

# BUS 140 Vacation Integration Assignment

Course & Sec: \_\_\_\_\_

Name: \_\_\_\_\_

Date  
(yyyy/mm/dd): \_\_\_\_\_

## Background:

Your employer has asked you to schedule her vacation. You have a maximum budget of \$15,000 (you don't have to spend it all), and a maximum of 30 days. Choose 5 countries outside of Canada for this project, and choose 1 city in each country to visit. Decide on a logical (geographical) order to visit these destinations, and the duration of each visit.

## Instructions:

Read over the complete assignment first to familiarize yourself with the details. This assignment will be marked on creativity, presentation, and the practical application of the skills learned in Microsoft Office. Staple this sheet to your printouts and submit the project to your instructor's inbox. Include all electronic files. Marks are awarded as shown.

### Part 1. File Management (5 marks)

Create a folder called **Course XXX Sec XX Vacation Fname Lname**. Create subfolders for the Excel, Word, and PowerPoint components, as well as one for Graphics. Save **ALL** files with meaningful names to these folders. No marks will be awarded for a component if a file is missing. Submit this folder to your instructor's inbox upon completion of the assignment.

### Part 2. Research/Word (5 marks)

1. For each city, find four interesting things to see/do in that city.
2. For each city, find and download a photo of the city. Save each file as a separate graphic file (not in a Word document) in an appropriate folder.
3. For ONE of the cities, find out more background information about the city: Population, history, etc. This should be more than one paragraph but no more than three paragraphs. Save this information in a Word document named **CityBackground**. DO NOT PRINT this document.

### Part 3. Excel (5 marks)

In Excel, create an appropriately formatted worksheet showing the number of days spent in each country. (Do not choose an equal number of days in each country.) Create an appropriately formatted 3-D pie chart from this data showing the percentage of time spent in each country. Pull out the piece with the highest percentage.

In the same Excel workbook, create an appropriately formatted worksheet showing the total expenses (in Canadian dollars) for each country. (Do not make the expenses identical for each country.) Create an appropriately formatted column chart from this data comparing the total expenses (in Canadian dollars) in each country. Place data labels showing the values on the chart.

Save this file as **VacationCharts**. DO NOT PRINT these worksheets.

Create a PowerPoint presentation as follows. Create the slides in the order listed.

### Part 4. PowerPoint

(5 marks)

Choose a theme, and then modify the master as follows:

- Change the font.
- Change the bullet character.
- Include a graphic that will appear in the top left hand corner of every slide. Make the graphic exactly 1" tall.

### Part 5. PowerPoint

(5 marks)

Create the following slides. (Note: These slides must follow the master.)

A title slide with Yourname Vacation as the title.

One Title and Content slide with bulleted points for each destination:

- On each slide, include the city and country destination as the title. (e.g. Victoria, Canada)
- On each slide, include at least four things you would like to do/see at that location (as bulleted points, not sentences).
- On each slide, include an appropriate ClipArt image or photograph.

### Part 6. PowerPoint

(3 marks)

For ONE City, Country slide, add a detailed notes page (copy the text from your **CityBackground** Word document). Indicate the name of the City, Country slide here: \_\_\_\_\_

### Part 7. PowerPoint

(3 marks)

On the same slide as the previous part, add a hyperlink to the title of the slide. The link should take the viewer to a website with content relevant to the slide. Add the same hyperlink to the picture/graphic on this slide.

### Part 8. PowerPoint

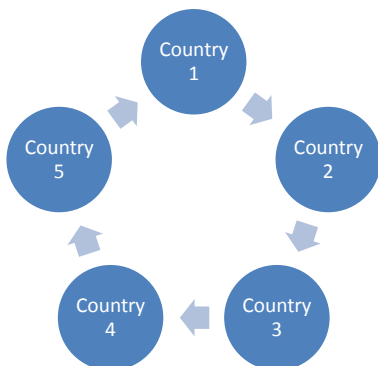
(4 marks)

Using the table layout in PowerPoint, create a table slide to summarize your itinerary (e.g. Arrival date, Country, City, Duration of Stay, etc.). Make the title Itinerary.

### Part 9. PowerPoint

(5 marks)

1. (2 marks) Create a slide containing a Basic Cycle SmartArt graphic showing the order in which you will visit the countries. Change the colours and the SmartArt Style. Make the title Destinations.



2. (3 marks) Create a slide after the Destinations slide using any other different SmartArt graphic (not from the cycle diagram category). Make it relevant to your presentation. Change the colours and the SmartArt Style. Choose an appropriate slide title.

**Part 10. PowerPoint**  
**(5 marks)**

Create a slide with the title Transportation. On this slide, create a SIMPLE boat or plane (or some other mode of transportation) out of AutoShapes. Use at least 5 shapes but no more than 10 shapes. Use at least three different colours. Group the objects together and rotate the grouped object 45 degrees.

**Part 11. PowerPoint**  
**(6 marks)**

Create a slide with the title Expenses. On this slide, link (not hyperlink) the column chart from Excel comparing the total cost (in Canadian dollars) in each country.

Create a slide with the title Time. On this slide, embed (not link) the pie chart from Excel showing the percentage of time spent in each country.

**Part 12. PowerPoint**  
**(5 marks)**

Create a slide with five pictures: one image from each city. Format each picture in a different shape with a different border. Put a caption in a text box under each picture. Make the title City Photos.

**Part 13. PowerPoint**  
**(5 marks)**

Apply a transition to all slides.

Add music/sounds as appropriate.

Set the slide timings for all slides.

Set up the show to run automatically

Set up the show to run continuously.

**Part 14. PowerPoint**  
**(4 marks)**

On the title slide, insert a picture or ClipArt image (your choice).

Apply custom animations to the title of the slide.

Apply custom animations to the graphic.

Add a sound to the transition of the title slide.

**Part 15. PowerPoint**  
**(5 marks)**

Print the title slide (only) as a slide.

Print slides 2, 3, and 4 as handouts, 3 slides per page (with lines beside).

Print the notes page with the city details.

*NOTE: There should only be three pages of printout for PowerPoint.*

**Part 16. Submission**

Assemble and staple the submission in this order:

These assignment pages, PowerPoint printouts.

Up to 25 marks will be deducted for spelling/grammatical errors, major omissions, incomplete components, and lack of professionalism (e.g. no staples, pages facing the wrong way, submission out of order, etc.) Submit both the physical and electronic documents.