

Microsoft Access - (65 points)

- ___1. Create a database and name the file using your last name_final project
- ___2. Create a table
- ___3. Create a minimum of 5 fields in table
- ___4. Create a minimum of 6 records in table
- ___5. Assign a primary key (note the primary key must be unique for all possible data)
- ___6. Create a form based on table
- ___7. Create a query containing 3 fields – your choice of fields
- ___8. Create another query containing 4 fields – sort the query on your choice of field
- ___9. Create a query with at least 3 fields and restrict the query results with your choice of criteria
- ___10. Create a query with a Calculated Field
- ___11. Create a report based on table or one of queries

Microsoft Excel - (65 points)

- ___1. Create an Excel workbook and name the file using your last name_final project
- ___2. Create a worksheet with a minimum of 5 columns and 7 rows
- ___3. Create a minimum of 5 column titles, Times New Roman 12pt, Bold, use a font color other than black
- ___4. Create a minimum of 7 row titles, Times New Roma 12pt, do not bold
- ___5. Create formulas in no less than 4 cells, these are separate from the functions in #6 and must be 4 different formulas
- ___6. Use the MIN, MAX, and AVERAGE functions

- ___7. Create a title for the worksheet merging and centering the text using a minimum of 5 cells
- ___8. Format title with font of your choice, 14 pt, bold, italics, using a font color other than black
- ___9. Rename the Sheet Tab using your last name
- ___10. Apply color to Sheet Tab
- ___12. Create a chart on separate sheet using the data on the main sheet; name the sheet tab Chart
- ___13. Add Sparklines to one or more pieces of data
- ___14. Change the Number Formatting from General to a Number Format of your choosing to one or more rows/columns of data

Microsoft PowerPoint - (65 points)

- ___1. Create a presentation and name the file using your last name_final project
- ___2. Use a minimum of 10 slides
- ___3. Select a design theme or create your own theme
- ___4. First slide must be title slide layout with your name, course and section number
- ___5. Add a picture of your face on the title slide and apply a style to the picture
- ___6. Add a slide note to at minimum 1 slide
- ___7. Add a slide title to each slide
- ___8. Add a footer to the presentation with the date of development or slide number
- ___9. Add Clip Art or other graphic to a minimum of 4 slides
- ___10. Add WordArt to at least one slide
- ___11. Apply slide transition to all slides in the presentation

- ___12. Use a SmartArt Diagram
- ___13. Create the background for one slide from a gradient
- ___14. Add entrance effects to at least 1 text and 1 piece of Clip Art
- ___15. Create a table with a minimum of 2 columns and 3 rows
- ___16. Create a simple column chart
- ___17. Add a title to the chart
- ___18. Use high contrast font color based on the color of the slide background
- ___19. Last slide must indicate that the presentation is ending

Microsoft Word - (65 points)

- ___1. Create a document and name the file using your last name_final project
- ___2. Apply a document theme that is different from the default "Office" theme
- ___3. Set margins to 1.25-inch top and bottom and 1.50 inch left and right
- ___4. Set line spacing to double
- ___5. Set paragraph spacing to before: 6, after: 6
- ___6. Create a header with your full name aligned left and the course number & section number aligned right
- ___7. Create a footer with the page number centered to the page
- ___8. Create a bulleted list, or numbered list, with a minimum of 2 items in list
- ___9. Add a picture of your face
- ___10. Create a title for your document: font of your choice, 14pt or larger, bold, italics, color (change from default of black), set to Small Caps, and centered to the page
- ___11. Create a subtitle for your document: format it using the Subtitle Style

___12. Document must be no less than 150 words

___13. Insert a comment within the document

___14. Using the Advanced Document Properties, add a Title, Subject, and update the Author to Your Name

Sending (uploading) the Project

1. Launch MyHCC/Canvas
2. Navigate to the Final Project Module
3. Upload all files to the Final Project Submission link, be sure all 4 files are attached before clicking Submit.

Grade Point Distribution – 300 Points

Microsoft Access	65
Microsoft Excel	65
Microsoft PowerPoint	65
Microsoft Word	65
Professionalism, effort, and creativity Professionalism is assessed in evaluation of proper use of the required skills (e.g. competent in tables), grammar, spelling, and overall appearance Effort is assessed in whether the presentation exceeded the minimum requirements o Students who meet only the minimum requirements for each software application may not receive the 40 points for professionalism, effort, and creativity. Creativity is demonstrated by applying the software skills acquired during the term. Creativity is measured in various ways, including: o applying additional skills covered in the course but not listed as a minimum requirement, o adding additional graphics or pictures, o applying varying color schemes,	40

- o creative formatting of the Excel chart,
- o using various design backgrounds with presentation slides,
- o creating your own slide background instead of using a design template,
- o adding a border to the Microsoft Word document component,
- o graphically editing pictures and other graphics,
- o adding external sounds or movie clip in the PowerPoint component etc.

This project must be an original creation, not a copy 'n paste from this semester's assignments. All rules concerning Academic Dishonesty and Plagiarism will be strictly enforced.