

Computer Concepts - Quarter 3 - Week 4 Assignment

First Name

Last

2/25/2025

This week we will go offline and see how much you have learned so far this year

Initial

Do **Create a Word document** outlining your plan to create an Excel Spreadsheet, a Powerpoint Presentation and an Access Database that would be useful for you personally. Your Word document should have a header that contained your name at the left and the current date on the right. Title your document APPLICATION PLAN. Make sure you have at least two paragraphs for each application. Put the page number in the footer. Print a copy of the document you have created. Turn it with your initialed check list.

Do **Create an Excel Spreadsheet** that would be useful to you. Create a header that included your name at the left and the date at the right. Create a footer with the page number. Create a column containing consecutive numbers. Create at least one column containing text. Create at least one column containing dollar and cents. Create a column that has a calculated total, a column containing the average of the other columns and create a row containing the total of the numbers above it. Create a bar chart from the spreadsheet you have created. Add appropriate legends. Print spreadsheet and chart and turn in with your initialed check list.

Do **Create an Access Database** that would be useful to you. Create an least four tables, four queries and four reports. At least one report needs to include joined tables. Print all tables queries and reports and turn in with your initialed checklist.

Do **Create a PowerPoint** slide show explaining your project and how you accomplished each step. Create a print out of your slides with a header consistent with the other projects. Print out should contain at least 6 slides per sheet. Include page number in the footer. turn in with your initialed checklist.

