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|  **EDIT 4310: Technology Tools for Instruction****Dr. Dave Stamper**WBU/VIRTUAL CAMPUSDavid.stamper@waylan **david.stamper@wayland.wbu.edu** |

**University Mission:** Wayland Baptist University exists to educate students in an academically challenging and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

**Resources:**

* ***Textbook:*** *Shaffer, Ann, et al. (2014). New Perspective on Microsoft Office 2013, First Course-Premium Edition, Boston: Course Technology/CENGAGE LEARNING ISBN:13:978-12851-6764-0/Etext:13:978-12854-0544-5*
* **Software**: Office Microsoft®2013

Catalog Description: train instructors and educators through the effective use of integrated software programs for problem solving and creating innovative and effective instructional tools.

**COURSE PREREQUISITE**: This is an advanced computer software skills course in word processing, spreadsheets, databases and multimedia presentation. Basic competency in the aforementioned technology applications is a requirement before beginning this course. These basic skills can be acquired in EDIT 2310 or MISM 3311 or similar basic skill-building course.

COURSE OVERVIEW: The goal of the course is to enhance the students’ delivery of effective instruction, communication skill, record-keeping, ethical practices and decision-making concerning use of electronic information for diverse audiences. *Note: nearly 60 percent of your grade will be taken from your demonstrated software performance (See Evaluation Below).*

 **Course Description:** This course will train instructors and educators to use Microsoft® Office 2013 programs creatively and effectively in the classroom and workplace. Office 2013 includes the following programs:

* Microsoft Word® 2013 provides templates, an AutoContent Wizard, and formatting options, such as Clip Art insertion, that enable the teacher and students to write professional documentation.
* Microsoft Excel® 2013 allows the teacher and students to gather, organize, and manage data effectively by using the latest tools.
* Microsoft PowerPoint® 2013 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more.
* Microsoft Access® 2013 allows the teacher and students to organize and manage large amounts of information effectively by using a database. From small reports to extensive data searches, Access provides a flexible storage base for your information.

**Student Learner Outcomes:**

* All students use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
* All students identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
* All students use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.
* All students communicate information in different formats and for diverse audiences.
* The source for the student learner outcomes can be found at [TEA Technology Standards for All Beginning Teachers](http://www.sbec.state.tx.us/SBECOnline/standtest/standards/techapps_allbegtch.pdf)

**Note: Any student who, because of a disabling condition, may require some special arrangement in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.**

**COURSE EVALUATION**:

|  |  |  |
| --- | --- | --- |
| **Rubric** | **Description** | **Points Available** |
| Examinations | Midterm & Final (On Blackboard) | 200 |
| Quizzes | Online Quizzes (2) | 50 |
| **Managing Instruction** | **Word Exercises** | 130 |
| **Managing Instruction** | **Excel Exercises** | 145 |
| **Managing Instruction** | **Access/Dbase Exercises\*** | 150 |
| **Managing Instruction** | **Power Point Exercises** | 150 |
| **Managing Instruction Computer Assignments Subtotal (11 total completed assignments)** |  Subtotal -575 |
| Class Discussion | On-line: DISCUSSION BOARD | 75 |
| Possible Points | Total | 900 |

**\*May select an Excel option in lieu of ACCESS.**

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| **EXAMINATIONS** |

**Two Examinations**

|  |  |  |
| --- | --- | --- |
| **Midterm** | **Week 6** | **100 pts** |
| **Final** | **Week 9** | **100 pts** |

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| **REVIEWS FOR EXAMINATIONS** |

**There are reviews under Weekly Activities, prior to the exam, some Power Point which cover key concepts.**

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| **WBU-Online Blackboard Quizzes (5)****URL: http://virtualcampus.wbu.edu/** |
| **THERE ARE FIVE QUIZZES ONLINE: UNDER ASSESSMENTS ON WBU BLACKBOARD:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quiz No.** |  | **Topic** | **Book Pages** | **Review Questions/TEST** |
| **1** | **5 Questions (25 pts)**  | **Essential Computer Concepts (ec)** | **ECC 2-39** | **Take online quiz prior to *class 2*** |
| **2** | **5 Questions (25 pts)**  | **Windows, File Management and Internet (FM) & (IB)** | **FM2- 24, IB 2-35** | **Take online quiz prior to class 3** |
|  | **50 points** | **Quiz Subtotal Points** |  |  |

**Course Requirements/Computer Products (Everything is turned in electronic format):**

Each student will create and technology portfolio (w/MS projects) that will include the following:
****

|  |  |  |
| --- | --- | --- |
| **Projects (11 total)** | **Number of Projects** | **Total** |
| **Word-Exercises 1-4** | **4** | **150** |
| **WD Ex 1** | **50 pts** | **Week 2** |
| **WD Ex 2** | **30 pts** | **Week 2** |
| **WD Ex 3** | **40 pts** | **Week 2** |
| **WD Ex 4** | **30 pts** | **Week 3** |
| **Excel-Exercise 5, 6, 7** | **3** | **150** |
| **Excel Ex 5** | **50 pts** | **Week 3** |
| **Excel Ex 6** | **60 pts** | **Week 5** |
| **Excel Ex 7** | **40 pts** | **Week 7** |
| **NOTE: YOU CAN DECIDE TO DO TWO EXCEL VS. DOING ACCESS DBASE** |
|  |  |  |
| **OPTIONAL EXCEL** |  | **150** |
| **EXCEL OPTIONAL # 8** | **75 PTS** | **WEEK 7** |
| **EXCEL OPTIONAL # 9** | **75 PTS** | **WEEK 8** |
|  |  |  |
| **dBase-Exercise 8 & 9** | **2** | **150** |
| **Dbase Ex 8** | **75 pts** | **Week 8** |
| **Dbase Ex 9** | **75 pts** | **Week 8** |
| **PowerPoint- 10 & 11** | **2** | **150** |
| **PPT Ex 10** | **90 pts** | **Week 9** |
| **PPT Ex 11** | **60 pts** | **Week 10** |
| ***Note: Timeframe subject*** | ***To change*** | **575** |

# As you can see above you have, you will have a total of 11 Office 2013 computer projects:

Word, Excel, Access\* and Power Point. In my prior classes, many students have purchased Office 2013 Student Version, which does not contain Access nor Publisher, so if you elect to, you can turn in the ***two Excel Optional #8 and #9*** in lieu of Access.

# EDIT 4310 Weekly Schedule (Projected)(This has due dates, but can take earlier if you)

|  |  |  |
| --- | --- | --- |
| **Week#**  | **Textbook & Other**  | **Activities** |
|  **#1:** | **Book: ECC 3-30, WIN 1-30, FM 1-30, IB 1-30** | **Discuss course outline, projects: Word Lab, Using WBU Blackboard:**WORD-Creating a Document, WORD-Editing and Formatting a Document |
|  | ***WBU Online******BLACKBOARD*** | Read your textbook, then review the online lesson notes, next take the following quiz on BLACKBOARD, would be better if taken prior to the **in class work** and lab Each quiz is 25 points, have 15 minutes (average 3 minutes per question)**1-ECC: Computer Essentials (5 questions 25 points), Take prior to 2nd week.33** |
| ***#2:*** | **WD 1-52, 119-142,188-230,** | Using word processing: Assign #1,2,3 Due by **14th.** WORD-Creating a Multiple-Page Report; WORD-Tables, & Desktop Publishing |
| ***#2*** | ***Exercises*** | Turn in Word Exercise 1, 2 and 3 |
|  | ***WBU Online******BLACKBOARD*** | After reading your textbook, then review the online lesson notes, take the following quiz on BLACKBOARD, would be better if taken prior to the **in class work** and lab. Each quiz is 25 points, have 15 minutes (average 3 minutes per question)**2-FM/IB: File Management/Internet (5 questions 25 points)** |
| ***DON’T FORGET TO ENJOY YOUR THANKSGIVING HOLIDAY THIS WEEK*** |
| **#3** | **Book: EX 3-186** | **Turn-in #4 &#5:** EXCEL-Using Excel to Manage Data ;EXCEL- Working with Formulas and Functions |
| **#3** | ***Exercises*** | **Turn in Exercise 4, and Excel Exercise #5** |
|  | ***WBU Online******BLACKBOARD*** | Check out the Power Points on Excel |
| **#4:**  | **Book: EX 3-186** | EXCEL-Developing a Professional-Looking WorksheetEXCEL-Working with Charts and Graphics |
|  | ***WBU Online******BLACKBOARD*** | After reading your textbook, take the following quizzes on BLACKBOARD, would be better if taken prior to the **in class work** and lab |
| **#5:** |  | **Review for Midterm, continue working on Excel spreadsheets**: |
| **#5** | Exercises | **Turn in Exercise #6** |
|  ***#6:*** | ***Midterm*** | ***Take Midterm* Exam:*****The midterm (Test 1) will consist of 20 questions, each one worth 5 points each, you will have an average of 3 minutes per question for a total of 60 minutes. When you are done, hit submit and it will grade your exam.******You can take your exam anytime from December 15th thru January 8th. (no later than Midnight).*** |
| **#7:**  | **Book: AC 3-158** | **Turn in SpreadsheetBegin Dbase:**ACCESS-Introduction; ACCESS-Creating and Maintaining a DatabaseACCESS- Querying a Database |
| **#7** | ***WBU Online******BLACKBOARD*** | **Review Access PPTs** |
| **#7** | ***Exercises*** | **Turn in Excel Exercise #7** |
| **8#:**  | **Book: PPT 3-78** | **Work on Dbase;**ACCESS-Creating Forms and Reports**Turn IN Dbase/Excel, Begin Powerpoint; Review for Final** |
| **#8** | **Exercises** | **Turn in Exercise 8 &9 Access or Alternate Excel in Place of Access 8 & 9** |

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| **Week#**  | **Textbook & Other**  | **Activities** |
| **#9** |  | ***Take Final* Exam:*****The midterm (Test 1) will consist of 20 questions, each one worth 5 points each, you will have an average of 3 minutes per question for a total of 60 minutes. When you are done, hit submit and it will grade your exam.******You can take your exam anytime from January 16 thru January 30th. (no later than Midnight).*** |
| **#9** | **Exercises** | **Turn in Power Point Exercise #10** |
| **9#** | **Homework** | POWERPOINT-Creating a presentation; POWERPOINT-Applying and Modifying Text and Graphic Objects |
| **#10:** | **Finish PowerPoint** | **Turn in PowerPoint (1),** POWERPOINT-Applying and Modifying Text and Graphic Objects **Turn in PPT #2 Hand in Power Point Exercise 11** |
| **#11** | **Finish final project** | **Complete Exercise 11 if needed extra time1** |

**Competency Outcomes:**

**TecHNOLOGY APPLICATIONS STANDARDS FOR ALL BEGINNING TEACHERS**

***Standard I.*** All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.

***Standard II.*** All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.

***Standard III.*** All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.

***Standard IV.*** All teachers communicate information in different formats and for diverse audiences.

***Standard V****.* All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

**Computation of final grade:** Explained in Course Requirements

**University Grading System:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | 900-1000 |  | Cr | For Credit\* |
| **B** | 800-899 |  | **NCR** | No Credit |
| **C** | 700-799 |  | **I** | Incomplete\*\* |
| **D** | 600-690 |  | **W** | Withdrawal |
| **F** | below 600 |  | **X** | No grade given |
|  |  |  | **IP** | In Progress |

**\* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.**

**\*\*A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise, it becomes F. This grade is given only if circumstances beyond the student’s control prevented completion of work during the semester enrolled and attendance requirements have been met.**

**Attendance Policy:** Students are expected to make class attendance with punctuality a priority. More than 25% of class time missed will result in a grade of F. Students are encouraged to communicate promptly with the professor and/or classmates in case of an unavoidable absence in order to keep pace with the requirements of the course. Absences due to school activities require advance notice from the student and school sponsor. Percentage points will be deducted from the final accumulation of points for each unexplained or inexcusable absence. An example of an unexcused absence is oversleeping. You are training to be a professional. If you wouldn’t use the excuse for your boss/principal, don’t use it as excuse for your absence from this class. You will never be better as a teacher than you are a student.

**Note: Any student who, because of a disabling condition, may require some special arrangement in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.**

**Plagiarism**

“Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.* Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the World Wide Web.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.”

Source: <http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

**ONLINE DISCUSSION GROUP**

|  |  |
| --- | --- |
| RESPOND TO ONLINE DISCUSSION BOARD | **75 pts** |

|  |
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| Additional help/assistance |

**Voicemail: cell 210-332-3484 (only call this after 6:00 PM), Work: 916-5958, Email:** david.stamper@wayland.wbu.edu or **david.stamper1954@att.net**

What follows are the exercise rubric (gradesheets), you’ll turn in electronic product and I will use each gradesheet to grade them. Please note in the Blackboard Drop Box, it contains the individual rubric which will be used for that particular computer exercise.

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| **Please keep in mind that what follows are the rubric for each****Individual computer exercise/assignment.****These are listed on each individual assignment as a separate Word document.****T** |

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| **EDIT 4310 Exercise Grade sheetWord Exercise 1: 35 points****Resume (Upload Resume.doc/Blackboard)Due Week 2** |
| **35 POINTS POSSIBLE** | **TOTAL** |  |

1. **Resume**
2. **In document, change person’s lastname to yours (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change text to Arial 12 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Now remove the name, address, etc, put in header (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **In header, change text to Antique Olive 10 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Underline, capitalize, & bold all major title areas (OBJecTIVE) (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Under Title area: REFERENCE, replace “your name,” with your name (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **In footer, center, put address + phone no.,Arial 8 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

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| **EDIT 4310 Exercise Grade sheetWord Exercise 2: 30 points****RESEARCH PAPER****Due Week 3** |
| **Name** |  | **Date** |  |
| **50 POINTS POSSIBLE** | **TOTAL** |  |

Directions: Use data from the downloaded word file” Data for Research Paper–Assignment # 3.doc, under “Assignments” on **Blackboard**:

1. **Title page is centered with corrected title (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted header with page #(5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Each paragraph is indent 5 (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Entire document is double spaced (5 points)**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Text font is Arial 12 (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Reference Page is correct (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

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| **WORD ASSIGNMENT # 3 (EDIT 4310)****EDITTING A LESSON PLAN** |

1. SELecT A TOPIC, AS YOU WILL BE REPLACING the one on Blackboard. In addition, you will later develop a Power Point that will go with this lesson plan so choose well.
2. Put all of your subtitles into a 1 row/column word tables
3. Change the entire word document to Arial 12
4. Change the lesson title to the one you propose to do
5. Change your objective to match your topic
6. Delete all graphics and add new ones if appropriate
7. Put a footer in the document that has your new title name
8. Add a new motivation/overview paragraph which compliments your new title.

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| **EDIT 4310 Exercise Grade sheetWord Exercise 3: 40 points****Editting a Lesson Plan (Upload Lessonplan.doc/Blackboard)Due Week 3** |
| **35 POINTS POSSIBLE** | **TOTAL** |  |

1. **LESSON PLAN EDITTING**
2. **Changed Lesson Title to your own (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Insert table for each of the subtitles and then move text & center – no underlining(5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change text to Arial 12 pt (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change lesson objectives to match your new topic/title (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Delete all graphics in Handout and add your own (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Insert a footer with new title name + Lesson Plan + Page #) (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change paragraph under “Motivation and Overview to reflect new title (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

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| **EDIT 4310 Exercise Grade sheetWord Exercise 4: 25 points Due: Class 3** |
| **Name** |  | **Date** |  |
| **25 POINTS POSSIBLE** | **TOTAL** |  |

Directions:Playing with Columns (Pre-Newsletter)

Header:

1. **Columns: \_ \_\_\_\_\_\_\_**
2. **Change text to Arial 12 (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Add header: Column Exercise-04 Page #(5 pts)**

|  |  |  |  |  |  |  |  |  |  |
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| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Page one should have two columns (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Page 2 has three columns (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

**Since we have been discussing the benefits of Excel and spreadsheets in general, your first assignment will be based on a fictional class (former and current NFL quarterbacks), and their test scores from their Baseball 101 class. You can enter this data, or just download the file, then edit based on grade sheet. Good luck!**

**Data for spreadsheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Lastname** | **Firstname** | **Test 1** | **Test 2** | **Test 3** | **Test 4** | **Test 5** | **Test 6** | **Test 7** | **Test 8** | **Test 9** | **Test 10** | **Test 11** |
| **1** | Griese | Bob | 82 | 90 | 80 | 90 | 85 | 90 | 85 | 90 | 75 | 95 | 92 |
| **2** | Unitas | John | 91 | 85 | 90 | 80 | 75 | 85 | 90 | 75 | 70 | 90 | 88 |
| **3** | Elway | John | 70 | 90 | 90 | 80 | 90 | 70 | 90 | 75 | 80 | 83 | 75 |
| **4** | Favre | Brett | 85 | 76 | 90 | 65 | 90 | 80 | 90 | 80 | 70 | 70 | 69 |
| **5** | McNair | Steve | 75 | 90 | 75 | 90 | 75 | 90 | 80 | 80 | 72 | 70 | 69 |
| **6** | Romo | Tony | 80 | 75 | 74 | 72 | 89 | 89 | 70 | 70 | 70 | 78 | 77 |
| **7** | Palmer | Carson | 65 | 70 | 75 | 80 | 85 | 90 | 85 | 80 | 75 | 70 | 50 |
| **8** | Manning | Archie | 60 | 70 | 70 | 74 | 74 | 80 | 80 | 80 | 75 | 90 | 80 |
| **9** | Marino | Dan | 90 | 90 | 95 | 95 | 80 | 80 | 80 | 80 | 99 | 70 | 90 |
| **10** | Theisman | Joe  | 55 | 60 | 65 | 70 | 80 | 80 | 90 | 90 | 90 | 90 | 85 |
| **11** | Montana | Joe  | 52 | 45 | 33 | 100 | 66 | 75 | 90 | 81 | 23 | 100 | 73 |
|  | Course | Baseball 101 |   |   |   |   |   |   |   |   |   |   |   |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetExcel Exercise 5: 50 points Grades** |
| **Name** |  | **Date** |  |
| **50 POINTS POSSIBLE** | **TOTAL** |  |

**Directions:**

1. **Change text to Arial Roundtop 11 pt # (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Align all 11 Tests to -90 (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Sort Worksheet by Lastname in Alphabetical Order (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Center All 11 tests (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Put a double-line border around entire table (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Renumber (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change Page Setup to Landscape (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Sum All Grades (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (05) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Average Grades, then make them BOLD (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change Name of Worksheet to Alphabetical (5 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetExcel Exercise 6: 60 points Using Worksheets** |
| **55 POINTS POSSIBLE** | **TOTAL** |  |

**Doing more on the Excel spreadsheet for the Course: Baseball 101**

1. **Copy Worksheet (Alphabetical & Rename to Courserank (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color top score by Turquoise (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all B scores by Pink(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all C scores by Lime(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Color all Below C scores by Red(5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Change text on Below C to White (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Insert New Worksheet, Label it “Datafor Chart” (5 pts):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Copy All Data(Values Only from Worksheet “Courserank (10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Delete all Test Columns & Sum column (5 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Move Firstname to last column (5 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Make Lastname bold and all text Arial 12(5 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetExcel Exercise 7 Making a Chart** **35 points** |
| **Name** |  | **Date** |  |
| **35 POINTS POSSIBLE** | **TOTAL** |  |

1. **Select lastname + average for chart (5 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) |

1. **Make chart icon, select clustered column and title chart, Baseball 101 Classrank (10 pts)**

|  |  |  |
| --- | --- | --- |
| Yes (10) | 🗖 | No (0) |

1. **Add Values (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change Chart Title to Arial Black 20 pt (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **Integration Exercise Moving to Word** |

1. **Open Word Doc called Grades, landscape mode, copy “Courserank” to include grades (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Copy graph of grades to page 2 (5 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **Information for Dbase Exercise** |

**You are the team manager of the “SUPERSTARS” baseball team. At the end of the season you must give a list of inventory to the league president. Each parent has signed an agreement to reimburse the team for any item not returned at the end of the season.**

**So, first generate a report of the status based on the above information, then you must send a bill to the parents of each of the players. You will then attach the checks from the parents to the report to the league president and if a parent did not pay, then his/her name goes on the delinquent list, and the remainder will be part of the registration fee for the next season.**

**Below is the individual equipment listing:**

|  |  |  |
| --- | --- | --- |
|  | **ITEM** | **TOTAL COST** |
| **a.** | **1-baseball bat-aluminum** | **52.00** |
| **b.** | **1- box baseballs** | **21.00** |
| **c.** | **1-HOME JERSEY** | **35.00** |
| **d.** | **1-AWAY JERSEY** | **35.00** |
| **e.** | **1-SHOES-CLEATS (Styles available Nike, Mizuno or Johnsons****You choose style.** | **75.00** |
| **f.** | **1-undershirt** | **15.00** |
| **g.** | **1-glove** | **145.00** |
| **h.** | **1-hat** | **25.00** |
| **i.** | **2-baseball pants (1-practice and 1-game)** | **65.00** |
| **j.** | **1 baseball helmet** | **135.00** |

|  |
| --- |
| **PLAYER RETURNS OF ISSUED ITEMS SUMMARY BELOW:** |

1. **PETE ROSE: all items returned, except only one cleat**
2. **TONY PEREZ: all items returned**
3. **DAVY CONCEPCION: no BASEBALLS nor cleats returned**
4. **JOHNNY BENCH: only returned one shoe, home jersey returned but caked with mud, unusable**
5. **BARRY BONDS.:did not return HAT nor away jersey**
6. **JOHN BONJOVI: HELMET returned, no baseballs, one away jersey returned, returned game pants, one cleat returned.**
7. **JOHN ELWAY: all items returned, except no home jersey**
8. **DAN MARINO: all items returned, except HELMET was cracked,**
9. **TONY ROMO: nothing WAS returned**
10. **JOE MONTANA: all items returned, but both jerseys had mud and grass stains on the front of each jersey, making them unusable**
11. **JOE THEISMAN, all items returned but had blood on game pants, unusable**

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetAccess Exercise 8: 75 points Grades** |
| **Name** |  | **Date** |  |
| **75 POINTS POSSIBLE** | **TOTAL** |  |

1. **Ensure all data has correct names for fields and appropriate names (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted fields with appropriate names/currency (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Change appropriate fields to “Yes/No” (15 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Made a new table called cleats/insert as combo box (15 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Entered all data correctly based on info sheet (15 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetAccess Exercise 9: 75 points****Grades** |
| **75 POINTS POSSIBLE** | **TOTAL** |  |

**Directions: You ultimate goal will be once you have entered the data, you can construct a letter of informing student of a disciplinary action. This can be done by making various worksheets.**

1. **Queries entered, players in Alphabetical order (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment issued query entered (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment returned query entered (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries: NO HELMET (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries No Baseballs (5 pts)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |

1. **Baseball equipment queries No Home Jersey (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries No Away Jersey (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries No cleats (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries No practice pants (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Baseball equipment queries No Game pants (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **All those wearing Nike cleats query correct (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Alpha query to Exported spreadsheet (10 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **All equipment queries to Alpha (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Alpha worksheet lists $$$ (dollars) each player owes (5 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

**EXCEL OPTION**

|  |
| --- |
| **EDIT 4310 Exercise Grade sheet****EXCEL OPTIONAL Exercise 8: 75 points Grades** |
| **Name** |  | **Date** |  |
| **75 POINTS POSSIBLE** | **TOTAL** |  |

1. **Name Rows Consists of Column with Last Name & First Name (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make various columns for each of the equipment Items to include $$ (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Select either depending on the player “Yes/No” (15 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Total all costs and make a bar graph showing total spent (15 points)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Entered all data correctly based on info sheet (15 points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetEXCEL OPTIONAL Exercise 9: 75 points** |
| **75 POINTS POSSIBLE** | **TOTAL** |  |

**Directions: You ultimate goal will be once you have entered the data, you can construct a letter of informing student of a disciplinary action. This can be done by making queries of the table.**

1. **Players sorted in spreadsheet in Alphabetical order (10 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a separate worksheet with all equipment returned (10 pts) Worksheet name RET EQP**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a separate worksheet with all equipment not returned to include $$ (5 pts) EQP NOT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a separate worksheet with those who did not return helmet: NO HELM (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make another worksheet, name returned baseball Name: No Balls (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a Worksheet where people did not return Home Jersey (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a worksheet where did not return Away Jersey (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a worksheet where did not return cleats (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a worksheet of those who did not return practice pants (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a worksheet of those who did not return Game pants (5 pts)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Make a worksheet which lists amount $$$ (dollars) each player owes (15 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

|  |
| --- |
| EDIT 4310 Exercise Grade SheetPowerPoint Exercise 10: 90 points Grades |
| Name |  | Date |  |
| 90 PTS POSSIBLE | TOTAL |  |

Take your lesson plan and then develop a Power Point media presentation to go with it with the following slides.

**Title Page: 30 Points**

1. **Use Different Fonts (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**B.Include Appropriate Clip art (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 1: 20 Points**

**C.Use Different Fonts (must be different Title page (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**D.Title Plus Single Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 2: 20 Points**

**D.Title Plus Two Sets of Bullets (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 3: 20 Points**

**E.Bullets and Clip Art (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

|  |
| --- |
| **EDIT 4310 Exercise Grade sheetPowerPoint Exercise 11: 60 points****Grades** |
| **60 POINTS POSSIBLE** | **TOTAL** |  |

Now take your presentation and add one more page with the following ANIMATION:

**Last Page: 60 Points Add animation: entrance, motion and/or spinning graphics:**

**1. Animation at beginning of slide (entrance)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**2. Animation at motion**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**3. Animation at end of slide**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |