

Table of Contents

Introduction	3
Index of Additional Software Programs	4
Virtual Holiday.	5
Moving Away from Home	13
Choosing a University	21
Family Reunion	29
Problems	36
Band Tour.	43
Decades	52
Playing the Stock Market	59
Touring Canberra	66
Marketing a Country.	73
Favourite Athletes.	79
Virtual Field Trip	86
Personal Web Page	93
<i>Microsoft Office</i> Web Portfolio	101
Additional Resources	109
CD-ROM Index	144

Introduction

Your computer textbook is essential for teaching students how to use the different features and aspects of software they learn in class. But students can become bored completing the same kinds of assignments day after day. Turn to the projects in this book to supplement your current curriculum and enhance your daily classroom routine.

Using this book is simple: once or twice a term, or at the end of certain sections, have your students put the skills that they have learned in your class to work by completing one of the many projects offered. The projects can be completed with any version of *Microsoft Office* that you might have in your classroom.

Each of the projects has components to utilise the office software that we teach throughout the year, so they make great review assignments. If you have not covered a certain piece of software yet, like databases, don't be concerned. Most of the tasks in these projects can either be omitted or completed with another piece of software. For instance, you don't need to create a database in Access for a mailing list, you can also do this in *Word*. The same goes for many of the desktop publishing assignments, which can also be done in *Word*. You get the idea. Pick and choose the parts of the project that best fit you and your students' needs.

You can also use other programs, such as *AppleWorks*, to complete many of the assignments. See page 4 for an index of additional programs you could use.

Many of the projects can also be added to or expanded to meet your needs. If you can work higher-level software skills into a project, all the better for your students. These projects are merely meant as a starting point. The detailed scoring rubrics provided make it easy to evaluate student work.

Also included in this book is an Additional Resources section with work sheets that you can use to review software applications such as word processing, spreadsheets and databases. You can use these work sheets if your students are unfamiliar with certain functions of these applications. Planning sheets, games and brain teasers are also included.

The CD-ROM provided with this book includes projects completed by students, as well as additional template files. Each project summary is included as a *Microsoft Word* document so that you can customise them to fit your students' needs or add components to an assignment.

When I used these projects with my own classes, I found that the level of student interest rose dramatically. The projects promote critical thinking, research and Internet skills that students don't often get a chance to use. Students even have a chance to use their interpersonal skills, so highly valued these days, by working in groups to complete any of the projects.

It doesn't really matter how you use these projects. Just use them. Your students will love working on them and you will enjoy seeing the great work they create.

Thanks for trying this book!

Virtual Holiday

(Because who can afford a real one anyway?)



Virtual Holiday Summary

Description	You have seven days and \$7000 to take a holiday anywhere in the world. Use <i>Microsoft Office</i> and the web to have the trip of a lifetime.
Internet Explorer	Research and gather information about your holiday destination. Send a virtual postcard.
Word	Design a cover. Write an introduction. Create your itinerary.
Excel	Create your holiday budget.
PowerPoint	Make a holiday slide show.
Access	Create a database table of web sites used in your research. Create a database report.
Publisher	Make a tri-fold brochure of your holiday destination.
FrontPage	Create a web site about your holiday using the information you have gathered.
Email	Email your teacher. Email for additional information.
Outlook	List due dates, tasks and contacts.
Other	

Virtual Holiday *(cont.)*

Introduction

It's holiday time! You need to decide on the holiday spot of your choice anywhere in the world. You have one week and \$7000 to spend. Use your research skills on the Internet to thoroughly research your holiday. This project should be done to the best of your ability and be of high quality.

Keep the Following Questions in Mind:

- How are you going to get where you want to go? Planes, trains, boats? How much will it cost? How long will it take?
- Once you get there, where are you going to stay? Hotels, motels, camp sites, youth hostels? How much will it cost? How long are you staying?
- While you are there, what are you going to do? Tours, sightseeing, shopping, safaris, famous landmarks? Make sure you can tell us about them.
- What are you going to eat? Will you go to restaurants? Which ones and what kinds? How much?
- What are you going to show people from your trip? Pictures! Bookmark or keep the address of any web sites that have good pictures or information that you may want to return to in the future.

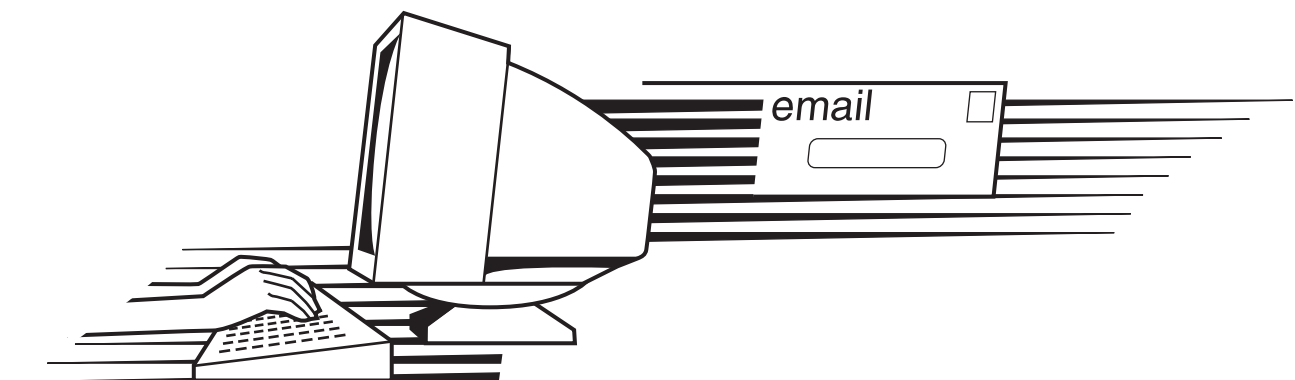
What You Need to Provide

Using the rubric as a guide, assemble everything in order and hand it in to your teacher. Be sure that everything is completed on the rubric.



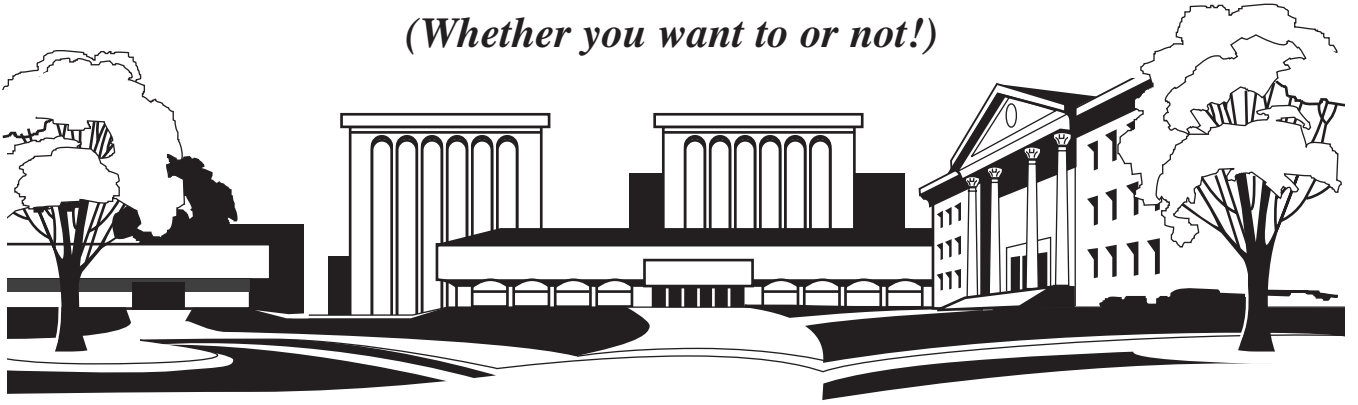
Email

Email your teacher and describe where you are going on your holiday. Why did you choose that destination? Will anyone be going with you? Who?



Choosing a University

(Whether you want to or not!)



Choosing a University Summary

Description	You are going to university – whether you want to or not. Let <i>Microsoft Office</i> and the web help you find the university that is right for you.
Internet Explorer	Research and gather information on two universities.
Word	Create a cover page. Write an introduction. Write university descriptions. Compose an update letter (Merge).
Excel	Make a comparison table with charts. Create a payment table with charts.
PowerPoint	Design a slide show for parents.
Access	Make a database table of friends and family members. Create database reports.
Publisher	Design a tri-fold brochure.
FrontPage	Create a web site to showcase your project.
Email	Email your teacher. Email for additional information about universities.
Outlook	List due dates, tasks and contacts.
Other	

Choosing a University *(cont.)*

Introduction:

You are going to university – whether you want to or not! You and your parents have decided that you need to get a tertiary education. Now the only questions are where, how much is it going to cost, and how will it get paid for. Use the Internet and *Microsoft Office* to help you find your answers and get into the university of your choice.

What You Need to Provide



Email

Email me and tell me which two universities you are researching.



Calendar

Enter the due dates for this assignment on your calendar and create a list of things to do on your tasks list.



Word Processing

Create a title page with *WordArt* and graphics for your project.

Type a brief document (two to three paragraphs) about why you chose these two places. *Remember to double-space and include a title.*



Web Browser

Using the Internet, research the universities that you have chosen. Write a one- to two-page summary of basic information on each university. Be sure you include information like the history, location, enrolment and types of degrees available. *Remember to double-space and include a title.*

Find a good web site on the Internet that your teacher can add to his or her list of links. Print out the home page and hand it in with your name on it.



Spreadsheet

Create a spreadsheet comparing the normal expenses a student would incur in his or her first year at each university. Include such things as tuition, rent, books, normal living expenses, travel expenses. Make sure you use AutoFormatting to make your tables look good. Use the chart wizard to create a chart to compare the expenses between the schools. Remember to include a title and legend.