hence, some of the answer keys provided on the *Skateboards, Inc. Resource CD* will vary from the students' documents.

To assist the instructor in administering and evaluating this simulation, a variety of resource materials is provided on the *Skateboards, Inc. Resource CD*. Please consult the "*Skateboards, Inc. Instructor Resources*" folder provided on the *Skateboards, Inc. Resource CD* for more information.





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
- Project W-7: Create a Skateboard Terms and Definitions
Two-Column List
- 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.



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

4. 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.
5. 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

6. Copy and paste the information above to the next three label cell blocks.
7. 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

8. Copy and paste the information above to the next three label cell blocks.
9. 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

10. Copy and paste the information above to the next three label cell blocks.
11. 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

12. 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.





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 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

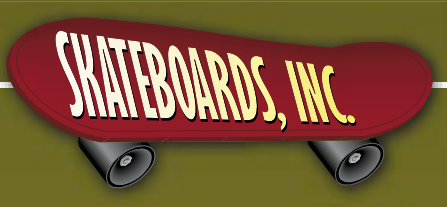
20. Bold cells C32 and D32.
21. Create a custom header and key the text provided below as the header. Center align the header and set the font to Arial 14 point bold (insert the current month and year where indicated.)

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.

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>



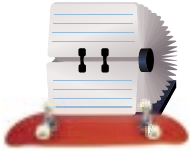
PART 3: ACCESS



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 Ledger 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



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 a Booklet-Style Food Menu

New Skills: Creating and Designing a Booklet Style Menu • Inserting Columns and Guides



TASK AND PURPOSE:

Create and design a booklet-style food menu for the Skateboards, Inc. food court called “The Skateboard Shack.” The menu will be distributed throughout the park and will be displayed on the Web site.



OVERVIEW:

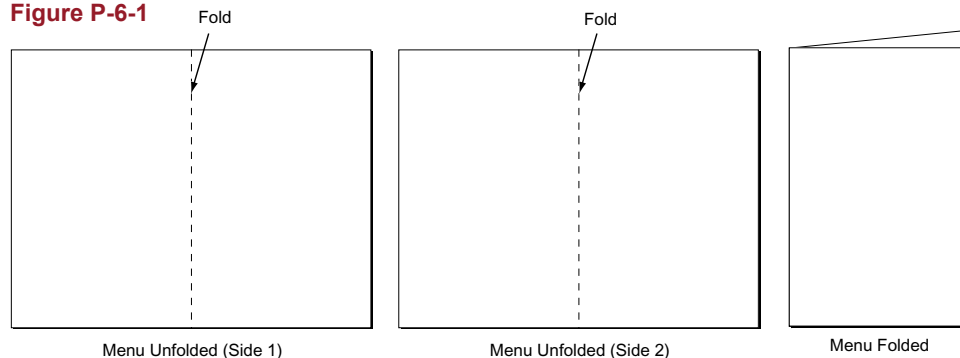
A menu is a list of food items offered by an establishment that serves food. The menu is not only going to be used for the paper version, but the inside of the menu will be the prototype for a large menu board that will be constructed and placed above the food court (“The Skateboard Shack”).



STRATEGIES AND TIPS TO CONSIDER:

1. The menu will be designed using a booklet-style format printed on two sides. When folded in half the long way (landscape), the menu will be divided into four equal panels as shown in **Figure P-6-1**. Remember, the inside of the menu is being used as the prototype for the menu board above the food court.

Figure P-6-1



2. Highlight the most important menu items using bold face type.
3. Use at least two different fonts. One font for the menu items and their prices, and another for subtext that describes the menu items. Use fonts that are easy to read.
4. Keep the menu clean, uncluttered, and legible.
5. Use graphics throughout the menu to bring the food items to life.

Project P-6: Create and Design a Booklet-Style Food Menu continued

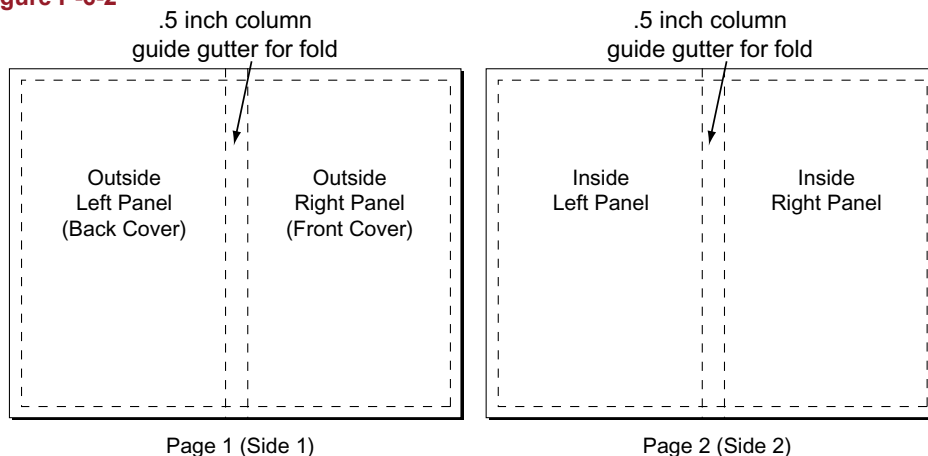
6. Consider where you are placing menu items. Appetizers almost always go first.
7. Obtain some samples of menus by visiting establishments and doing some on-line research. Analyze them to come up with your own design.
8. Have fun with this project, adding your own design style to the menu. Create a menu that makes the consumer hungry for what is being offered.
9. Plan the layout and design of your menu on paper first.
10. 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 **two-page** document.
3. Save the document as **Project P-6 Menu** in your “Publisher Projects” folder under your “Skateboards, Inc. Simulation” folder.
4. Set the page size to 11 inches wide x 8.5 inches tall (landscape) with .30 inch margins on all sides.
5. On each page, insert two column guides with a .5 inch gutter (to allow room for folding the menu in half). The menu should now be divided into two panels on each page as shown in **Figure P-6-2**. Note how the panels are labeled on each side. The contents of the menu will be placed in its respective places according to the instructions that follow.

Figure P-6-2



Project P-6: Create and Design a Booklet-Style Food Menu continued

6. On the **Outside Right Panel** (front cover) of the menu, include the following:
 - 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.
 - The text: "Welcome to The Skateboard Shack"
 - The text: "Rapid City's latest and greatest snack attack shack!"
 - Add additional text and/or graphic images that will help to enhance the look and appearance of the outside right panel.
 - Add a bordered frame around the information on the panel to give it a neat appearance.

7. On the **Outside Left Panel** (back cover) of the menu, include the following:
 - The text: "Skate by anytime. Thank you for your patronage."
 - 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.
 - Include the following hours of operation and text:

HOURS OF OPERATION:
Monday - Friday 3 pm - 10 pm
Saturday 9 am - 10 pm
Sunday 9 am - 8 pm
(Hours of operation follow park hours)
Note: Grilled or fried menu items must be ordered 1/2 hour before closing!
 - Add additional text and/or graphic images that will help to enhance the look and appearance of the outside left panel.
 - Add a bordered frame around the information on the panel to give it a neat appearance.

8. On the **Inside Left and Right Panels** of the menu, add the Skateboard Shack's menu items and prices listed below:

Appetizers

Switch-Stance Snack Attack

Perfect for sharing. Combo with buffalo wings, nachos, onion rings and chili cheese fries served with blue cheese or honey-mustard sauces for dipping. \$6.95

Boardslide Buffalo Wings

Blazing, boneless crispy breaded wings served with blue cheese dressing. \$5.95

Nollie Nachos

Crispy tortillas oozing with cheese \$4.25

Super Nollie Nachos

Crispy tortillas loaded (oozing with cheese, refried beans, and nacho meat) \$5.95

Ollie Onion Rings

Crispy onion rings ready to dip into any one of three sauces: ranch dressing, barbecue sauce or honey mustard \$4.95

Chili Cheese Fries

You're in for a real treat. Taste these crispy fries topped with warm cheddar cheese sauce, crisp bacon and scallions served with ranch dressing for dipping \$4.95

Project P-6: Create and Design a Booklet-Style Food Menu continued

Burgers and Hot Dogs

Kickflip Burger (served with French Fries)

Our mouth-watering, juicy flame-broiled burger with lettuce, tomato, pickle and onion \$5.95

Add cheese for .25 extra

Halfpipe Hot Dog (served with French Fries)

Our juicy foot-long hot dog cooked to perfection \$4.95

With chili \$5.25

“Grind”ers

Italian, Roast Beef, Tuna, Steak & Cheese, or Turkey Breast

All “Grind”ers are 6-inch subs and come with a snack size bag of potato chips. Add lettuce and tomato at no extra charge. \$5.95

Pizzas

Skateboard Supreme

Cheese pizza with pepperoni, sausage, ham, meatball, onions, peppers, and mushrooms \$9.95

360 Pizza

Whole cheese pizza with up to three toppings (pepperoni, sausage, ham, meatball, onions, peppers, or mushrooms) \$8.95

180 Pizza

½ of a 360 with your choice of three toppings (pepperoni, sausage, ham, meatball, onions, peppers, or mushrooms) \$6.95

Beverages

Coke, Sprite, Orange, Root Beer, Diet Coke, or Bottled Water \$1.75

Desserts

Popcorn \$1.75

Giant Pretzels (cinnamon & sugar or salt) \$1.75

Brownies \$1.25

Cookies (2) \$1.25

Ice Cream Sandwich \$1.75

Popsicle \$1.25

9. Add additional text and/or graphic images that will help to enhance the look and appearance of the inside left and right panels.
10. Add a bordered frame around the information on the inside left and right panels to give the menu a neat appearance.
11. Carefully proofread your work for accuracy and format.
12. Resave the file.
13. Print a copy of the document if required by your instructor.
Suggested: Print both sides of the menu on one page and fold in half.



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