Final Project Instructions

Point value: 125

Desired learning outcome: You will effectively use Internet research, Microsoft Word, Power Point, and Excel to plan a fictitious trip for you and one other person. The reader of your project will be able to clearly understand the choices you made, and you will plan your trip within the required budget.

You will use a $3,000 total budget to plan a trip to anywhere in the world that is a minimum of 1,000 miles from your home for 6+ days. You are planning this trip for two, so keep this in mind for activities, plane tickets, food etc. You can share the same hotel room. Your trip must include airline flights to and from your destination.

Project requirements:

Internet research (25 points): You will incorporate your research findings throughout your project. You must include links to all websites used as the last page of your Word document. If you use images from a website in your Power Point, you must include those links as the last slide of your presentation. A minimum of 5 websites must be used, properly cited. Remember the Word unit where you learned how to use the References – citations and bibliography tool.

Project summary using Microsoft Word (25 points): Prepare a summary of your trip. Include all required elements as described below. Use a readable font and double space your paper. In addition to the quality of information, you will be graded on grammar, punctuation, word usage, spelling, and formatting for readability.

Required elements for Word summary:

1. Cover page. Include country name, your name, date, and name of the course

2. 1-2 pages, double spaced, summarizing your trip. Summary must include:
   a. Destination. Include your reasons for your choice and the main goals for the trip, i.e. sightseeing, relaxation, specific events, visiting friends or relatives, etc.)
   b. Flight information:
      – Airport (use the full name AND the airport code)
      – Airline and flight #
      – Departure date and time (both ways)
      – Connecting flights (city and departure time)
      – Final airport destination and time of arrival (use the correct time for the time zone you are entering)
      – Total time in the air
c. Car rental information – if you choose to rent a car

d. Hotel/motel information
   – Name, phone number, and website
   – Room type
   – Room rate
   – Hotel amenities that were most attractive to you and that influenced you to choose that particular hotel (location, restaurant/bar on premises, pool, workout area, price, view, etc.

e. Minimum of 4 activities you plan to do while on your trip. Include:
   – Activity type (shopping, cultural, athletic event, geographical, etc.)
   – Name of activity
   – Any other pertinent information such as appropriate attire, equipment needed, specific skills or physical abilities needed, etc.

f. Items (other than clothes and toiletries) you will need to gather before your trip, such as a passport, sporting equipment, luggage, luggage tags, etc. Be sure to include any costs of these in your budget spreadsheet. Check to see if you will need an electrical adaptor for your cell phone/laptop chargers, hair dryers etc.

3. Works Cited page

   **Power Point presentation (25 points):** Use Power Point best practices as discussed in Learning Unit 5. Use the information from your Word and Excel documents to prepare an 8-slide presentation that will give the reader a snapshot of your trip. Include:
   
   – An introductory slide
   – Slides that tell the reader how you plan to spend the majority of your time in the country
   – An Excel chart of budget expenditures
   – A Works Cited slide if you used information or images not included in your Word document
   – Photos, images, graphs etc. that enhance your presentation without distracting from the content
   – Use Power Point Best Practices located at the end of this document. Adherence to these guidelines will be part of your grade for this section

   **Excel spreadsheet (25 points):** Use Excel to record your $3,000 budget expenditures.
   
   – Format your spreadsheet so it fits on one page if possible
– Use bolding, shading, and colors to differentiate your spreadsheet title, column titles from other information.

– All expenses (actual and estimated) must be included, such as: flight, hotel, meals, activity costs, souvenirs, driving costs (to and from the airport; and if you rent a car), specific items needed (passport, etc.), airport parking.

– If you are visiting a different country, you should convert the monetary system used in the country you are visiting into U.S. Dollars. ($1 USD = ________).

  – Use formulas to efficiently calculate data
  – Create a minimum of one meaningful, easy to read chart. Include the chart on a separate worksheet. Choose a graph style appropriate for your information
  – Rename your worksheets so the reader can easily see what information is on each worksheet

**Access database (25 points).**

a. Create one Access database table related to your project with **4 fields and 4 records. Do not make a table about expenses – you already did that in Excel.**

  – You decide how to organize it – what fields to use, etc. Examples might be: the activities you chose; goals for the activities you chose; hotel room rates and/or amenities.
  
  – Make sure all column headings and rows are visible and vertically/horizontally centered.
  
  – Make sure information is consistent and correct for spelling, etc.

b. Create a form that shows all fields
   a. Choose a style that shows all fields
   b. Choose a style that shows only one record at a time

c. Create a report showing all information in readable/attractive format in columns. Create an appropriate title. Be sure no fields are cut off. Name the report appropriately.

d. Create a query of your choice – finding specific criteria in at least two fields). Do NOT use all four fields in your query.

Upload your final documents under the appropriate drop box in the designated learning unit in MyHills by the due date. **Please attach all four files in the same assignment submit space.**
Power Point Best Practices

Guidelines you should follow for your Power Point section of this project – and one you should use for any Power Point presentation you make in the future.

1. **Add slide transitions** for a softer transition from slide to slide.
2. **Animations** – for graphics and/or bullet points add interest and emphasis. However, don’t overdo them to the point where they become a distraction rather than adding interest.
3. **Use consistent effects** for animations and transitions. Avoid changing these effects for each bullet point or transaction. Pick one and stick with that.
4. **Design or background color** that compliments the presentation. Make sure your content is clearly visible and easy to read.
5. **Include a footer** with the current date, your name, and slide number on all slides except the title slide.
6. **Use bullet points not paragraphs.** Your presentation should contain key points reinforcing the ideas you would talk about when you present. A Power Point presentation is a visible outline – not an essay.
7. **Follow the 6x6 rule**: To avoid too much information on one slide, use this as your guide: Only one thought per line with no more than six bullet points per slide and no more than six words per bullet point/line.
8. **One main idea per slide**: Each slide should cover only one main idea or theme.
9. **Consistency and variety**: Maintain a similar look for all titles and use the same theme and background color for each slide. For variety, use different slide layouts, depending on the type of content you are using on a particular slide.
10. **Phrases vs. sentences**: Short, bulleted phrases, rather than full sentences are best. The most important thing is to be consistent and concise. Don’t mix the two on a single slide.
11. **Use a 32-point or larger font size** for bullet points.
12. **Use fonts that are clear and easy to read**: Use sans-serif fonts, such as Arial, Calibri, or Tahoma rather than serif fonts, like Times New Roman or Georgia. Using the suggested fonts will be more readable on the screen. Avoid script or hard to read fonts.
13. **Make sure capitalization and punctuation are consistent**: If you’re going to put a period at the end of a bulleted item, be sure to put one on each of them.
14. **Keep it simple**: Just because you can do something doesn’t mean you should.
15. **Color counts**: Think about the color scheme you use. Ensure the background and text colors contrast well with one another (light on dark or dark on light).
16. **Images and photos**: Use moderately-sized, distinct images. You want your audience to be able to tell what the picture is, but not crash the computer because the file is too large.
17. **Cite your sources**: If you use published information, you must include a reference to the source in your presentation to avoid plagiarism. You can do this either as a caption at the bottom of each slide or on a separate slide at the end of the show. This includes images you captured from the Internet.
18. **Synergy**: Make sure all elements of your presentation flow together smoothly and serve a clear purpose, including bullet points, titles, theme, effects, transitions, images, and information flow.

19. **Proofread and view your presentation in slide show view**: Use the Spell check feature and take the time to double check your spelling and grammar. View your presentation before submitting it to ensure everything works properly.