

Computers in Business – RC

Week 1- Day 1- Lesson

ACTIVITY 1

Microsoft Word –

You need to create a poster in Microsoft Word. The design of the poster should be for a missing animal, a concert, or an outdoor event. When designing the poster be as creative as you can. Your poster should meet all of the following requirements.

Requirements:

- Creativity
- Use a border on the poster
- Set a shading effect on the font you are using
- Use different alignments
- Have different line spacing
- Include bullets or numbering sequence
- Have 2 different font styles and sizes
- Insert a 4 different symbol

ACTIVITY 2

Internet Activity-

You need to use the internet as a resource to complete the following scavenger hunt. Please record the website and the answer to the question.

1. Address for Coca-Cola Company...
2. Address for Pepsi Company...
3. Find a map of Middlesex County...
4. What is the price of 2003 of Honda Accord?
5. Where will a southern Caribbean cruise stop when on a Royal Caribbean?
6. How much are plane tickets to Hawaii?
7. Find a train schedule from North Brunswick to New York?
8. Find the schedule for the New York Jets?

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Week 1- Day 2 and 3- Lesson

Microsoft Excel – Moving and Living on Your Own

Step 1

You are at a stable job where you are making \$45,000 a year. The job is relocating and has asked you to pick a location, Atlanta, Georgia, San Diego, California, or Seattle, Washington where you are willing to move to. You need to research the different locations and the expense of moving to them.

	Crime rate	Population	Weather	Sale Tax
Atlanta, Georgia				
San Diego, California				
Seattle, Washington				

Which city would you be willing to move to once you have gathered the information listed above? Why?

Step 2

Using Microsoft Excel create a spreadsheet calculating the expense of living in the area of your choose. Answer the following questions and set up a spreadsheet for them.

- Find an apartment
- The cost of an electric bill
- The cost of a cell phone bill
- The cost of a cable bill
- Average cost of car insurance
- Expense of the car you would like to purchase
- The cost of milk, cheese, and bread.
- Gas prices
- The expense of renters' Insurance

Step 3

Write a formula to create a budget. Do not forget to calculate daily expense.

Hint: I would break down your salary to see how much to make per month not year.