

## ENTERING GRAPHICS FROM THE INTERNET

Use **GOOGLE - IMAGES** to search for the graphics that you might use. When you find a graphic that you want to use, **HOLD** the mouse down on the graphic. From the list of options that appears choose **SAVE IMAGE AS**. Be sure that you save the graphic in your slide show folder. This method allows you to save as many graphics as you want without going back to the slide show. When you want to enter the graphic into your show, go to **FILE - INSERT** ( make sure you are in the graphic mode). This will enter the graphic into the show. You can now edit the graphic.

## CHANGING ORDER OF SLIDES

If you find out that you missed a slide and you want to place it between two slides already made, you have two options.

- 1) Put the cursor at the end of the **TEXT** on the slide **BEFORE** the place you want to add the slide. Press **ENTER** on the numeric keypad. This should give you a blank slide in the position that you want. This only moves **TEXT** from the rest of the slides, it will not move the graphics. This you could do separately.
- 2) Go to your last slide. Press enter on the numeric keypad, forming a new slide. Enter on this slide the missing information text or graphics. Go to **WINDOW - SLIDE SHOW**. From the **ORDER** chart, place the cursor on the page that you want to move, hold the mouse down on this page ( a dotted rectangle appears). Place this page **ON TOP** of the page **AFTER** the slide you want this to follow and release the pressure on the mouse.

## CHANGING THE ORIENTATION OF A GRAPHIC

After placing the graphic in the slide show, go to **ARRANGE** and choose either

- 1) flip horizontally - left and right sides switch but backwards
- 2) flip vertically - top and bottom switch but backwards
- 3) free rotate - place cursor on a corner and you control the rotation

## BACKGROUND CHANGES

2 - ways to change background

1) Changing the background on all slides

X  
Don't  
Do  
using slide show control window ( Window - slide show), use choices given. This will change the background of ALL OPAQUE slides in your slide show. All will be the same color.

2) Changing the background on **ONE** slide

From the tool box, pick the rectangle and draw one that completely covers the slide. Go to the spill paint box, and pick the background that you want.

### **Putting a background on a slide which already contains text or graphics.**

From the tool box, pick the rectangle and draw one that completely covers the slide. Go to the spill paint box, and pick the background that you want. Then go to Arrange menu, pick **move to back**.

### **Putting text or graphics on a slide with a background**

After filling in the background, go to the Arrange menu, pick **move to back** Then enter text or graphics.

## BORDER CHANGES

2 - ways to change borders

1) Putting a border all slides

X  
Go to Window menu, go to the border icon and make your changes.. This puts a border on ALL OPAQUE slides, all the same

2) Putting a border on **ONE** slide

Go to window, pick the rectangle, go to spill paint box, pick the transparent box from the top right hand selection, draw a border on the slide. Go to the pen point icon and pick your selections. Be sure that the border doesn't cover text or graphics already on the slide.

# Tips for giving better presentations

Assistance > PowerPoint 2003 > Running Presentations



For presentations intended to educate or persuade people in a professional setting or under other formal situations, it's a good idea to follow these tips:

Keep the number of slides to about six. State the problem, the solution, the alternatives rejected, the research to support the solution, the cost (budget/resources), and action items. Title slides and a last slide labeled "Questions" can be included in the slide deck, but the body of your talk should comprise about six slides, no more.

Try to keep each bullet point to one line in length, without text wrapping. Doing so aids readability and makes a list of bullets neat and scannable. Remove articles such as "a" and "the" if possible.

Choose an appealing design template that is professional and not too eye-catching after the first slide. You don't want the design to detract from your message.

Keep your slides accessible where possible. Use high contrast between background color and text color. For example, though a violet background with grey or white text is soft and approachable, you should avoid it, because people may have trouble reading it.

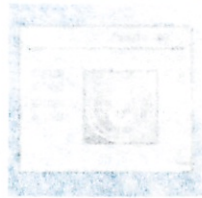
Keep your text simple. Text on a slide primarily is a data point for you to key off as speaker. Effective slide text is not confusing and keeps people turning from each slide to you for more information. If you observe people focusing on your slides, the slides may contain too much data or be confusing or distracting in some other way.

Ask your audience to hold questions until the end. Questions are an excellent indicator that people are engaged by your subject matter and presentation skills. But if you save them until the end of the presentation, you will get through the material uninterrupted. Also, early questions are often answered by ensuing slides and commentary.

Stay on time! If your allotted time is 10 minutes, do not go over. If there's no time limit, take less time rather than more to ensure that people stay engaged.

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Stable  
BETWEEN  
GRAPHICS

100%

# The Plaz Newspaper

By: Michael Plasmeier

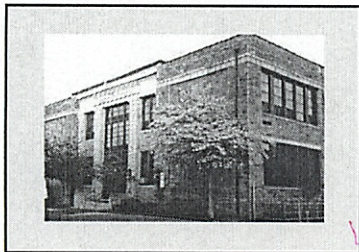


## My Time at Manoa

My time at Manoa was a good time. I was at Manoa from Kindergarten to 5th Grade.

I still sort-of remember Kindergarten. It 8 years ago now, I believe. I was Mrs. Betz's PM class. She was a good teacher. I remember how when went on field trips we had to come in the morning. I also remember how we put on a performance of the Indians. We rehearsed singing in Mrs. Shippont's room. On the day of the play, I was absent on the day of the performance. I was on vacation. I forget were we went. That's all I remember of Kindergarten.

1st Grade, I remember less. Almost not at all. For a teacher I had Mrs. Hale. She



was pretty nice for all I remember.

Now, it is time for 2nd grade.

Mrs. Cam ball.

She was a strict

teacher that loved reading. I also remember that that was the first year without snack time. I also remember to reading journal for homework. I would sit on the heater and see how fast I could do it. This time was around 12 minutes.

In 3rd grade, I was in a Titanic play in Mrs. Fines' class. I remember my seminar teacher giving me praise for using big

words. I was one of the newsboys.

Now, I guess is time to recall the yearly events at Manoa. There was the science fair, and the fun fair. The science fair took place in the large gym we had. There were exhibitors showing off puzzles. And there were prizes, I seemed to win almost every year. I also remember volunteering one year at the fair. I couldn't blow up the balloons. ☺ There was also the planetarium that they rented almost every year. The fun fair, was more fun, less edutainment. I still remember the pony rides they had around the playground.

In 4th grade, I don't remember much about it. I do know that my LA teacher didn't have colored chalk.

5th grade, was my favorite grade. It was also my favorite teacher Mrs. Grandin. She had a little bunny that died half way through the year. Her name was Molly. Sometimes she would bite my backpack strap. Another highlight is helping out with the paper airplane contest. My teacher was the coordinator of the science fair. The theme that year was National Parks. We were Yellowstone. I remember the volcano or geyser that actually shoots water. The kids loved it. The wet teachers didn't. ☺ 5th grade also holds many more good memories.

That was my time in elementary school.

## See How I Have Grown

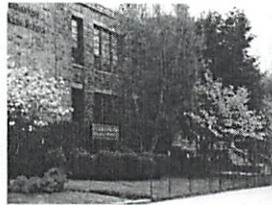


Age	Height in in.	Weight in Lb.
Birth	12	5
3	30	30
6	40	50
9	50	70
12	70	100

Word in school. I then upload the files online and when I am at home I take out my files. I make changes and re-upload the changes. I could also use my flash disk, but it didn't work. I don't think it likes using Mac Manager. This is what I plan to do this year in school in 2004, in Haverford Middle School

## What I Have Done and What I Plan to Do

This year I have done many things. I have made my projects, and writing assignments. I have also thickend my social studies notebook by quite a bit. It doesn't feel to me that half the year is already over. It is like I just started yesterday. Today is in fact the 81st day of school. Only 11 more days to half way. Now what I plan to do. I plan to do more projects to raise the bar for me farther. I also plan to do good work on my Greek folder, and other projects. One of these other projects is the Greek leader's potical poster. The poster is showing the good or bad things about one of the leaders. I am working on it now using Microsoft




## Word-processing notes for special effects

Besides changing the font, size and style of your text, and changing line spacing, you can add graphics, borders and text boxes to your document. It will make it easier for you to do this if you first go to WINDOW and pick SHOW TOOLS ( we used this in spreadsheet)

**Graphics** - are a picture or a geometric drawing

- graphics can be resized and moved

- MUST have the arrow  from the tool box highlighted. After entering the graphic or drawing the graphic, you MUST go to OPTIONS, pick TEXT WRAP - REGULAR.


- graphics can be found

- 1) in FILE - LIBRARY

- 2) INTERNET - Google Images

use SAVE IMAGE AS in internet and then FILE - INSERT when back in the document

- **ARRANGE** - free rotate - used to change the orientation of a graphic

**TEXT** - the text symbol  MUST be highlighted if you want to enter text into a document or into a graphic

- a TEXT BOX is needed if you want to enter text into a graphic

- with the text symbol highlighted

- hold OPTION KEY and draw the TEXT box

- then click on GRAPHIC symbol and click back on text

- now have a graphic box

**Rectangle** - symbol can be used to draw a border around a graphic, on the edge of

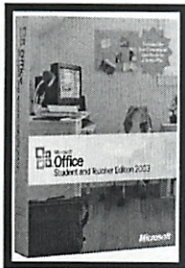


a document or to form a heading box. You can use the spill paint and pen width icons to add color or change line size.

# Winter Break

## Michael Plasmeier

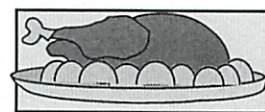
This what I did over the winter break. On Wednesday, I went shopping for my little brother. I got him a GBA to GC link cable. On Christmas day, I got up real early at 7, and I woke up my mom. By 7:30 I was opening my presents. I received Microsoft Office Student and Teacher Edition 2003. I also got Rokenbok Tower and Track. I also received many other presents, like a writers handbook.



When I finished opening my presents, I started playing with them. I first opened the Rokenbok set. I spent 2 hours setting it up and trouble-shooting it, while my brother played with his new Game Cube. After this I installed Microsoft Office Student and Teacher Edition 2003 on to my computer. MS Office 2003 was a big improvement. It had Excel and Power Point, which I didn't have before.



After we did this, we went for a walk. Then, we went to some families house, and had dinner there. On Friday, I did many returns. I also bought a guide for Microsoft Office Student and Teacher Edition 2003. It was called Microsoft Office Step-by-Step. I read it over the break.



Temp. for the Week		
Day	High	Low
Monday	53	47
Tuesday	42	38
Wednesday	27	21
Thursday	26	15
Friday	21	14
Saturday	28	20
Sunday	27	18

← The End



Words

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

T	Y	K	O	I	J	R	B	D	G	H	L	S	I	N	F	W	D	J	H
K	X	G	N	N	K	L	D	H	F	G	N	H	T	J	K	F	G	H	H
L	J	H	D	V	L	G	H	F	C	K	J	N	G	H	D	F	F	L	K
H	D	G	N	S	H	G	H	K	K	G	H	C	V	B	N	C	J	Y	U
F	J	B	I	L	K	U	J	O	Q	H	N	G	J	K	L	H	M	K	L
G	T	F	H	L	D	L	M	G	H	G	H	K	P	R	J	H	H	G	D
H	H	U	G	L	K	K	J	H	H	M	N	K	L	H	F	L	K	H	F
Q	J	J	J	H	K	D	D	T	G	E	B	J	L	D	G	H	D	F	K
G	H	Y	F	H	J	S	F	U	D	F	H	J	L	K	D	F	L	H	S
L	I	H	O	L	R	B	J	J	H	J	G	F	H	T	S	Q	N	J	H
F	H	G	J	Y	F	G	L	F	G	K	L	X	G	P	J	Y	J	H	M
G	J	M	G	W	P	G	T	T	Y	U	C	D	L	H	Z	H	G	J	E
N	F	L	H	N	D	T	M	Y	U	U	U	J	H	Z	D	H	L	S	W
F	M	G	K	G	U	K	J	F	D	E	B	Y	Y	A	K	J	K	D	J
G	G	H	L	N	F	L	M	H	L	K	F	H	L	K	L	G	H	P	G
J	H	K	M	K	F	D	H	J	I	K	L	H	H	Y	G	L	J	L	J
K	E	F	H	D	R	G	H	D	S	J	K	L	J	M	J	G	F	J	C
D	W	J	J	F	G	F	G	H	K	H	G	H	U	Y	U	H	G	R	J
X	H	G	F	K	L	H	F	O	H	K	H	J	S	D	K	K	H	Y	I
U	D	G	F	G	P	H	J	D	F	G	K	L	U	J	K	H	F	U	I

- |   |                      |
|---|----------------------|
| HJSDK                                   | JHSDFJOKLLDFYJKLJFGJ |
| CVBNC                                   | JH                   |
| FGLFGKLG                                | GHF                  |
| NKLDHFGN                                | GJC                  |
| DF                                      | FGHF                 |
| XHNLDK                                  | HJFGH                |
| HDSJKLJM                                | UJK                  |
| DGFJMHKDLNJGLKHJ                        | UG                   |
| DHJIKLH                                 | GHFCKJNG             |
| HJDFGKL                                 | FT                   |
| <del>KHCDKJHILFGJHSLTHJKKJHGLKDFJ</del> | JKFGHH               |
| LDFKSHM                                 | FH                   |
| K                                       | DGF                  |
| DFHJLKDF                                | KJG                  |
| HJHJSDPLJ                               | UJ                   |
| HNGJKLHMK                               | BJ                   |
| DGHL                                    | GU                   |
| HMNKLHFLK                               | N                    |
| LKDFJ                                   | JYU                  |

Period	Room	Subject	Day	High in Deg.	Low	Name	Average
1	220	LA	Sunday	56	25	Amber	84.57
2	220	LA	Monday	351	54	Alex	91
3	210	History	Tuesday	65	45	John	92.7
4	230	I.T.	Wednesday	64	35	Tiffany	99.46
Lunch Caf. A Lunch			Thursday	56	35	Emma	89.1
5	222	Science	Friday	75	64	Jen	94
6	218	Math	Saturday	95	65	Max	85.36
7	---	Daily Rotation				Steve	88.8

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Michael Plasmeier  
12/19/03  
PD 4

FCA  
Set UP 30%  
Spelling 20%  
Correct Tab Use 50%

## All-Area Football Team

### First-Team Offense

<b>Player</b>	<b>School</b>	<b>Pos.</b>	<b>Ht.</b>	<b>Wt.</b>	<b>Yr.</b>
Matt Burdalski	Holy Cross	QB	6-2	210	Sr.
Wali Lundy	Holy Cross	RB	6-1	190	Sr.
Cornel Bockington	Willingboro	RB	6-1	195	Sr.
Jamar Brittingham	Neshaminy	RB	6-1	190	Sr.
Patrick Faulk	Woodrow Wilson	OL	6-3	270	Sr.
Melik Brown	Woodrow Wilson	OL	6-2	230	Sr.
John Connors	St. Joseph's Prep	OL	6-3	275	Sr.
A.J. Mitchell	Downingtown	OL	6-3	295	Sr.
Jusin Outten	Central Bucks West	OL	6-3	280	Sr.
Terrence Holems	Glassboro	WR	5-11	185	Sr.
Josh Hannum	Strath Haven	WR	6-0	160	Sr.
Maurice Stovall	Archbishop Carroll	AP	6-5	205	Sr.
Chris Schrader	Monsignor Bonner	PK	6-0	170	Jr.

Michael Plasmeier  
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Josh Hannum	Strath Haven	WR	6-0	160	Sr.
Maurice Stovall	Archbishop Carroll	AP	6-5	205	Sr.
Chris Schrader	Monsignor Bonner	PK	6-0	170	Jr.

Michael Plasmeier  
12/17/03  
PD 4

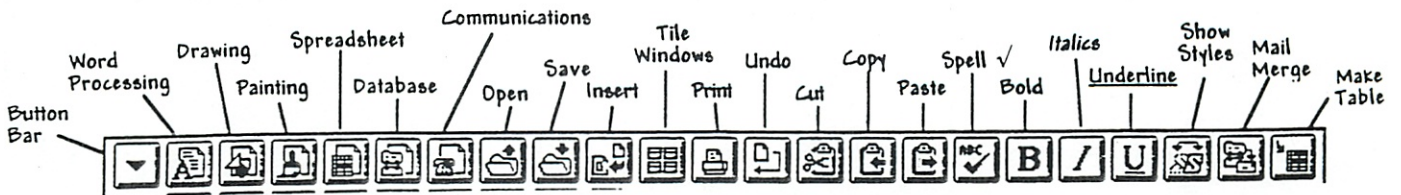
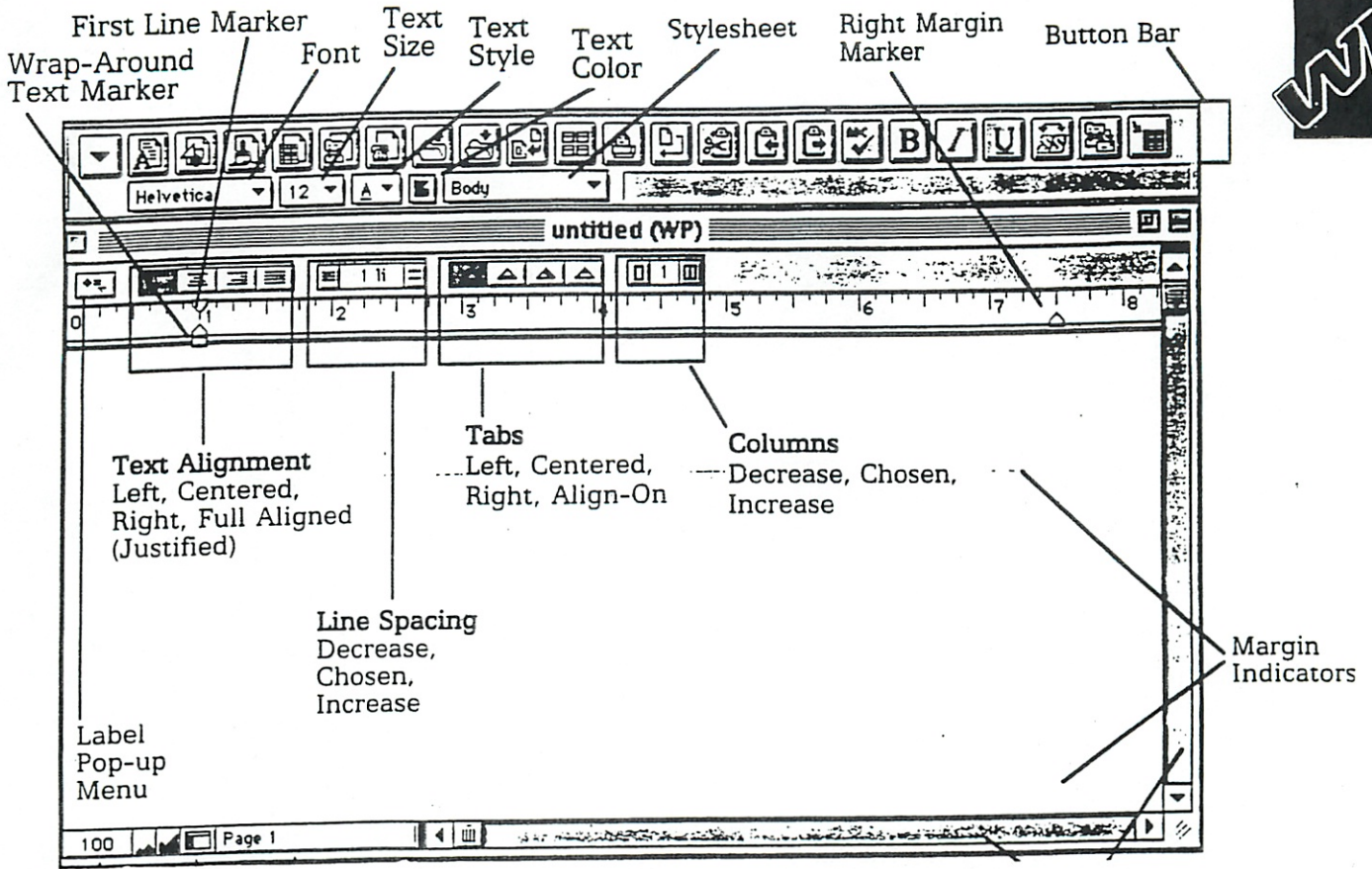
### MY FAVORITE THINGS

Soccer  
Football  
Baseball  
Tennis  
Swimming  
Cheerleading  
Laccaross  
Softball  
Chess  
Sail boating  
Horse Racing

Pizza  
Ice Cream  
Mozzarella Sticks  
French Toast  
Rice Cakes  
Apples  
Oranges  
Grapes  
Crackers  
Cheese  
Cheese stake

Orange  
Black  
White  
Green  
Blue  
Gray  
Purple  
Red  
Yellow  
Fusia  
Dark Blue

# Visual Overview



## FILE

- New
- Open
- Save as
- Library
- Page setup
- Print

## EDIT

- Undo
- Cut
- Copy
- Paste
- Writing Tools
- spell check
- thesaurus

## FORMAT

- Document

## FONT

## SIZE

## STYLE

## WINDOW

- Button Bar
- Show tools

## Using a spreadsheet to make a calendar or assignment sheet

A spreadsheet can be used to create documents that do not require math formulas. The following steps will show you how to create a calendar and an assignment sheet from a spreadsheet.

### Making a calendar

- 1) open a spreadsheet document
- 2) go to file - page set up - pick horizontal
- 3) highlight cells A1 to G 6
- 4) go to window - page view
- 5) in cells A1 to G1 - type the days of the week - start with Monday
- 6) make row 1 twice the width it is now
- 5) highlight all the cells from the page view or highlight A2 to G 6
- 6) go to FORMAT - pick ALIGNMENT - choose WRAP
- 7) highlight the columns (A,B, ..)- make them as wide as possible but still fit the page
- 8) highlight the rows 2 to 6 - make them as wide as possible but still fit on the page
- 9) go to cell D 2- type in 1
- 10) go to cell E 2 - type in a 2, F 2 - type in a 3 . You should see the numbers go into the cells . Continue to do this until you you get to the 31st.
- 11) Go to OPTIONS-pick DISPLAY-check solid-remove checks on columns and rows
- 12) Go to cell D 2 - type next to the date - HAPPY NEW YEAR
- 13) Go to cell A 5 - type next to date- NO SCHOOL
- 14) Go to cell E 5 - type in next to the date - END 2nd REPORT PERIOD
- 15) type in any other important dates for you
- 16) go to FORMAT - pick insert HEADER - type in January ( it is in center)
- 17) save and print

### Making an assignment sheet

- 1) open a spreadsheet document
- 2) highlight cells A 1 to F 8
- 3) go to window - page view
- 4) make row 1 twice its width
- 5) highlight the columns - make them as wide as possible but still fit the page
- 6) highlight rows 2 to 8 - make them as wide as possible but still fit the page
- 7) in cell A 1 - type - CLASS -
- 8) in cell B 1 to F1 - type the names of the days of the week
- 9) in cells A 2 to A 8 type the name of the class you have period 1 to period 7
- 10) Highlight cells A2 to F8 - got to ALIGNMENT - pick WRAP
- 11) in column B ( Monday ) - type in the homework assignment that you were given in each class( if assigned) on Monday
- 12) if any long range assignments are due this week - type that information in the correct cell
- 13) go to OPTIONS - pick DISPLAY - remove the checks next to columns and rows
- 14) go to FORMAT - pick insert HEADER - TYPE Assignment sheet for (your name)
- 15) save and print



# January 2003

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Happy New Year	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 No School	20	21	22 23 End 2nd Quarter	24	25	
26	27	28	29	30	31	



## Assignment Sheet for Michael Plasmeier for the week of 12/7/03

Class	Monday	Tuesday	Wenesday	Thursday	Friday
Period 1 LA	Finish Final Draft of Poem and Decorate it	None	Type Rought Draft Football Essay Reseacrch Physacal Differences	Type Final Draft of Football	Work on Book Report
Period 2 LA	See Period 1	See Period 1	See Period 1	See Period 1	See Period 1
Period 3 History	Quiz On Wed Chap. 9 Sect. 2 Page 160, # 3, 4, 5	Quiz On Tmo. Chap. 9 Sect. 2 Chap. 10 Circle Vocab Due Thurs.	Quiz On Today Chap. 9 Sect. 2 Chap. 10 Circle Vocab Due Tmo. Square Vocab Due Fri.	Sect. 2 Chap. 10 Circle Vocab Due Today Square Vocab Due Tmo.	Square Vocab Due Today
Period 4 Info. Tech	None	None	None	None	None
Period 5 Science	Read page 90 +91 Do worksheet	Read p. 93 Do worksheet	Read p. 94 Do p.95 # 1-4	Read p. S41 List 10 Important Facts	???????
Period 6 Math	City Center Poster Due Fri.	City Center Poster Due Fri.	City Center Poster Due Fri.	City Center Poster Due Tmo.	City Center Poster Due Today
Period 7 Daily	None	Pratice Piano	None	Pratice Piano	None

Michael Plasmeyer  
12/10/03  
PD 4

*9824*

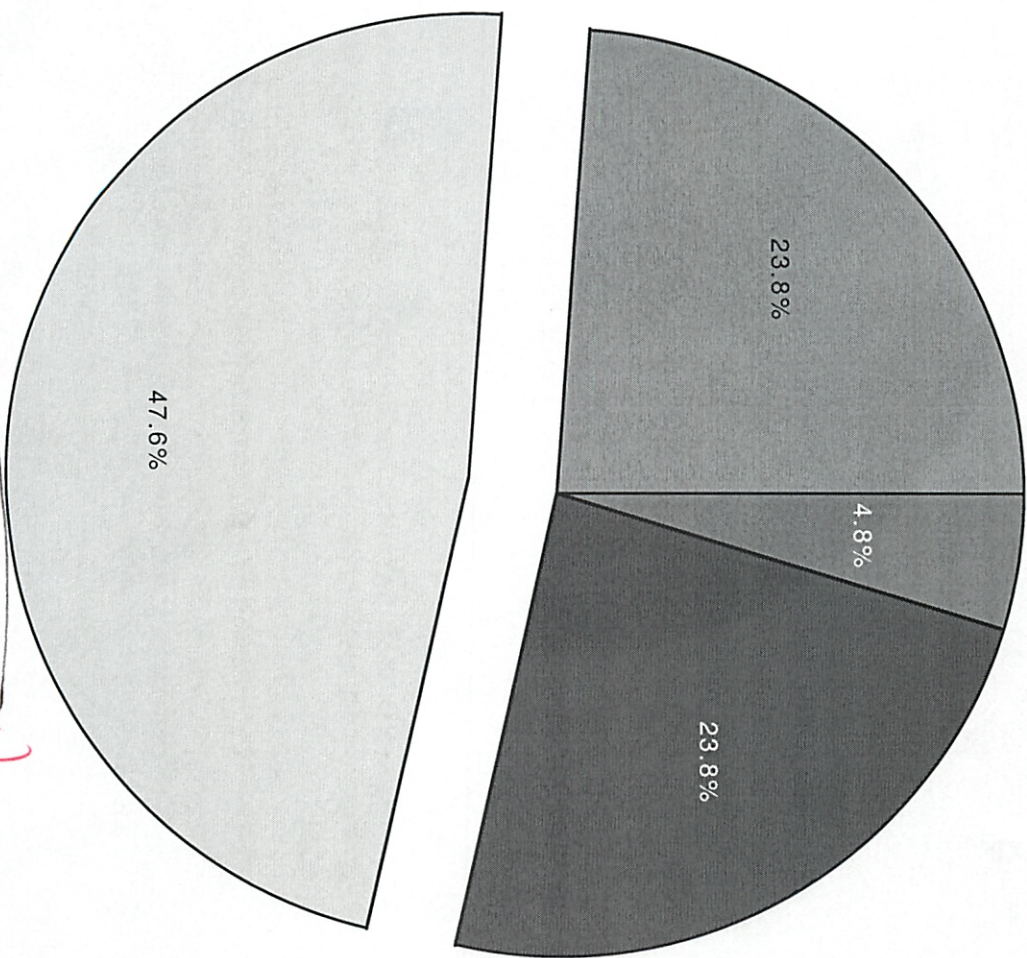
Catalog	Item	Gifts for You	Gifts for Others	% Discount	Amount Discount	Sale Price	
Best Buy	128 MB Flash Drive	\$29.99		10%	\$3.00	\$26.99	\$1000.00
Best Buy	Microsoft Office ST	\$149.99		30%	\$45.00	\$104.99	\$973.01
Best Buy	N 75 SLR Camera	\$299.99		50%	\$150.00	\$150.00	\$868.02
Best Buy	Universal Remote	\$149.99		20%	\$30.00	\$119.99	\$718.02
Best Buy	Washing Machine		\$288.99	40%	\$115.60	\$173.39	\$598.03
Best Buy	Bad Boys DVD		\$25.00	15%	\$3.75	\$21.25	\$424.63
Best Buy	Turbo Tax Deluxe		\$29.99	25%	\$7.50	\$22.49	\$403.38
Best Buy	5 CD Stereo		\$199.99	5%	\$10.00	\$189.99	\$380.89
Best Buy	10 GB iPod		\$299.99	45%	\$135.00	\$164.99	\$190.90
Best Buy	iPod Case		\$29.99	35%	\$10.50	\$19.49	\$25.91
	TOTAL SPENT	\$629.96	\$873.95			Balance	\$6.41

Items Purchased	Gifts for You	Gifts for Others	Cost
iPod Case			\$0.00
10 GB iPod			\$100.00
5 CD Stereo			\$200.00
Turbo Tax Deluxe			\$300.00
Bad Boys DVD			
Washing Machine			
Universal Remote			
N 75 SLR Camera			
Microsoft Office ST			
128 MB Flash Drive			

*COULD WORK*

*7*

Items Purchased



- 128 MB Flash Drive
- Microsoft Office ST
- N 75 SLR Camera
- Universal Remote

# Spreadsheet Notes

## FORMAT

### - ALIGNMENT

- change justification of cells - left, center, right

### - Number

- put label on number (% or \$)

## CALCULATE

### - Fill Down or Fill Right

- use to copy formulas to other cells

### - Insert / Delete cells

- add or remove a cell, column ( letter) or a row ( number)

## OPTIONS

### - set print range

- always A 1 ... last cell used

### - make chart

### - Display

## WINDOW

### - Page view

- does the spreadsheet fit on one page ?

- use FILE - page set up to change orientation of paper

## FORMULAS

- if working with a few cells

= cell ( operation ) cell

- if working with large number of cells and finding sum or product

f (x)

- best to use this when ever finding average or special operations

## CHANGE ROW/COLUMN SIZE

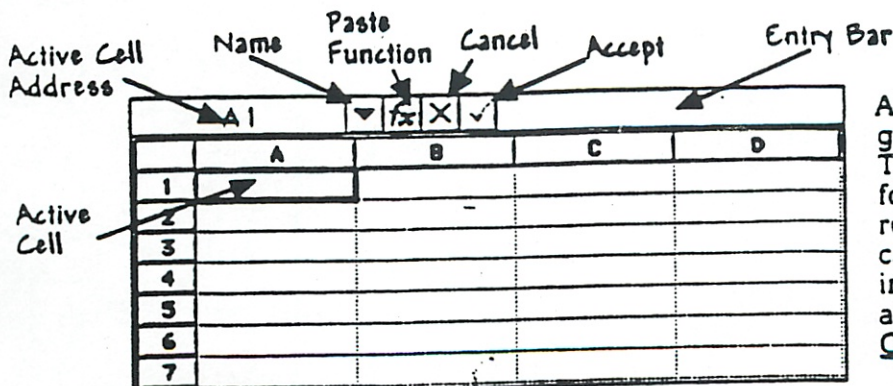
- click on border between row/column to be changed and move it to fit

# Spreadsheet terms

- 1) row
- 2) column
- 3) cell
- 4) cell address
- 5) active cell (address box)
- 6) entry bar
- 7) format
- 8) formula
- 9) enter data
- 10) change column size
- 11) fx

X

✓



A spreadsheet contains a grid of columns and rows. The rectangles that are formed where columns and rows come together are called cells. The intersecting column letter and row number form the Cell Address.

Data typed into the spreadsheet appears in the Entry Bar at the top of the window. Pressing the Return/Enter, Enter on the numeric keyboard, or Tab keys will make the data



You are to place a spreadsheet, a bar chart and a pie chart into a **word processing** document which will represent the information for the items that you will buy from the three catalogs that Mr. Booth has in room 226.

The project will have to meet the following criteria:

- 1) you must buy **10** items, a maximum of 6 a minimum of 4 can be for you
- 2) you have a total of **\$ 1000** to spend
- 3) your **balance** after buying the 10 items must be less than **\$ 50**
- 4) the entries in **cells F 2 to F 11, G 2 to G 11, H 2 to H 11** and in cells **C 12** and **D 12** must be determined by a formula
- 5) items that you buy for yourself will be listed **first** and be placed in column **C** - **VERY IMPORTANT**
- 6) items that you buy for others will be listed second and placed in column **D**
- 7) **column H** will show the balance left to spend **after buying each item**

The **word processing document** will be set up as follows:

- 1) your name, date and period will go in the top left corner
- 2) The spreadsheet will have 8 columns and 15 rows
  - a) the column headings will match the sample on back of this page
  - b) all numbers will be in **currency** format and column **E** will be in % format
  - c) headings for column **B, C, D, E, F** and **G** will be **centered** ? #
  - d) cell **B 12** will have label **Total spent**
  - e) cell **C 12** will be **total spent on your items before the discount**
  - f) cell **D 12** will be the **total spent on items for others before the discount**
  - g) before printing, remove column and row headings

3) the **bar chart will be for the regular price of all gifts**

- a) will be set up horizontally ( axis switch position)
- b) title will be "Items purchased"
- c) "X" axis will have title "Items"
- d) "Y" axis will have the title "cost"
- e) change title on "X" axis to Chicago font , 14 point
- f) change title on the "Y" axis to Ariel Block, 18 point
- g) change color of Y axis to dark gold



4) the **pie chart**

- a) will represent the items purchased for **YOU**
- b) the **percents** will be placed on each piece ( change color if needed)
- c) the title will be " Items purchased"

All three items will be on **one printed page.**

**Grading chart**

85 points - completed spreadsheet with balance in correct range and formulas used in proper cells

90 points - completed spreadsheet with completed bar chart

95 points- completed spreadsheet with completed bar and pie charts

100 points - conditions for 95 points with **EXPLODED** pie piece for largest item

\*\*\* **5** points will be **deducted** for every \$10 or a part of \$ 10 that your **correct** balance is above \$ 50.00

\*\*\* **10** points will be **deducted** if you do not use formulas or use incorrect formulas *o If*

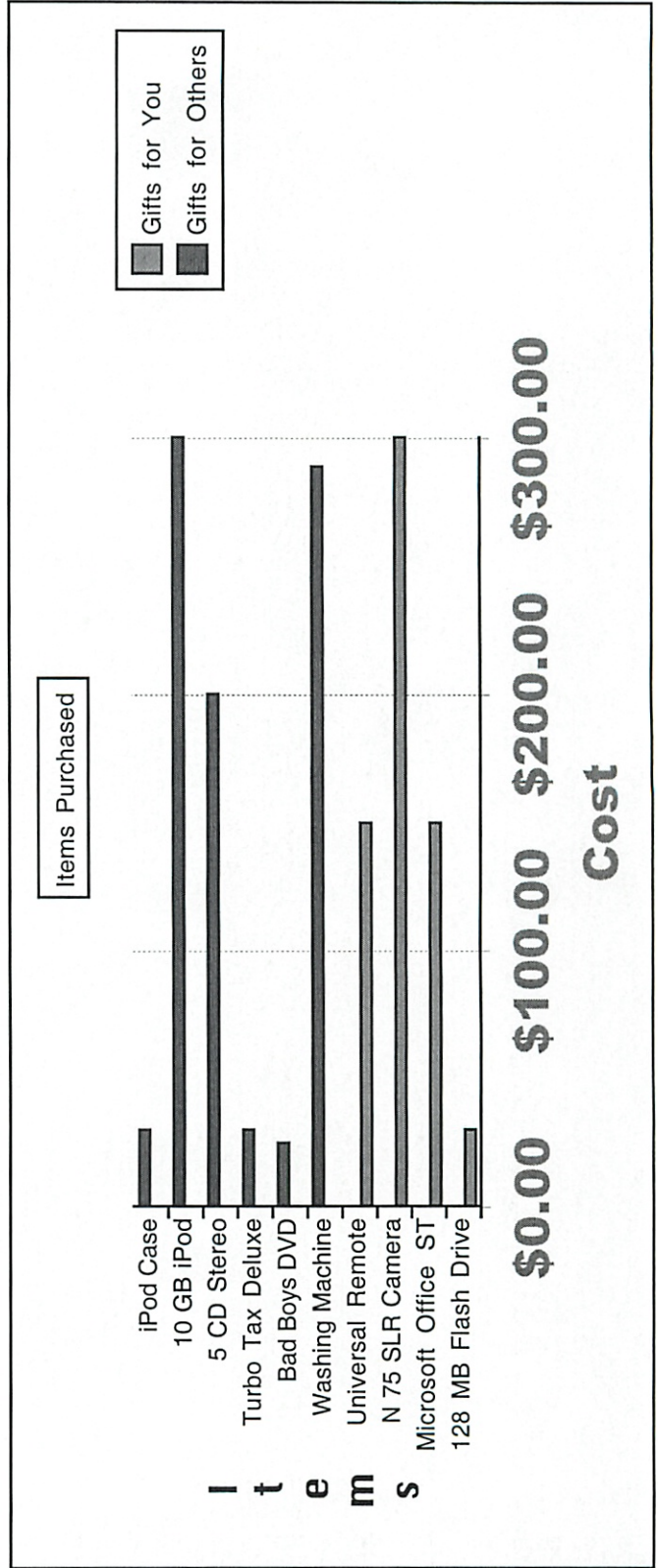
	A	B	C	D	E	F	G	H
1	catalog	item	gifts (you)	gifts - others	% discount	amt. discount	sale price	\$1000.00
2					0.1			
3					0.3			
4					0.5			
5					0.2			
6					0.4			
7					0.15			
8					0.25			
9					0.05			
10					0.45			
11					0.35			
12	TOTAL SPENT							
13								

amt. discount = original price times % of discount

sale price = original price minus amt. of discount

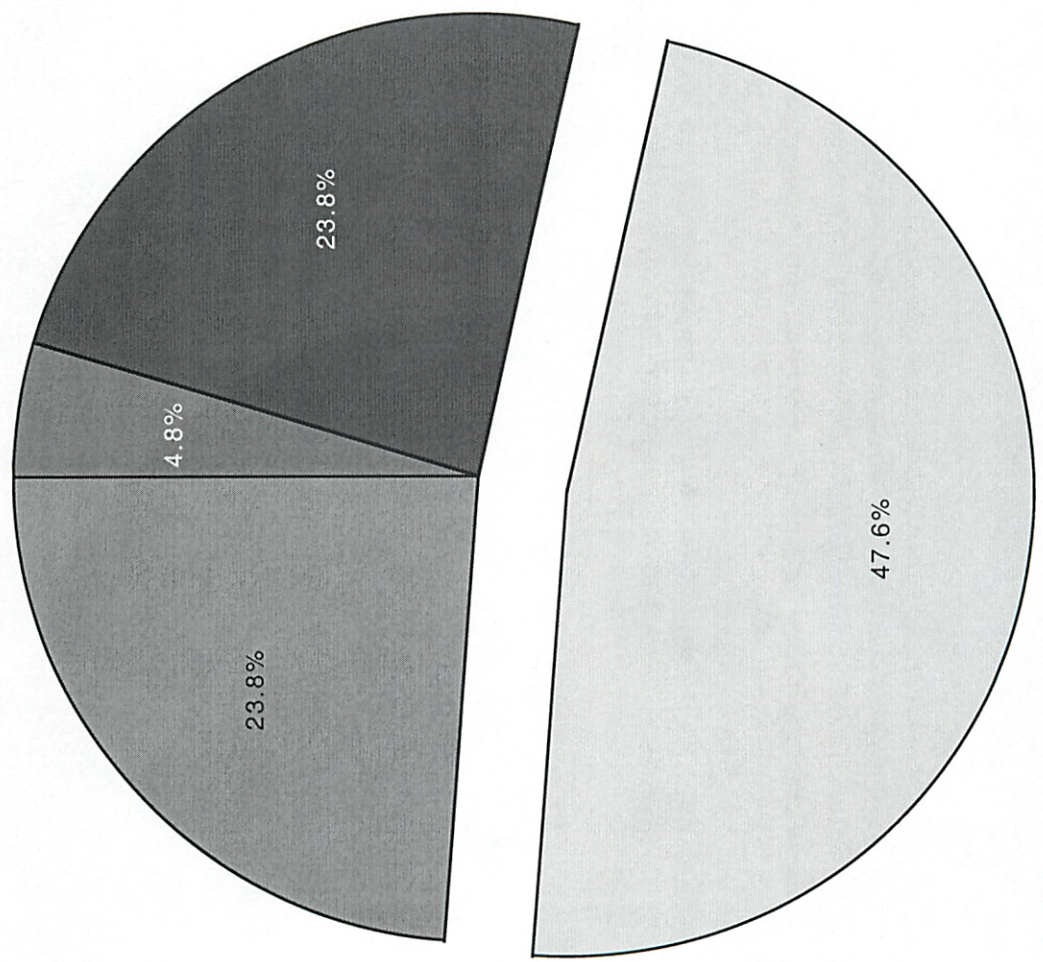
Michael Plasmeier  
 12/10/03  
 PD 4

Catalog	Item	Gifts for You	Gifts for Others	% Discount	Amount Discount	Sale Price	\$1000.00
Best Buy	128 MB Flash Drive	\$29.99		10%	\$3.00	\$26.99	\$973.01
Best Buy	Microsoft Office ST	\$149.99		30%	\$45.00	\$104.99	\$868.02
Best Buy	N 75 SLR Camera	\$299.99		50%	\$150.00	\$150.00	\$718.02
Best Buy	Universal Remote	\$149.99		20%	\$30.00	\$119.99	\$598.03
Best Buy	Washing Machine		\$288.99	40%	\$115.60	\$173.39	\$424.63
Best Buy	Bad Boys DVD		\$25.00	15%	\$3.75	\$21.25	\$403.38
Best Buy	Turbo Tax Deluxe		\$29.99	25%	\$7.50	\$22.49	\$380.89
Best Buy	5 CD Stereo		\$199.99	5%	\$10.00	\$189.99	\$190.90
Best Buy	10 GB iPod		\$299.99	45%	\$135.00	\$164.99	\$25.91
Best Buy	iPod Case		\$29.99	35%	\$10.50	\$19.49	\$6.41
	TOTAL SPENT	\$629.96	\$873.95			Balance	\$6.41

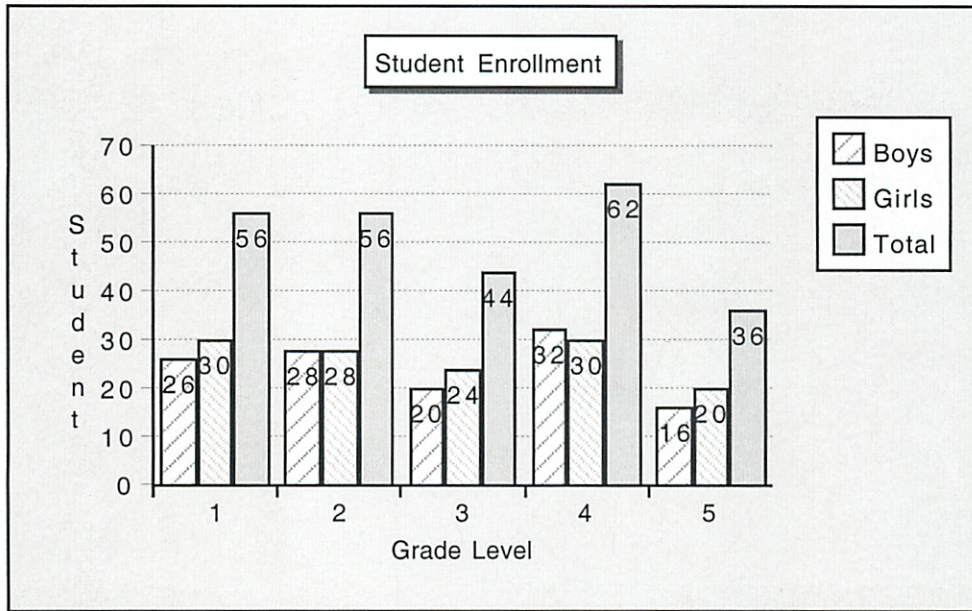


Items Purchased

- 128 MB Flash Drive
- Microsoft Office ST
- N 75 SLR Camera
- Universal Remote



	A	B	C	D
1	Class	Boys	Girls	Total
2	1	26	30	56
3	2	28	28	56
4	3	20	24	44
5	4	32	30	62
6	5	16	20	36
7				
8				
9				



A	B	C	D	E	F
Date	Number	Description of Transaction	Payment/Debt	Deposit/Credit	Balance
1		Michael Plasmeier			
2		Starting Balance	\$2000.00		\$2000.00
3		Check Card purchase Toys-R-Us	\$59.31		\$1940.69
4		ATM Withdraw	\$90.00		\$1850.69
5		ATM Withdraw	\$20.00		\$1830.69
6		ATM Transfer to Savings	\$1000.00		\$830.69
7		Auto deposit of check		\$1300.89	\$2131.58
8		2132 Check Footquaters	\$20.13		\$2111.45
9		2133 Check Boscovs	\$40.27		\$2071.18
10		Auto deposit of check		\$1123.09	\$3194.27
11		Auto withdraw Loan Payment	\$456.98		\$2737.29
12		2134 Check Acme	\$119.45		\$2617.84
13		Check Card Suncoast	\$25.67		\$2592.17
14		Auto deposit of check		\$1300.89	\$3893.06
15		2135 Check Peco	\$212.45		\$3680.61
16		2136 Check Bell Atlantic	\$65.54		\$3615.07
17		2137 Check Strawbridges	\$61.43		\$3553.64
18		House Payment Auto deducted	\$1057.77		\$2495.87
19		2134 Check Surban Cable	\$37.78		\$2458.09
20		ATM Withdraw	\$350.00		\$2108.09
21					

	A	B	C	D	E	F	G	H	I
1		Jan	Feb	March	Apr	May	June	June	August
2	Revenue	\$2500.00	\$5000.00	\$1650.00	\$10000.00	\$3100.00	\$8200.00	\$12500.00	\$6700.00
3	Expenses	\$700.00	\$1200.00	\$3550.00	\$3550.00	\$1800.00	\$2300.00	\$5600.00	\$2834.00
4									
5	Profit	\$1800.00	\$3800.00	-\$1900.00	\$6450.00	\$1300.00	\$5900.00	\$6900.00	\$3866.00
6									
7	Total Profit	\$28116.00							
8	Michael	Plasmeier							

# IF statement

=IF(D2=1,(G2\*0.06),0)

↑  
This is  
is if  
sales  
Tax  
is  
applied

↑  
If D2  
=1, then  
do this

↑  
If it isn't do this

2 color  
Crown  
Graph

98=A

The Music Man

I. Plot

- A. Harold Hill tries to con the citizens of River City into buying an band, thought he does not know one instrument from another.

II. Setting

A. River City

- 1. Madison Gym
- 2. Paroo's Property
  - a. Pallor
  - b. Porch
- 3. Shins' Doorwar
- 4. The footbridge
- 5. Madison Library
  - a. Exteriaer
  - b. Interior
- 6. Train

III. Characters

A. Shinn

- 1. Gets pulled in
- 2. Mayor
- 3. Demanding
  - a. Self-confident

B. Harold

- 1. Con-Man
- 2. Salesman
- 3. Self-Confident
- 4. Musical Illerate

C. Maran

- 1. Liberian
- 2. Sister of Mrs. Paroo
- 3. In love with Harold
- 4. Talked about in town

IV. Tommy

- A. Disgrace to town
- B. Town Ruffian



11/18/03

The Music Man

Page 2

C. Gang leader

D. Project Test

1. My grade is:

Hope its good

V. Michael Plasmeier

## The Music Man

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1. Self-confident
2. Gets pulled in
3. Mayor
4. Demanding

#### D. Tommy

1. Disgrace to town
2. Town Ruffian

3. Gang leader

IV. Miscellaneous Thoughts

A. Michael Plasmeier

Using an alternate book from your summer reading, a book that you have read outside school this year or a movie, develop a content map or idea map or web which will display the following 3 areas from your selection:

- 1) the plot or main story line ( NOT a re-telling)
- 2) the setting(s)
- 3) the 4 main characters with at least 3 to 5 facts about the character

Be sure to put your **NAME** in a **TEXT** box in the top left corner of your screen. The **FIRST** symbol of your map should be the **title of the selection**. How you set up the rest of the map or web is your choice. Remember, you do not receive any credit if the map or web is incorrect. Your map or web will be marked according to the following scale:

- 1) 80 points- completed map with 2 or less geometric symbols
- 2) 90 points - completed map with 3 or more geometric symbols and corrected outline
- 3) 95 points - completed map and outline with at least 3 geometric and 2 graphic symbols
- 4) 100 points - conditions for 95 points plus color in three places

View -> Toolbars to show or Hide

Michael Morrison

# Inspiration Notes

## Diagram Toolbar



## Drawing Toolbar



TextColor

MULTI

PAINT

BRUSH

## Libraries Toolbar Symbol palette





## Massachusetts

Boston - Bunker Hill Monument

Faneuil Hall

John Fitzgerald Kennedy Library

New England aquarium

Old North Church

Old State House

Boston Commons

U S S Constitution

Cambridge - Harvard Museum of Natural History

Harvard university

Massachusetts Institute of Technology

Plymouth - Mayflower II

Pilgrim Museum

Plymouth Plantation

Other Historic sites

Lexington

Concord

Adams National Historic park

Other interesting places

Cape Cod

Nantucket Island

Old Sturbridge Village

Norman Rockwell Museum

New Bedford Whaling Museum

MASSACHUSETTS

Amherst College

Amherst

Amherst College Kennedy Library

Amherst College

Amherst Church

Amherst House

Amherst Commons

Amherst Constitution

Amherst College Museum of Natural History

Amherst University

Massachusetts Institute of Technology

Plymouth - Mayflower II

Plymouth Museum

Plymouth Plantation

Other Historical Sites

Lexington

Concord

Adams National Historic Park

Other interesting places

Gap's Gap

Nantucket Island

Old Stoughton Village

Norman Rockwell Museum

New Bedford Whaling Museum