

DOCUMENT PROCESSING SAMPLE

Pre-requisites: none

Action Required

New Document Edit Document

Document Type	Formatting	Automation of Document
<input type="checkbox"/> Letter	<input type="checkbox"/> Portrait	<input type="checkbox"/> Macro
<input type="checkbox"/> Report	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Template
<input type="checkbox"/> Publicity Material	<input checked="" type="checkbox"/> Specific Margins .5" all 4 sides	<input type="checkbox"/> Icon
<input type="checkbox"/> Mail Merge	<input checked="" type="checkbox"/> Text font/attributes Times New Roman 20/10	<input type="checkbox"/> Autotext
<input checked="" type="checkbox"/> Other	Arial 8	

Filenames	Print Details
Save documents as: voyage.doc	No. originals: 1
Template:	Special Instructions:
Import data from: colorlogo.jpg	

Special Instructions

Replicate information shown on Data Sheet 5 on the next page.

Picture watermark: washout, 100%

Gray Shading: 15%

Right align competitor number in a header.

PRESENTATION AND GRAPHICS SAMPLE

Pre-requisites: None

Action Required

New Presentation Edit Existing Presentation Create Graphic

Take data from

Data Sheet 1
 Edit Existing
 Other: kayak.jpg

Special Instructions

Timing / Sequence / Builds and Transitions

Timing required
 Sequence
 Builds/Animation
 Transitions
 Hidden Slides

Filenames

Save as: Presentation 1

Template:

Import data from: kayak.jpg

Print Details: 1

Special Instructions:

Slides

Special Instructions

- See Data Sheet 1
- Put competitor # in footer

SPREADSHEETS SAMPLE

Action Required

- New Worksheet Edit Workbook Data Entry Import Data Macro
- Activity.xls

Formulas Required

- Jan 1 - Mar 31 Discount 6% per day
 Apr 1 - Jun 9 Discount 10% per day
 Jun 10 – Aug 31 Increase 18% per day
 Sep 1 - Oct 31 Basic Price
 Nov 1 - Dec 31 Discount 9% per day
- Copy A7:I11 to A15:I19
- In Row 20, calculate Average Costs for each Activity
- Bold Row 20, height 28

Output Required

- Print 1 copy with values fully displayed
- Print 1 copy with formulas fully displayed
- Print chart

Chart Required

- Column Chart illustrating the average prices of each activity
 - Chart worksheet: "Average", landscape orientation
 - Title: Average Prices of Activities, Arial font, bold, italics, 18 pt, blue
 - Horizontal Axis: Activity
 - Vertical Axis: Price
 - No Gridlines, No Legend
 - Values are labelled

Special Instructions

- Center all data in Row 5
- Save as ActivitySolution.xls
- Insert footer with Competitor # at left margin on all worksheets

DATABASE SAMPLE

Task: Create two queries from two tables

Action Required:

New Database Save as Edit ActionAdventure.mdb

Tables

Create Table Import data Details:

Forms

create new form
 edit existing form

Details required on form:

Save form as

Queries

create new query (2)
 edit existing query
 tables/queries used

Include in Query:

Save query as: (1) *activitydetailsquery9999*
(2) *bookingsforDec2006query9999*

Print Specifications:

Reports

create new report
 edit existing report
 tables/queries used

Include in report:

Special Instructions:

Save as:

Print:

Special Instructions

- Use the **activity table** to create a query that selects all fields except **website, email, length,** and **description** and sorts the output in ascending order by **Typeofactivity** and **activityID** and. Save the query and print the results in portrait adjust field widths to fit on one page, if necessary.
- Use the **activity bookings table** to select records with **activity date** between December 1, 2006 and December 31, 2006 (inclusive). Save the query and print the results using landscape and adjust field widths to fit on one page. Check your printouts so that all data is visible and your competitor number in the header.