

Developed by Mary Bonitatibus-Garrity

**Creating a Travel Agency with Trips to South Korea:
Travel Business Project-based Learning Plan**



Table of Contents

TASK	4
NJCCC CTE Standards	4
CCSS Cross Curricular Standards	4
Objectives	4
ASSESSMENT EVIDENCE	5
Performance Tasks.....	5
SCAFFOLDING	5
Benchmark Lessons.....	5
Small Group Instruction.....	5
Peer Tutoring	5
Individual Activities.....	6
Learning Centers.....	7
How-to Sheets	7
Rubrics	7
Transfer Task.....	7
Facilitator Chart	7
Student Personal Activity Management List.....	7
Travel Business Project – Student Personal Activity Management List	8
Travel Business Project Teacher/Facilitator Chart	9
STUDENT SELF-ASSESSMENT RUBRIC	10
GROUP WORK ASSESSMENT RUBRIC	11
TRAVEL BUSINESS PBL - Korean Tourism	12
UNIT LESSON MAP	12
Lesson Plans	13
Microsoft Word	15
Create a Travel Brochure	15
LESSON PLAN - One	16
Microsoft Word - Create a Travel Brochure Practice File	19
Create a Vacation Brochure Practice File	20
Microsoft Excel	27
Create a Travel Budget	27
LESSON PLAN – Two	28
Budget – Necessities vs. Luxuries Practice Activity	32
Get to know Excel 2007: Create your first workbook quiz	34
Microsoft Excel - Prepare an Income Statement Practice File	37
Prepare and Income Statement Practice File	38
Microsoft PowerPoint	41
Create a PowerPoint Presentation	41
LESSON PLAN – Three	42
Review and Assessment	45
Microsoft PowerPoint - Create a PowerPoint Presentation Practice File	47
Public Relations PowerPoint Presentation Project Practice File	48

KOREAN INFO	53
History/Culture/Education/Travel/Art	53
Resource Materials	53
Information Collection Sheet	54
Resource Materials	55
Video	56
Music	58
Photos	58
Internet search engines and suggested sites	58
Tourism Websites:	59
MICROSOFT OFFICE 2007 TEXTBOOK ACTIVITIES – CHEAT SHEET	60
MS Word	60
MS Excel	60
MS PowerPoint	60

TASK

You and a friend are starting a travel business that is trying to increase tourism to South Korea. Before you launch your business, you need to design a brochure, and assist your customers with planning a budget for the trip to South Korea. You will need to decide the best way to promote your new business, so you will create a presentation to communicate with customers.

NJCCC CTE Standards

The student will:

- 9.4.12G.1.1 – Demonstrate language arts knowledge and skills required to pursue the full-range of postsecondary education and career opportunities.
- 9.4.12G.2.5 – Use correct grammar, punctuation, and terminology to write and edit documents.
- 9.4.12G.3.1 – Employ critical thinking skills independently and in teams to solve problems and make decisions, (e.g., analyze, synthesize, and evaluate).
- 9.4.12G.4.1 – Employ technological tools to expedite workflow.
- 9.4.12G.4.4 -- Operate writing and publishing applications to prepare business communications.
- 9.4.12G.9.1 – Identify and demonstrate positive work behaviors and personal qualities needed to be employable in classrooms and/or worksites.
- 9.4.12G.10.2 – Employ planning and time management skills and tools in the classroom and/or worksite to enhance results and complete work tasks.
- 9.4.12G.2.9 – Develop and interpret tables, charts, and figures to support written and oral communications.

CCSS Cross Curricular Standards:

The student will:

- CCSS.ELA-LITERACY.RH.9-10.1 – History/Social Studies
Cite specific textual evidence to support analysis of primary and secondary sources, attending to such features as the date and origin of the information.
- CCSS.ELA-LITERACY.RH.11-12.7 – History/Social Studies
Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, as well as in words) in order to address a question or solve a problem.

Objectives

The student will be able to:

- Compile a portfolio project that will encompass all of the skills they have acquired thus far in the Computer Applications class and demonstrate their abilities in an authentic, attractive package.
- Evaluate and cite 6 to 9 South Korean landmarks covering history, culture or social importance.

ASSESSMENT EVIDENCE

Performance Tasks

After researching information for the travel agency business, students will use Microsoft Word, Excel and PowerPoint to complete the following:

Assignments:

1. Create an attractive and informative two-fold brochure to encourage potential customers to call to arrange a trip to South Korea. (MS Word)
2. Create a travel budget to help customers plan a trip to South Korea. (MS Excel)
3. Design a presentation to promote your business and South Korean tourism. (MS PowerPoint)

Presentation: Students will orally present their business to the class.

Facilitator chart: using a facilitator chart, the teacher will observe students' completion of tasks and assessment evidence.

SCAFFOLDING

Benchmark Lessons:

* MS Word - Introduce students to advance formatting of graphics, file management, table design, watermarks, custom styles, quick parts, forms, mail merge techniques and creating labels. MS Excel – Introduce workbook layout, formulas, cell formatting, print layout and styles. MS PowerPoint – Introduce how to create a presentation and use the slide show feature, transitions, animations, inserting media and shapes and working with placeholders.

* Present the multitude of resources available about South Korean travel and tourism to complete the research and project. Will include websites, references, brochures, and books where they can find South Korean travel and tourism information.

Small Group Instruction:

- Review business communication tools.
- Demonstrate and suggest appropriate wording for business communications.
- Discuss how to identify common formatting and layout issues for template form letters.
- Present options for enhancing documents.

Peer Tutoring

Students will be asked to work in small teams to meet briefly at the beginning of class to discuss and

brainstorm tasks and assignments, peer edit and to review techniques.

Individual Activities:

Required Activities: (All students MUST complete all required activities.)

Mini Tasks:

1. Create a folder within your Block Folder called “TRAVEL”. All of your travel business files will be saved in this folder.
2. In your notebooks, working with your group, create a company name, a logo and a brief description of your travel business (include your business partners’ names, where you are located and contact information). Document any initial ideas for promoting your business.
3. Locate at least three separate tourist destinations in South Korea. Research the transportation and lodging choices available to identify costs of transportation and hotels you would highlight to your customers. Identify this information in your notebooks.

Assignments:

1. In a new MS Word file students will create an attractive and informative two-fold travel brochure to encourage potential customers to travel to South Korea. The file name will be [your first name] Koreabrochure.docx. The brochure must include your company’s name, address, telephone number, and Internet address, and at least one picture and summary about food, culture, transportation, history, contemporary life, arts or entertainment. The text must be formatted so it is attractive and easily readable. The brochure must contain a small company logo graphic from Clip Art that represents your business and must contain proper spelling, punctuation and grammar.
2. In a MS Excel file titled [your first name] budget.docx, students will create a personalized budget to help customers plan their travel to South Korean. The budget will include general information about your business, your contact information, with properly formatted columns and rows and include your company logo.
3. In a PowerPoint file titled [your first name] KoreaTravel.pptx, students will create a minimum 10-slide presentation using the slide show with appropriate use of transitions and media, using an effective template or creating their own theme present the slide show to the class.

Group Tasks:

- 1) Students will work in a group using the computers and Internet to search for at least 6 to 9 South

Korean historical locations (including historical, cultural and social landmarks) and use the Information Collection Sheet to document their findings.

- 2) Students will work in groups of 3-4 to develop a concepts and creative aspects about the travel business including name, logo and location information. They will meet at least once per class to discuss details and share information about the other assignments.
- 3) Students will write down one question they have about the project on the white board. The class will work together to answer the questions. This activity will be student-led. There will be 2 designated scribes and 1 timekeeper. The students will have 15 minutes to resolve their problems. This can be done 1 time per class.

Learning Centers:

Resources will available including sample brochures, budgets, presentations, travel and tourism flyers, historical materials and more.

How-to Sheets:

Students will have available to them a "cheat sheet" that allows them to refer back to when completing the assignments that contain textbook references for previously learned technology skills.

Rubrics:

See attached various rubrics associated with individual practice files. Students will also complete a Group Assessment, which is located at the end of this document.

Transfer Task:

You and your partners are the owners of a travel business and you need to increase your business. You will explain how promoting the South Korean travel will increase your number of customers and therefore increase your business. How will you attract new customers or encourage previous customers to travel?

Facilitator Chart:

The teacher will utilize the attached facilitator chart to monitor students' progress of assignment completion.

Student Personal Activity Management List

Students will use the attached Student Personal Activity Management List to monitor their work progress.

Computer Applications: Mrs. Garrity

Name: _____ Block: _____

Travel Business Project – Student Personal Activity Management List

<i>Required activities:</i>	Status	Points Value
All students <u>must</u> complete the following activities		
Mini Task # 1 - Create a folder within your Block Folder called "TRAVEL". All of your travel business files will be saved in this folder	<input type="checkbox"/> Completed	25
Mini Task # 2 - In your notebooks, working with your group, create a company name, a logo and a brief description of your travel business (include your business partners' names, where you are located and contact information). Document any initial ideas for promoting your business.	<input type="checkbox"/> Completed	25
Assignment # 1 - In a new MS Word file students will create an attractive and informative two-fold brochure to encourage potential customers to use your business for travel to South Korea. The file name will be [your first name] Koreabrochure.doc. The brochure must include your company's name, address, telephone number, and Internet address, and at least one picture and summary about food, culture, transportation, history, contemporary life, arts or entertainment. The text must be formatted so it is attractive and easily readable. The brochure must contain a small company logo graphic from Clip Art that represents your business and must contain proper spelling, punctuation and grammar.	<input type="checkbox"/> Completed	100
Assignment # 2 - In a MS Excel file titled [your first name] travelbudget.doc, students will create a personalized budget to help customers plan their travel to South Korean. The budget will include general information about your business, your contact information, with properly formatted columns and rows and include your company logo.	<input type="checkbox"/> Completed	100
Assignment # 3 - In a PowerPoint file titled [your first name] KoreaTravel.pptx, students will create a minimum 10-slide presentation using the slide show with appropriate use of transitions and media, using an effective template or creating their own theme present the slide show to the class.	<input type="checkbox"/> Completed	200
	Total Points	450

MS Word: Mrs. Garrity

Name: _____

STUDENT SELF-ASSESSMENT RUBRIC

I.....	...was mostly off task with this project. 1	...could have done a little better with this project. 2	...think I did well on this project. 3	...rocked this project! I did what was expected and more. 4
Creativity, Format and Design of brochure, budget, and presentation.				
Completing Tasks				
Completing Assignments				
Overall Project Outcome.				

TOTAL POINTS POSSIBLE: 16

TOTAL POINTS AWARDED:

The thing I enjoyed the most about doing this project was

The thing I liked least about doing this project was

When I look at this project, I would improve

Computer Applications: Mrs. Garrity

Your Name and Block #: _____

Other Group Members: _____

Travel Agency Business Project-Based Learning Unit

GROUP WORK ASSESSMENT RUBRIC

In this group.....	Most of the members were mostly off task with this project. 1	Members could have put more effort into this project. 2	Most of the members did well on this project. 3	All of the members rocked this project! We did what was expected and <u>more</u> . 4
Creativity, format and design of company logo.				
Communicating and working with each other				
Completed assignments by sharing information				
Overall Project Outcome.				

TOTAL POINTS POSSIBLE: 16

TOTAL POINTS AWARDED: _____

The thing I enjoyed the most about working on this project with _____ was he or she...

The thing I liked least about working on this project with _____ was he or she...

When I look at this project, I think we could have work better together to improve....

**TRAVEL BUSINESS PBL - Korean Tourism
UNIT LESSON MAP**

OUTCOME DOMAINS

MS WORD
Create a Travel Brochure

MS EXCEL
Create a Travel Budget

MS POWERPOINT
Create a Presentation

S. KOREAN INFO -
History/Culture/
Education/Travel

- Formatting text
- Styles
- Templates
- Bullets, numbers & lists
- Backgrounds & borders
- Headers & footers
- Columns
- Insert photos & clipart

- Enter formulas
- Learn how to format dates
- Formatting text and columns
- Insert photos & clipart

- Create your first presentation
- Themes
- Templates
- Insert photos & clipart
- Add sound effects to a presentation
- Insert movies
- Add animation to text and objects
- Personalize your slide design
- Add slide numbers and other footers to slides
- Choose slide show options

- Resource Materials
- Print – books, pamphlets, magazines, other periodicals & artifacts
 - Video
 - Music
 - Photos
 - Internet search engines

Lesson Plans

Mary Bonitatibus-Garrity



PAGE INTENTIONALLY LEFT BLANK

Microsoft Word

Create a Travel Brochure



LESSON PLAN - One**Grade Level: 9-12****Computer Applications****Essential Question:** You and your partners are the owners of a travel business and you need to increase your business. How will promoting South Korean travel increase your number of customers and therefore increase your business?NJCC CTE Standards:

9.4.12G.1.1 – Demonstrate language arts knowledge and skills required to pursue the full-range of postsecondary education and career opportunities.

9.4.12G.2.5 – Use correct grammar, punctuation, and terminology to write and edit documents.

9.4.12G.3.1 – Employ critical thinking skills independently and in teams to solve problems and make decisions, (e.g., analyze, synthesize, and evaluate).

9.4.12G.4.1 – Employ technological tools to expedite workflow.

9.4.12G.4.4 -- Operate writing and publishing applications to prepare business communications.

9.4.12G.9.1 – Identify and demonstrate positive work behaviors and personal qualities needed to be employable in classrooms and/or worksites.

9.4.12G.10.2 – Employ planning and time management skills and tools in the classroom and/or worksite to enhance results and complete work tasks.

Cross Curricular Standards:

CCSS.ELA-LITERACY.RH.9-10.1 – History/Social Studies

Cite specific textual evidence to support analysis of primary and secondary sources, attending to such features as the date and origin of the information.

The students will be able to:

- Review several resources, cite the sources correctly and present the information appropriately.
- Work in groups to create a professional quality document.

- Demonstrate skills mastered to create a well-formatted brochure.
- Use his or her new skills to create a professional quality brochure.
- Demonstrate their ability to create a visually appealing document.

Assessment(s):

PERFORMANCE ASSESSMENT: Students will all necessary steps to create a two-fold brochure from the Vacation Brochure Practice File instructions, and using the rubric to guide their performance.

SUMMATIVE ASSESSMENT: Students will respond to 75% of the questions on the quiz presented.

Materials: Resource Materials: Microsoft Word; Print – books, pamphlets, magazines, other periodicals & artifacts, Video, Music, Photos, Internet search engines (See attached list of resources.)

Student prior knowledge needed: General Microsoft application skills in Microsoft Word.

Time	Lesson Sequence
3-5 mins	Engage (Warm-up Activity): Students will respond in their notebooks to the following prompt: If you had the opportunity to travel to any country, what types of things would you like to see?
50 mins	<p>Main Activity (Presentation; Practice; Application, etc.)</p> <p>Teacher-led Activity - Introduce the Travel Agency project. Review project overview including discussing requirements and expectations. Demonstrate sample brochure, budget, PowerPoint presentation.</p> <p>Small group activity – Students will form pairs or small groups to work together on the project.</p> <p>Teacher-led activity – Explain to students the process of identifying South Korean landmarks for travel purposes. Distribute Information Collection Sheet.</p> <p>Small Group activity – Students will use the computers and Internet to search for at least 3 South Korean historical locations and use the collection sheet to document their findings.</p> <p>Small group activity – Working with your group, create a company name, a logo and a brief description of your travel business. On the paper provided draw a quick sketch of a logo you would like to create for your company and a name.</p> <p>Independent Activity – Students will complete all necessary steps outlined in the “Create a Travel Brochure Practice File.”</p> <p>Teacher-led Activity --- Review how to apply styles to the brochure without using a template including background colors, borders, WordArt and Clipart, and fonts. Review how to rotate crop and format graphics.</p>

	<p>Small group activity – Working with your group, create a draft copy of the brochure for your travel business.</p> <ul style="list-style-type: none"> • Use no more than three different fonts • Use no more than three different colors • Vary font size (the most important information should be the largest size) • Use WordArt • Insert Clip Art • Provide Travel Business name, location and contact info. <p>Guided Practice - Students will complete the Create a Travel Brochure practice file with teacher assistance as needed.</p> <p>Independent Activity - In a new MS Word file students will create an attractive and informative two-fold travel brochure to encourage potential customers to travel to South Korea. The file name will be [your first name] Koreabrochure.docx. The brochure must include your company’s name, address, telephone number, and Internet address, and at least one picture and summary about food, culture, transportation, history, contemporary life, arts or entertainment. The text must be formatted so it is attractive and easily readable. The brochure must contain a small company logo graphic from Clip Art that represents your business and must contain proper spelling, punctuation and grammar. On a separate page, students must cite all resources used using an APA format.</p>
20 mins	<p>Review and Assessment: Students will use the information they gather about South Korea to create their final two-fold brochure in Microsoft Word. Students will respond to a 10-question quiz about Microsoft Word skills.</p>
5-7 mins	<p>Wrap-up: One person from two groups will read about one of the locations identified on the Information Collection sheet. Teacher and students will review the objectives for the day and for the project as a whole. Students will assess their progress using the Personal Management sheet.</p>
<p>Homework: Research South Korea: gather information about South Korea including history, culture, education, transportation and art and cite all resources using APA format.</p>	

Microsoft Word

Create a Travel Brochure Practice File



Create a Vacation Brochure Practice File

(Glencoe.com)

Solution File

PP_Project_03_SF.docx

Skills Covered

Modifying margins

Modifying fonts

Inserting graphics

Applying a border

Researching on the Internet

Background

You are the marketing director for Turtle Sea Resort in the Bahamas. An important part of your job is to encourage visitors to try the wide range of activities available at your resort.

Purpose

Create an exciting, colorful brochure containing information on the features your resort has to offer. Figure 3.1 shows how the brochure's cover might look. This brochure must meet a list of specifications given to you by the resort's manager.

Figure 3.1



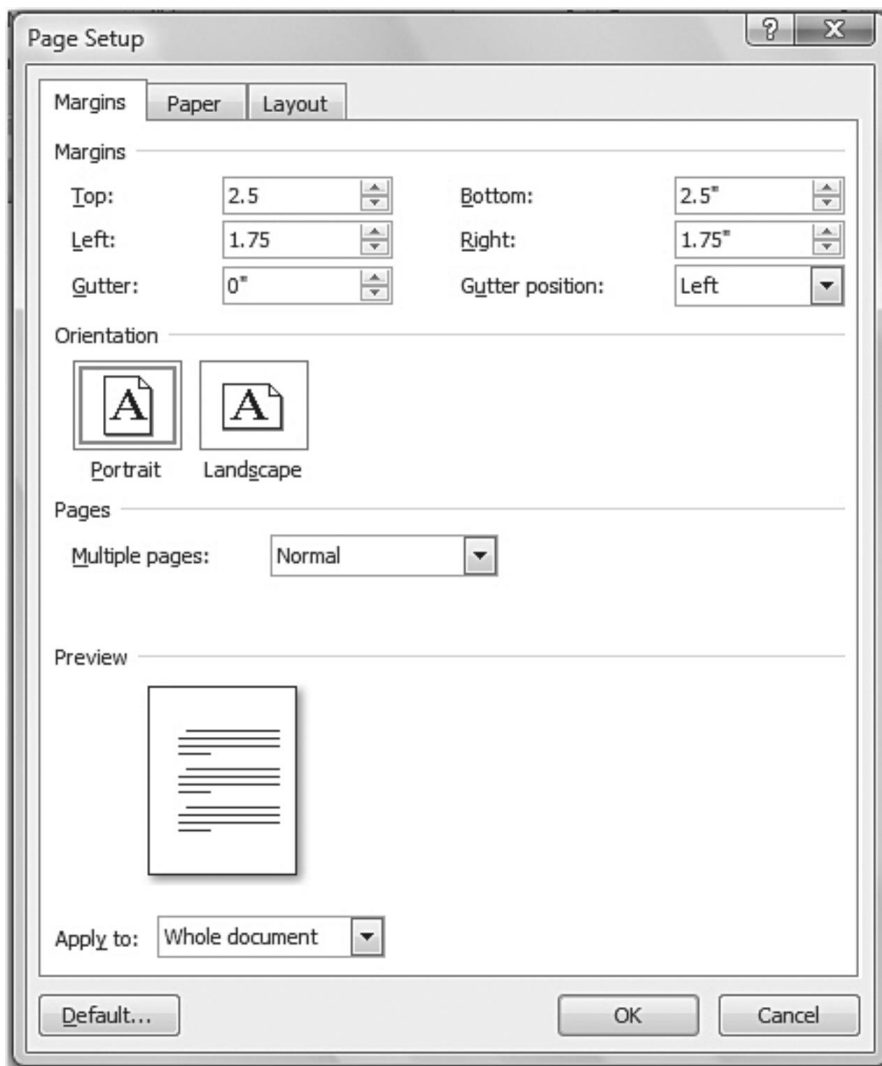
Procedure

The specifications for the Turtle Sea Resort brochure are divided into two categories. The first group of specifications applies to the entire brochure. The second group of specifications applies only to individual pages.

The following specifications apply to the entire brochure.

1. Use Microsoft Word to create your brochure.
2. Include at least four pages in the brochure.
3. Make each page 6 inches wide by 7 inches high. Set the margins as shown in Figure 3.2.
4. Use a consistent color scheme throughout the brochure. Use colorful pastels that will remind people of the ocean.

Figure 3.2



5. Place the resort's logo near the top of each page. The logo should incorporate a turtle. You can use Clip Art for the logo or create your own original logo. Figure 3.3 shows a sample logo.

Figure 3.3



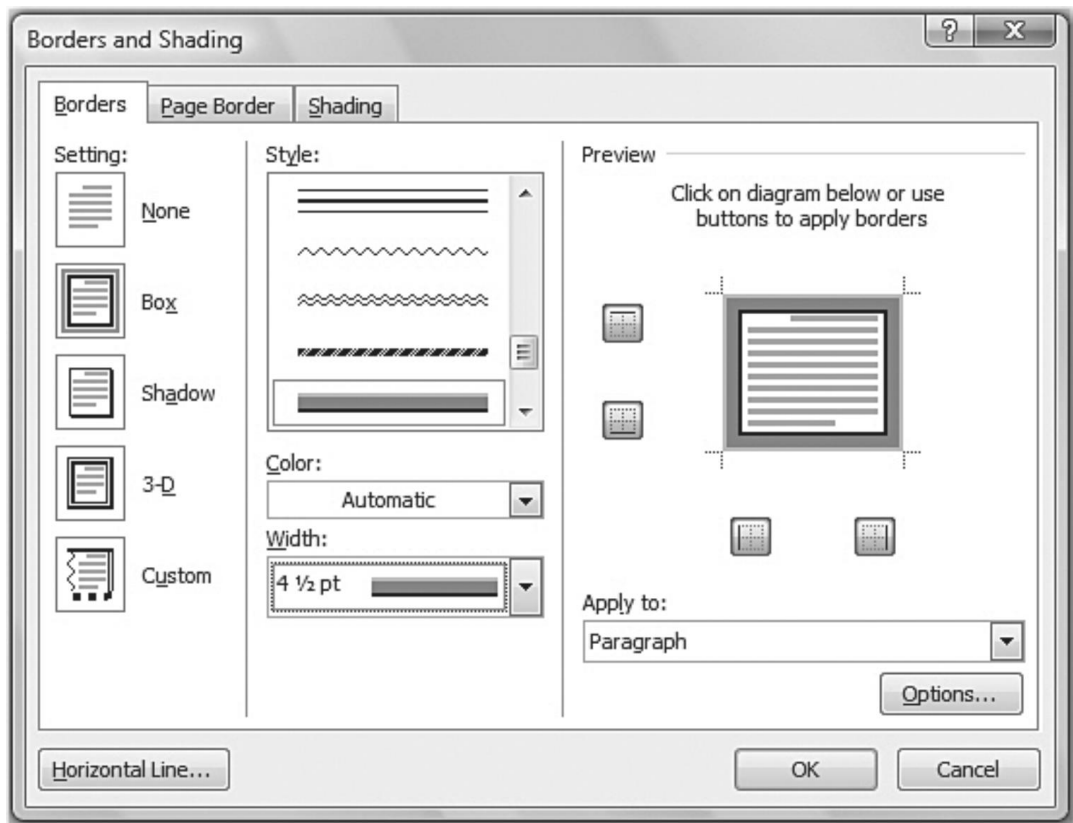
6. Use at least two different fonts and two different font sizes. Choose one font for the titles and a second font for the text. Place more important items in a larger font size. Create styles as necessary.

7. Use at least two different font colors in your brochure. Be consistent in your use of color. For example, make all the text in the body of the brochure the same color.

8. Place a colorful title at the top of each page. Make the titles as attractive as you can.

9. Use the Borders and Shading dialog box (see Figure 3.4) to insert a border around each page.

Figure 3.4



10. Use at least two graphics (in addition to the resort logo) in your brochure. You can use Clip Art or create your own original graphics.

11. Conduct research on the Internet to learn more about different activities commonly available at resorts in the Bahamas (such as snorkeling, diving, and deep sea fishing).

The following specifications apply to individual pages.

12. Place the resort’s name (Turtle Sea Resort) in a large, colorful font at the top of the cover (first) page. This page should contain a brief description of the resort. For example, you might describe its location, the number of rooms, and the types of restaurants.

13. On the second page, include information on snorkeling and diving. For example, this page might list the sites visited on snorkeling trips. The page should contain an appropriate graphic. Figure 3.5 contains an example of how part of this page might look.

Figure 3.5



13. On the third page, include information on deep sea fishing or another activity. You might include information similar to Figure 3.6.

Figure 3.6



Deep-Sea Fishing

Our Captain Sharper has 20 years of experience going after the big ones!

Fish for:
Marlin
Swordfish
Sailfish
Tuna

If you do not catch any fish, you do not pay!

Note: All fishing is catch-and-release

14. On the fourth page, describe at least two additional water sports. Examples might include sailing, parasailing, and kayaking, as shown in Figure 3.7.

Figure 3.7



Exciting Water Sports

Our resort is known for its wide variety of thrilling water sports.

Here are some you may want to try:

Parasailing
Sea Kayaking
Sailing
Canoeing

When you are done, perform the following steps.

15. Carefully proofread your brochure and make any needed corrections.
16. Save it as **Resort Brochure-[first initial and last name].docx**.
17. Print a copy of your brochure.

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Overall	<ul style="list-style-type: none"> • Has at least four pages • Margins are correct • Has a very attractive, appropriate color scheme 	<ul style="list-style-type: none"> • Has four pages • Margins are correct • Has an acceptable color scheme 	<ul style="list-style-type: none"> • Has fewer than four pages • Margins are incorrect • Color scheme could have been better chosen 	<ul style="list-style-type: none"> • Has fewer than four pages • Margins are incorrect • There is no consistent color scheme 	
Research	<ul style="list-style-type: none"> • Shows extensive research 	<ul style="list-style-type: none"> • Shows adequate research 	<ul style="list-style-type: none"> • Shows minimal research 	<ul style="list-style-type: none"> • Shows no research 	
Page Content	<ul style="list-style-type: none"> • Follows specifications • Is exceptionally well written • Is extremely well laid out 	<ul style="list-style-type: none"> • Follows specifications • Is clearly written • Is well laid out 	<ul style="list-style-type: none"> • Partially follows specifications • Could be more clearly written • Could have been better laid out 	<ul style="list-style-type: none"> • Does not follow specifications • Is poorly written • Is poorly laid out 	
Graphics	<ul style="list-style-type: none"> • Has exceptionally well-designed logo with turtle on each page • Uses at least two additional, well chosen graphics • Has an attractive border around each page 	<ul style="list-style-type: none"> • Has logo with turtle on each page • Uses at least two appropriate graphics • Has a border around each page 	<ul style="list-style-type: none"> • Logo does not contain turtle or does not appear on each page • Graphics could have been better chosen or border is missing 	<ul style="list-style-type: none"> • Logo does not appear on every page or is missing • Additional graphics are missing • Border is missing 	
Text	<ul style="list-style-type: none"> • Uses at least two fonts and two font sizes • Most important information is largest size 	<ul style="list-style-type: none"> • Uses only one font or one font size • Most important information is largest size 	<ul style="list-style-type: none"> • Uses only one font and/or one font size • Does not vary size of information according to importance 	<ul style="list-style-type: none"> • Uses only one font and one font size • Does not vary size of information 	
				Total Points	

Microsoft Excel

Create a Travel Budget



LESSON PLAN – Two**Grade Level: 9-12****Computer Applications****Essential Question:** How can you know if taking a family vacation is the best financial decision for your family?**Standard/s):**

9.4.12G.3.1 – Employ critical thinking skills independently and in teams to solve problems and make decisions, (e.g., analyze, synthesize, and evaluate).

9.4.12G.4.1 – Employ technological tools to expedite workflow.

9.4.12G.9.1 – Identify and demonstrate positive work behaviors and personal qualities needed to be employable in classrooms and/or worksites.

9.4.12G.10.2 – Employ planning and time management skills and tools in the classroom and/or worksite to enhance results and complete work tasks.

9.4.12G.2.9 – Develop and interpret tables, charts, and figures to support written and oral communications.

Cross-Curricular Standards:

CCSS.ELA-LITERACY.RH.11-12.7 – History/Social Studies

Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, as well as in words) in order to address a question or solve a problem.

Learning objective(s):

Students will be able to...

- Do math by typing simple formulas to add, divide, multiply and subtract.
- Use functions (prewritten formulas) to add values, calculate averages, and find the smallest or largest value in a range of values.
- Review and evaluate numerous travel resources from the list provided and make financial decisions using the costs.
- Prepare a budget to help them manage their money for a family trip to South Korea.
- Create a spreadsheet using the budget figures using AutoSum and Average to calculate travel expenses.

<p>Assessment(s): Students will create a Real World Project about preparing a practice budget income statement Students will complete a budget activity that requires them to assess the differences between necessities and luxuries (needs and wants). Students will create a personal travel budget for a family trip to South Korea using the rubric to assess their performance. Students will complete a 13-question assessment about MS Excel with no more than 6 errors in their responses.</p>
<p>Resource Materials: Microsoft Excel; Print – books, pamphlets, magazines, other periodicals & artifacts, Video, Music, Photos, Internet search engines (See attached list of resources.)</p>
<p>Student prior knowledge needed: General Microsoft application skills in Microsoft Excel.</p>

Time	Lesson Sequence
3-5 mins	<p>Engage: In your notebooks, respond to the following prompt: Think of a time when you had to stop and ask yourself if you should spend the money on a purchase before you spent the money. How did you know if you were able to afford the item or not?</p>
50 mins	<p>Main Activity</p> <p>Small group activity – Students will form pairs or small groups to work together on the project.</p> <p>Teacher-led activity – Explain to students the process of identifying South Korean landmarks for travel purposes. Distribute Information Collection Sheet.</p> <p>Small Group activity – Students will use the computers and Internet to search for at least 3 South Korean cultural locations and use the collection sheet to document their findings.</p> <p>Teacher-led instruction – TW review skills needed to enter, edit and clear cell contents; insert and delete columns, rows and cells, and using AutoSum, AVERAGE, MIN and MAX formulas.</p> <p>Large Group Activity – Teacher and students will discuss possible expenses that will be incurred for the trip.</p> <p>Guided Practice – TW work with students to review skills needed to calculate income, expenses and savings in a general personal budget.</p> <p>Guided Practice Activity –students will create a budget spreadsheet using the format and data from the information discussed including expenses for transportation, meals, and entertainment.</p> <p>Independent Activity – students will assess multiple options for South Korean travel destinations and include the related expenses in their budget to determine if the locations can be included in their budget.</p>

	Independent Activity – students will view the video http://www.youtube.com/watch?v=oEdGzBZsDy0 and respond to the questions on the activity sheet.
20 mins	<p>Review and Assessment:</p> <p>PERFORMANCE ASSESSMENT: Students will create a Real World Project (Glencoe.com) about preparing a practice budget income statement.</p> <p>PERFORMANCE ASSESSMENT: Students will complete a budget activity that requires them to assess the differences between necessities and luxuries (needs and wants).</p> <p>SUMMATIVE ASSESSMENT: Students will create a personal travel budget for a family trip to South Korea using the rubric to assess their performance.</p> <p>SUMMATIVE ASSESSMENT: When given 5 questions about Budgets, students will answer 3 of the 5 correctly</p>
5-7 mins	<p>Wrap-up: One person from two groups will read about one of the locations identified on the Information Collection sheet. Teacher and students will review the objectives for the day and for the project as a whole. Students will assess their progress using the Personal Management sheet.</p>
<p>Homework: Research South Korea: gather information about South Korea including history, culture, education, transportation and art. On a separate page, students must cite all resources used using an APA format.</p>	

Excel Skills Video Review Activity Sheet

Name: _____

Block: _____

Complete the following statements while viewing the video, "Formatting your Spreadsheet in Excel 2007.

Not finished? Write the time where you left off in this space _____

1. What visual features make our spreadsheets easier to understand and read?
2. How can you apply formatting to multiple cells simultaneously?
3. When you have selected multiple cells what is it called?
4. What is the keyboard shortcut to apply bold to text?
5. What does the Merge and Center tool do?
6. How can you make some words more obvious in a spreadsheet? (provide examples)
7. What do you have to do to de-select a column, row or cell?

Budget – Necessities vs. Luxuries Practice Activity

Name: _____

Necessity or Luxury?

Your budget decisions depend upon what you believe are necessities (things you can't live without) or luxuries (things you want but do not need). Write **N** on the line if the item is a necessity. Write **L** on the line if the item is a luxury.

- | | |
|---------------------------------|----------------------------------|
| _____ 1. Food | _____ 6. Transportation |
| _____ 2. Toothpaste | _____ 7. Movie ticket |
| _____ 3. Diamond ring | _____ 8. Music or video download |
| _____ 4. Umbrella | _____ 9. Shoes |
| _____ 5. House cleaning service | _____ 10. Cell phone |

Learning from a Budget Sheet

A budget sheet can make your budgeting easier. Below is an example of a budget sheet. Study it then fill in the following blanks.

1. The employee receives a paycheck every _____.
2. The bus fare is included in the employee’s _____ expenses.
3. Food is included in the _____ expenses.
4. The employee wants to save \$60.00 each month. What two items should he/she spend 50% less on in order to save this much?

Net Monthly Income: \$270.00 X 4 =	\$	1, 080.00
<hr/>		
Fixed Expenses		
Rent	\$	550.00
Loan Payment		65.52
Transportation		50
Telephone		35
Electricity		39.48
	Total Fixed Expenses:	\$ 740.00
	Balance:	\$ 340.00
<hr/>		
Flexible Expenses:		
Lunches	\$	70.00
Movies		50.00
Groceries		110.00
Clothes		70.00
Laundry & Cleaning		40.00
	Total Flexible Expenses	\$ 340.00
Savings:	\$	0.00

Get to know Excel 2007: Create your first workbook quiz**Name:** _____

Complete the following test so you can be sure you understand the material.

1. **You need a new workbook. How do you create one?**
 - In the **Cells** group, click **Insert**, and then click **Insert Sheet**.
 - Click the **Microsoft Office Button**, and then click **New**. In the **New Workbook** window, click **Blank workbook**.
 - In the **Cells** group, click **Insert**, and then click **Workbook**.
2. **The Name Box shows you the contents of the active cell.**
 - True.
 - False.
3. **In a new worksheet, you must start by typing in cell A1.**
 - True.
 - False.
4. **There are three worksheets with every new workbook. You can change that automatic number if you want to.**
 - True.
 - False.
5. **Pressing ENTER moves the selection one cell to the right.**
 - True.
 - False.
6. **To enter a fraction such as 1/4, the first thing you enter is _____.**
 - One.
 - Zero.
 - Minus sign.
7. **You learned in the practice that ##### means:**
 - You've entered a number wrong.
 - You've misspelled something.
 - The cell is not wide enough.
8. **To enter the months of the year without typing each month yourself you'd use:**
 - AutoComplete.
 - AutoFill.
 - CTRL+ENTER.
9. **Which of these will Excel recognize as a date?**
 - February 6 1947
 - 2,6,47
 - 2-Feb-47
10. **To delete the formatting from a cell, you would:**
 - Delete the cell contents.
 - Click the Font group on the Home tab.
 - Click the **Editing** group on the **Home** tab.

11. You learned in the practice how to undo a deletion. Press:

- CTRL+Z
- F4
- ESC

12. To add a column, click a cell in the column to the right of where you want the new column.

- True.
- False.

13. To add a new row, click a cell in the row immediately above where you want the new row.

- True.
- False.

Name: _____

Date: _____

Computer Applications/Mrs. Garrity

Block: _____

Budget Review –DOL

Circle the letter of the word or phrase that correctly completes each sentence.

1. A budget is a plan for
 - a. Spending money
 - b. Earning a living
 - c. Going on vacation
2. Rent is an example of
 - a. An emergency
 - b. A flexible expense
 - c. A fixed expense
3. The first step in making a budget is to
 - a. Put money into your savings account
 - b. Figure out your net monthly income
 - c. Adjust flexible expenses
4. After deduction fixed expenses from your net income, the balance will be used to pay for
 - a. Rent and electric
 - b. Savings and emergencies
 - c. Flexible expenses
5. Net income is the
 - a. Take-home pay after taxes and other deductions
 - b. Total weekly salary multiplied by four
 - c. Money you spend for that vacation or car you've always dreamed about

Microsoft Excel

Prepare an Income Statement Practice File



Prepare and Income Statement Practice File

Solution File

BA_Project_07_SF.xlsx

Skills Covered

Formatting columns

Using the Sum function

Using a simple formula

Background

You work as a clerk at your neighborhood car wash. In a conversation with the manager, you mention to her that you know how to use computers.

Purpose

Your manager asks you to help with a project: a comparative income statement. She wants a comparison of the income and expenses from January through June. In addition, she wants you to determine the net income for the six-month period.

Procedure

1. Create a new worksheet in Excel.
2. Use the landscape page setup option.
3. Format Column A to 22.0 width and left align.
4. Format Columns B through G to 12.0 width, right align, Numbers, and two decimal places. Use the 1000 separator.
5. Open the data file **BA_Project_07_DE.docx** in Microsoft Word. Key in the headings as shown in the data file and make them bold and underlined.
6. Copy and paste the data into each column.
7. Use the SUM function to find totals for the Totals cells.
8. Compute the net income: $\text{Net Income} = \text{Total Income} - \text{Total Expenses}$.
9. Copy and paste the formula into the appropriate cells to calculate the net income for each month.
10. Print one copy.
11. Save the file as **BA_Project_07-[first initial and last name].xlsx**.
12. Close your file.

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Formatting	Worksheet is in landscape orientation. Headings are in bold and underlined. Each column is formatted correctly for width and alignment.	Worksheet in landscape orientation; headings bold and underlined; columns formatted correctly for width and alignment—with one exception in any of the above.	Worksheet in landscape orientation; headings bold and underlined; columns formatted correctly for width and alignment—with two exceptions in any of the above.	There are more than three errors in landscape orientation, headings, or column formatting.	
Data and Formulas	Data are entered into correct columns and formulas contain no errors.	Data are entered into correct columns and formulas contain no errors, with one exception in either data or formulas.	Data are entered into correct columns and formulas contain no errors, with two exceptions in data and/or formulas.	There are three or more errors in data and/or formulas.	
Numbers and Totals	Numbers contain the appropriate number of decimal places, and all totals have been computed correctly.	Numbers contain the appropriate number of decimal places and all totals have been computed correctly, with one exception.	Numbers contain the appropriate number of decimal places and all totals have been computed correctly, with two exceptions.	Several numbers do not contain the appropriate number of decimal places, and totals have been computed incorrectly, in three or more cases.	

PAGE INTENTIONALLY LEFT BLANK

Microsoft PowerPoint

Create a PowerPoint Presentation



LESSON PLAN – Three

Grade Level: 9-12

Computer Applications

Essential Question: How will you attract new customers or encourage previous customers to travel?

NJCCS Standards:

9.4.12.G.1 – Demonstrate language arts knowledge and skills required to pursue the full-range of postsecondary education and career opportunities.

9.4.12.G.2 – Use correct grammar, punctuation, and terminology to write and edit document.

9.4.12.G.7 – Demonstrate use of concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication.

9.4.12.G.8 – Locate, organize, and reference written information from various sources to communicate with others.

9.4.12.G.9 - Evaluate and use information resources to accomplish specific occupational/ classroom tasks.

9.4.12.G.11 – Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.

9.4.12.G.34 – Employ computer operations applications to manage tasks.

Cross-curricular Standards

CCSS.ELA-LITERACY.RH.9-10.1 – History/Social Studies

Cite specific textual evidence to support analysis of primary and secondary sources, attending to such features as the date and origin of the information.

CCSS.ELA-LITERACY.RH.11-12.7 – History/Social Studies

Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, as well as in words) in order to address a question or solve a problem.

Students will be able to ...

1. Recognize various aesthetics in PowerPoint presentations and compare the quality of two presentations.
2. Use their new knowledge by applying their new skills to complete a basic presentation.
3. Open an existing presentation and insert and edit text on slides.
4. Start and run slide shows and preview and print presentations.
5. Format, edit and modify various features in PowerPoint.

Assessment(s):

PERFORMANCE ASSESSMENT: Students will create a new presentation with a minimum of 3 slides using the new skills learned.

PERFORMANCE ASSESSMENT: Students will create a slide show with 6 slides including a cover page, set up and run the slide show and move slides as instructed.

SUMMATIVE ASSESSMENT: When given 5 questions about PowerPoint features, students will answer 3 of the 5 correctly.

Resource Materials: Microsoft PowerPoint; Print – books, pamphlets, magazines, other periodicals & artifacts, Video, Music, Photos, Internet search engines (See attached list of resources.)

Student prior knowledge needed: Basic Microsoft skills that transfer across Microsoft applications.

This Lesson will require more than one class period to allow students ample time to present their presentations.

Time	Lesson Sequence
3-5 mins	<p>Engage: Think about advertisements you see around the City. On the piece of easel paper hung on the board, write a phrase you could use in your presentation to capture customers’ attention and explain why it would.</p>
40 minutes	<p>Main Activity</p> <p>Small group activity – Students will form pairs or small groups to work together on the project.</p> <p>Teacher-led activity – Explain to students the process of identifying South Korean landmarks for travel purposes. Distribute Information Collection Sheet.</p> <p>Small Group activity – Students will use the computers and Internet to search for at least 3 South Korean cultural locations and use the collection sheet to document their findings.</p> <p>Teacher-led instruction – Introduce skills needed to open and set up a new presentation in MS PowerPoint including: slides and outline tabs, arranging slides, slide sorter view, adding and editing text, setting up a slide show, the help feature and different print options. Demonstrate examples and display sample presentations.</p> <p>Large Group Activity – Respond out loud to questions presented to class.</p> <p>Independent and Guided Practice Activity – Students will list and define the new key terms provided on page 3. Using whiteboards students will respond to teacher prompts with the appropriate key term written on the whiteboard.</p> <p>Extension activities – Access several of the resource materials provided to gather information about South Korea including history, culture, education, transportation and art.</p> <p>Teacher-led Activity – Review new MS PowerPoint skills and provide information about designing successful presentations</p> <p>Guided Practice – Create slides with titles, pictures or clipart, bullets, lines and shading and other formatting features.</p> <p>Independent Activity – Using the Microsoft Public Relations Project instructions, complete all necessary steps in the assignment.</p> <p>Teacher-led instruction –Review skills used to complete the project, and introduce additional MS PowerPoint</p>

	<p>skills as needed. TW demonstrate various examples and display sample presentations.</p> <p>Large Group Activity – SW write one piece of information they learned about South Korea on the whiteboards and show them to the teacher for review.</p>
20 minutes	<p>Review and Assessment: 1) Students will complete the “Create a PowerPoint Presentation Practice File” using the rubric to guide their performance.</p> <p>2) Students will independently complete a minimum 6-slide PowerPoint presentation.</p>
5 minutes	<p>Multiple Response Strategies/Checks for Understanding of Microsoft PowerPoint skills and knowledge</p> <p>Compare and contrast one of the South Korean landmarks identified to a well-known landmark in the U.S.</p>
5 minutes	<p>Wrap-up: Students will present their final presentation to the class in no more than 10 minutes. The audience will write two comments on a sticky pad for each presenter: one idea or fact from the presentation they would “steal” from the presenter, and one thing the presenter needs to improve upon.</p>
<p>Homework: Select one of the South Korean landmarks you identified that is dedicated to the achievements of deceased Korean citizens and select a U.S. memorial dedicated to deceased U.S. citizens and compare and contrast the two. Search for additional resources online. Cite all resources using APA format.</p>	

PAGE INTENTIONALLY LEFT BLANK

Microsoft PowerPoint

Create a PowerPoint Presentation Practice File



Public Relations PowerPoint Presentation Project Practice File

(Glencoe.com)

Skills Covered

Formatting slides and text

Inserting graphics

Applying slide transitions and animation schemes

Organizing a presentation

Background

You have a job in the public relations department of a national park.

Purpose

Create a presentation that explains the history and features of the park (or a similar public site, such as a museum or memorial). Prepare speaker's notes to be used by the park rangers.

Procedure

1. Use PowerPoint to create a presentation with at least eight slides.
2. Choose a national park to present. Visit the park's Web site.
3. Pick an appropriate design theme and/or color scheme for your presentation.
4. Use at least two different fonts in your presentation. Be consistent in your use of fonts (for example, all titles should be in the same font and font size).
5. Use at least three appropriate graphics in your presentation. Use Clip Art, photographs, or design a graphic using the drawing tools or a graphics package.
6. Include a title slide. If possible, the title slide should contain a photograph or illustration of the park. Figure 15.1 shows the title slide for a presentation on Mount Rushmore.

Figure 15.1



7. Make certain that your text is written clearly and concisely. Use bulleted lists where appropriate, as shown in Figure 15.2.

Figure 15.2

The Sculpture

2

- Each president's face is 60 feet high.
- The four presidents carved on Mount Rushmore represent important parts of American history.
- The presidents are:
 - George Washington
 - Thomas Jefferson
 - Theodore Roosevelt
 - Abraham Lincoln

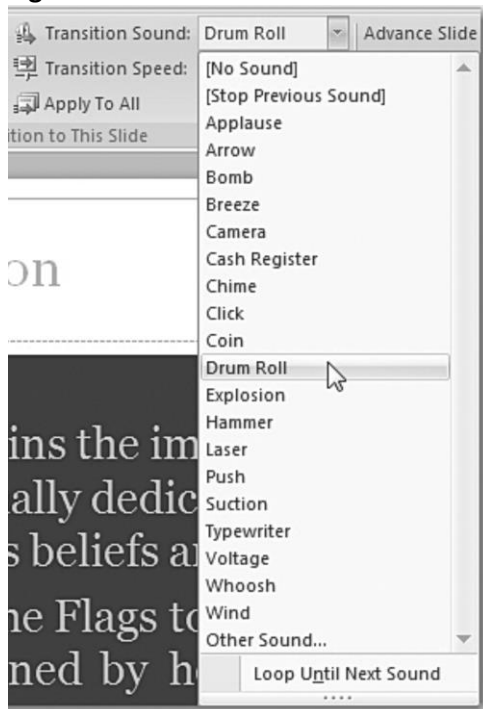
8. At a minimum, the slide presentation should contain the following:

- The facility's location
- Days and hours that the park is open
- Information on programs for children (if available)
- A brief history of the park.

9. Make certain each slide's number appears somewhere on the slide.

10. Add interesting transitions between the slides. Choose **Animations>Transition to This Slide>Transition Sound** and click the down arrow to attach a sound to each of these transitions (see Figure 15.3).

Figure 15.3



11. Use the **Custom Animation** task pane (see Figure 15.4) to animate the components of at least one slide.

Figure 15.4



12. Conclude your presentation with a slide reminding the viewer of the importance of this park. Create detailed speaker's notes for all of your slides (see Figure 15.5). Print a copy of your speaker's notes.
13. Save your presentation as **park info-[first initial and last name].pptx**.
14. Print a copy of your speaker's notes.
15. Rehearse your slide show. Present it to the class, if instructed.

Name _____ Period _____ Date _____

Directions: After you have finished your project, determine how well you have completed each category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Organization and Layout	<ul style="list-style-type: none"> • There are at least eight slides • Slides are logically organized • Slides are exceptionally well laid out • A very well chosen design theme and/or color scheme has been used 	<ul style="list-style-type: none"> • There are at least eight slides • Slides are logically organized • Slides are well laid out • A well chosen design theme and/or color scheme has been used 	<ul style="list-style-type: none"> • There are only six or seven slides • Slides could be better organized • Slides could have been better laid out • A design theme and/or color scheme has been used, but could have been better chosen 	<ul style="list-style-type: none"> • There are five or fewer slides • Slides are poorly organized and/or poorly laid out • There is no consistent design theme and/or color scheme 	
Graphics and Animation	<ul style="list-style-type: none"> • There are at least three well chosen graphics • Animation has been well used on at least one slide • Well chosen transitions, with sound, are used between slides 	<ul style="list-style-type: none"> • There are at least three appropriate graphics • Animation has been used on at least one slide • Transitions, with sound, are used between slides 	<ul style="list-style-type: none"> • There are at least three graphics, but they could have been better chosen • Animation could have been better used • Transitions, or their accompanying sounds, are missing on some slides 	<ul style="list-style-type: none"> • There are fewer than three graphics, or graphics are poorly chosen • Animation is poorly used or missing • Transitions are missing 	
Title and Text	<ul style="list-style-type: none"> • At least two fonts have been used • Fonts and font sizes are well chosen and used with consistency • Text covers specified topics and is very clearly written • Speaker’s notes are interesting and well written 	<ul style="list-style-type: none"> • At least two fonts have been used • Fonts and font sizes are used with consistency • Text covers specified topics and is clearly written • Speaker’s notes are clearly written 	<ul style="list-style-type: none"> • At least two fonts have been used • There is some inconsistency in the way fonts and/or font sizes have been used • One of the specified topics is not covered or text could have been better written • Speaker’s notes could have been better written 	<ul style="list-style-type: none"> • Only one font has been used or font and font sizes have been used very inconsistently • Text does not cover all topics and is poorly written • Speaker’s notes are poorly done or missing 	
Presentation	<ul style="list-style-type: none"> • Presentation is very well rehearsed • Presenter has excellent eye contact 	<ul style="list-style-type: none"> • Presentation is well rehearsed • Presenter has good eye contact 	<ul style="list-style-type: none"> • Presentation could have used more rehearsal time • Presenter could have had better eye contact 	<ul style="list-style-type: none"> • Presenter appears not to have rehearsed • There was little or no eye contact 	
				Total Points:	

KOREAN INFO

History/Culture/Education/Travel/Art

Resource Materials



Resource Materials



Print – books, pamphlets, magazines, other periodicals & artifacts

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- South Korea: Education, Culture, History and Art
 - [Basan Museum](#)
 - [Benikea Hotel](#)
 - [Bonguensua](#)
 - [Brave Hong Gil Dong](#)
 - [Chang Dok Gung](#)
 - [Cinderalla](#)
 - [COMMODORE HOTEL](#)
 - [DMZ DEMILITARIZED ZONE](#)
 - [Education: Fostering Next Generation Global Leader](#)
 - [Get it Korea Speaking](#)
 - [Gongju Museum](#)
 - [Gwangju Walk](#)
 - [Gyeongju Guide - and City Tour](#)
 - [Hongdae](#)
 - [Images of Korea](#)
 - [Institute for Peace and Unification](#)
 - [Institute of International Education at Kyung Hee University](#)
 - [International Trade Trends and Koreas Trade Policy](#)
 - [Jeon Mi-Ok Art- #1 and #2](#)
 - [Kongwi and Padjwi](#)
 - [Korea Institute for Curriculum and Evaluation \(KICE\)](#)
 - [Korea Tourist Map](#)
 - [Korea Travel Hotline](#)
 - [The Korean Way in Business](#)
 - [Korean Studies: Seen from the Outside](#)
 - [Language: Sino Korean Numbers](#)
 - [Language: Verbs](#)
 - [May 18 Memorial Cultural Center](#)
 - [May 18 Memory of the World](#)
 - [National Museum of Korea](#)
 - [National Folk Museum of Korea](#)
 - [Paju](#)
 - [Royal Portrait Museum](#)
 - [Seoul Official Tourist Map](#)
 - [Seoul Selection Guide](#)
 - [Seoul Subway Map](#)
 - [Sim Cheng Ga Book](#)
 - [Smart Itaewon Education](#)
 - [Son of the Cinnamon Tree](#)
 - [Taejondae Resort Park](#)
 - [The Greedy Princess](#)
 - [The May 18 Uprising](#)
 - [Traditional Shoes](#)
 - [World Cup Park](#)
 - [Jeonju Tour Map](#)

Resource Materials

Video

○ Microsoft Word Skills Videos

- How to Create a 2-fold Brochure: <http://youtu.be/zipVsUM2MPQ>
- How to Create a Brochure in MS Word 2007: <http://youtu.be/cgSN68Kx1EQ>
- Formatting text: <http://youtu.be/r7sLSEQ9-4s?list=PL328484C97583D9A1>
- Styles: <http://youtu.be/C-ybmwBB3mY>
- Templates: <http://youtu.be/bkj35uEJKuY>
- Bullets, numbers & lists: http://youtu.be/_OlrxkltZ4I
- Backgrounds & borders: <http://youtu.be/HqUeOfozxXM>
- Headers & footers: <http://youtu.be/QbYn50fP04Q>
- Columns: <http://youtu.be/QoBNieix3Go>
- Insert photos & clipart: <http://youtu.be/Jn3G2GTINa4>

○ Microsoft Excel Skills Videos

- Creating Budgets: <https://www.youtube.com/watch?v=xh5MiuUGBPY/>
- Travel budget using excel: <http://youtu.be/e6Ae3NrylgI>
- Travel (Study Abroad) Budget Excel Tutorial: <http://youtu.be/N30aGdmj5tE>
- A Microsoft Excel 2007 Daily Expense Record.avi: <http://youtu.be/YLHmnVoLAUU>
- Creating a Simple Budget with Microsoft Excel: <http://youtu.be/B86bX5AP5Ew>

○ Microsoft PowerPoint Skills Videos

- Create your first presentation - PowerPoint 2007 Tutorial 1: Intro to PowerPoint: <http://youtu.be/dgrsVnzB9Vc?list=PLDsxNUpNAIp4zIZP8DraCLrWUUVjAJMda>
- Themes - PowerPoint 2007 Tutorial 6: Working with Themes: <http://youtu.be/Y-C3PmikKeI?list=PLDsxNUpNAIp4zIZP8DraCLrWUUVjAJMda>
- Templates: PowerPoint 2007 Tutorial 2: Create a basic PowerPoint from a template: <http://youtu.be/NleI4UumdFI?list=PLDsxNUpNAIp4zIZP8DraCLrWUUVjAJMda>
- Insert photos & clipart - PowerPoint 2007 Demo Put your photos into PowerPoint: <http://youtu.be/QIAHhWmyfAk>
- Add sound effects to a presentation
- Insert movies - Embed YouTube Video into PowerPoint 2007: http://youtu.be/hChq5drjQI4?list=FLePYvTIWE_9qhDBavqcqGIQ
- Add animation to text and objects - PowerPoint 2007 Tutorial 10: Intro to Animation: <http://youtu.be/b66bPly62Ic?list=PLDsxNUpNAIp4zIZP8DraCLrWUUVjAJMda>
- Personalize your slide design - How to Use a PowerPoint Slide Master For Dummies: <http://youtu.be/FA5aZ4Qk5RE>

Resource Materials

- Add slide numbers and other footers to slides: http://youtu.be/gkC8_oSiGE
- Choose slide show options - PowerPoint automatic slide show tutorial:
<http://youtu.be/knV7cUCT94o>

○ **South Korea Tourism Videos**

- Imagine your Korea <http://youtu.be/saJUhdbeHGQ>
- 海の巫女: <http://youtu.be/dgjcED5h6QE?list=PLk0QRoNICLQgTCMtfi7J1n15TXmQt1FgA>
- Korean Traditional Music: <http://youtu.be/AZZtzYD2MK8>
- Samgo-Mu (Korean Drum Dance): http://youtu.be/hmiCl_cW-60
- Salpuri : Korean Traditional Shamanic Dance: <http://youtu.be/ubRo6V4aUc8>
- Spring Snow-Traditional Korean Zither Music: <http://youtu.be/GIRHoj9BhZI>
- Korean Table Manners: http://youtu.be/FnWA1_ZSIFY/
- KTX - Korea Train Express: <http://youtu.be/8fkE93gRx7c/>
- KTX From Seoul to Busan: <http://youtu.be/-sZsOVxPh1I/>
- Seoul, South Korea: <http://youtu.be/bivHXPu0BoE/>
- Busan, South Korea: <http://youtu.be/DUxr2Lk6XNU/>
- Busan, Korea ½: <http://youtu.be/aUul9CWSJI4/>
- Songdo (incheon), South Korea: http://youtu.be/2lhC5C_loQo/
- Gyeongju & Andong, South Korea: <http://youtu.be/BPHT82Awobs/>
- I am the King - Drama movie - English subtitles: <http://youtu.be/yIbjTe3HsQw/>
- Masquerade 가장 무도회 Best Korean Historical Drama 2014 Full HD: <http://youtu.be/PH-r57aQXGU>
- An Overview of Korea – Full: <http://youtu.be/ZTplQrV7LZE>

Resource Materials

○ Historical videos

- Korean History 1/8 Ancient Joseon or Gojoseon B.C 2333-108 (고대 조선 B.C 2333-108):
<http://youtu.be/BmMckVwaWxl/>
- Korean History 2/8 Silla Kingdom 57 B.C - 935 A.D (신라 왕국 57 B.C - 935 A.D):
<http://youtu.be/CDuUyfDZXf8/>
- Korean History 3/8 Goguryeo Empire 37 B.C - 668 A.D (고구려 제국 37 B.C - 668 A.D)
<http://youtu.be/dYZwZXd8GVQ>
- Korean History 4/8 Baekjae Kingdom 18 B.C.- 660 A.D (백제 왕국 18 B.C.- 660 A.D) 백제 4:
<http://youtu.be/qHryqVwTVXE>
- Korean History 5/8 Gaya Kingdom 100-1 B.C.-562 (가야 왕국 100-1 B.C.-562)
<http://youtu.be/WJvM661Yk60/>
- Korean History 6/8 Balhae Empire 698-926 (발해 제국 698-926):
<http://youtu.be/2bKgpcUbMJA>
- Korean History 7/8 Goryeo Dynasty 918~1382 (고려 왕조 918~1382):
<http://youtu.be/e7mnuqlOf4M>
- Korean History 8/8 Joseon Dynasty 1392~1910 (조선 왕조 1392-1910):
<http://youtu.be/bPAj7ft4jU0>

Music

- Top Ten Korean Bands
<http://www.thetoptens.com/best-kpop-bands/>

Photos

- Tumblr URL: mrsgarrity.tumblr.com
- William Paterson University Fulbright Hays Blog:
URL: <http://fulbright-hays-southkorea.blogspot.com>

Internet search engines and suggested sites

- How to Create a Brochure:
<http://www.wikihow.com/Create-a-Brochure-in-Microsoft-Word-2007>
- Microsoft Online Textbook Practice Activities:
 - Glencoe/McGraw Hill iCheck Express™ Microsoft® Word 2007 Real World Applications Presentation and Publishing Projects (Page 21 – Word, Page 116-120 – PowerPoint)
http://glencoe.mheducation.com/sites/0078802644/student_view0/presentation_and_publishing_projects.html
- Word 2007 Training Courses: <https://support.office.com/en-us/article/Word-2007-training->

Resource Materials

- [courses-506a83f1-2680-489c-8b66-1d81d32de3b1?ui=en-US&rs=en-US&ad=US](https://support.office.com/en-us/article/Excel-2007-training-courses-1efc6672-7c37-4805-a04a-915284298875?ui=en-US&rs=en-US&ad=US)
- Excel 2007 Training Courses: <https://support.office.com/en-us/article/Excel-2007-training-courses-1efc6672-7c37-4805-a04a-915284298875?ui=en-US&rs=en-US&ad=US>
- PowerPoint 2007 Training Courses: <https://support.office.com/en-us/article/PowerPoint-2007-training-courses-a1462e4a-5df7-406a-81f1-ff4510cdca81?ui=en-US&rs=en-US&ad=US>
- **Wikipedia:** http://en.wikipedia.org/wiki/Tourism_in_South_Korea
- **Symbaloo – Korean Tourism and Travel Agency Resource Gallery created by Mrs. Garrity**
<http://www.symbaloo.com/mix/mykpop?searched=true>
- **Symbaloo – “My Kpop” Gallery created by YoonHee_AKTF48**
<http://www.symbaloo.com/mix/mykpop?searched=true>

Tourism Websites:

- The Official Seoul City Tourism Website
<http://www.visitseoul.net/en/index.do>
- Department Global Communication and Contents Division
<http://www.korea.net/AboutKorea/Tourism/Exploring-Korea>
- Trip Advisor
http://www.tripadvisor.com/Tourism-g294196-South_Korea-Vacations.html/
- Visit Korea Website
<http://english.visitkorea.or.kr/enu/index.kto>
<http://asiaenglish.visitkorea.or.kr/ena/index.kto>
- USA Hana Tour Website
http://www.usahanatour.net/product/searchResult?COUNTRY_CODE=KR&AIR_YN=&gclid=CJm6vt7BxMICFeXm7AodnD4AIA
- eTour Travel Website
http://www.koreaetour.com/koreapackagetours/tour_list.asp
- Go Away Travel Website
http://www.goway.com/trips/dest/asia/cntry/korea/?utm_source=s&utm_medium=cpc&utm_term=korea%20tour%20packages&utm_campaign=as-s-korea-us&utm_matchtype=b&utm_placement=&utm_adposition=1t3&utm_network=s&utm_device=c&s_kwcid=AL!6ecd877b7efe687f285bc6cfdaed5d3d!4247!3!Google+Adwords!as-s-korea-us!180888456!korea+tour+packages!8468078616!!!41446178976!&ef_id=Vlz7gQAAAelwFQ3r:20141214025249:s

MICROSOFT OFFICE 2007 TEXTBOOK ACTIVITIES – CHEAT SHEET

HELP TOPIC

MS Word	<u>Page Number</u>
Set Tab Stops	36-37
Apply and Modify Themes	55
Apply Styles to a Document	61
Create and Insert Building Blocks	85-86
Inserting and Working with Tables	136-142
Insert & Modify Clip Art	143-148
Rotate, Crop and Format Graphics	214
MS Excel	
Calculate a Sum	215
Use AutoSum, AVERAGE, MIN and MAX	229
Apply Borders and Copy Cell Contents	252-253
Apply Table Styles	255-257
Key and Edit Basic Formulas; Use Functions to Create Formulas	286-289
Create a Workbook from a Template	315-316
MS PowerPoint	572
Add and Delete Text on Slides	
Add Clip Art to a Slide	578-579
Add a Picture to a Slide	586
Add and Modify WordArt on a Slide	588
Apply Design Themes	603
Modify Slide Layout	604
Add Animation and Effects to Connectors	618
Create and Modify Custom Animations	621
Apply Transition Effects and Run the Slide Show	622