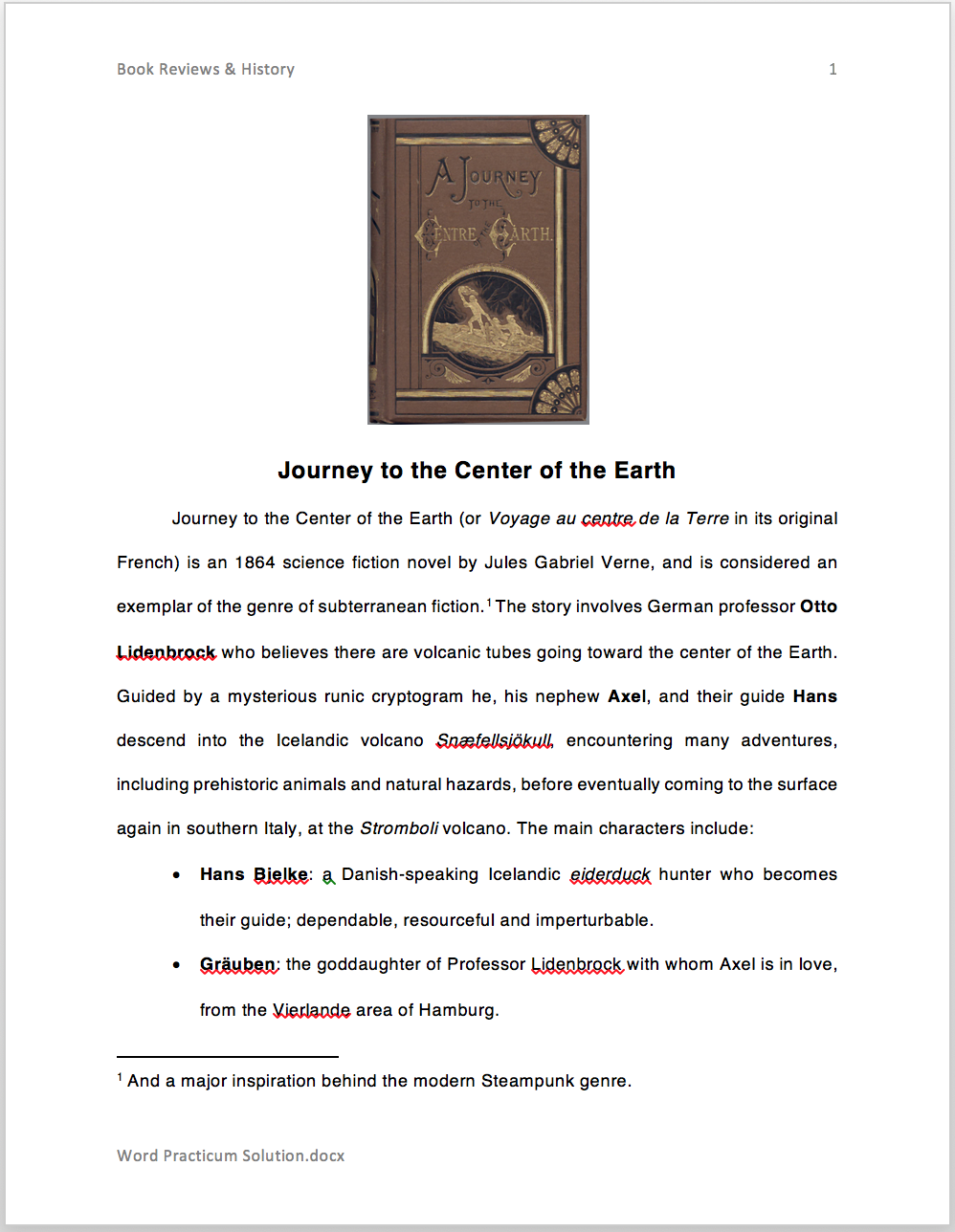
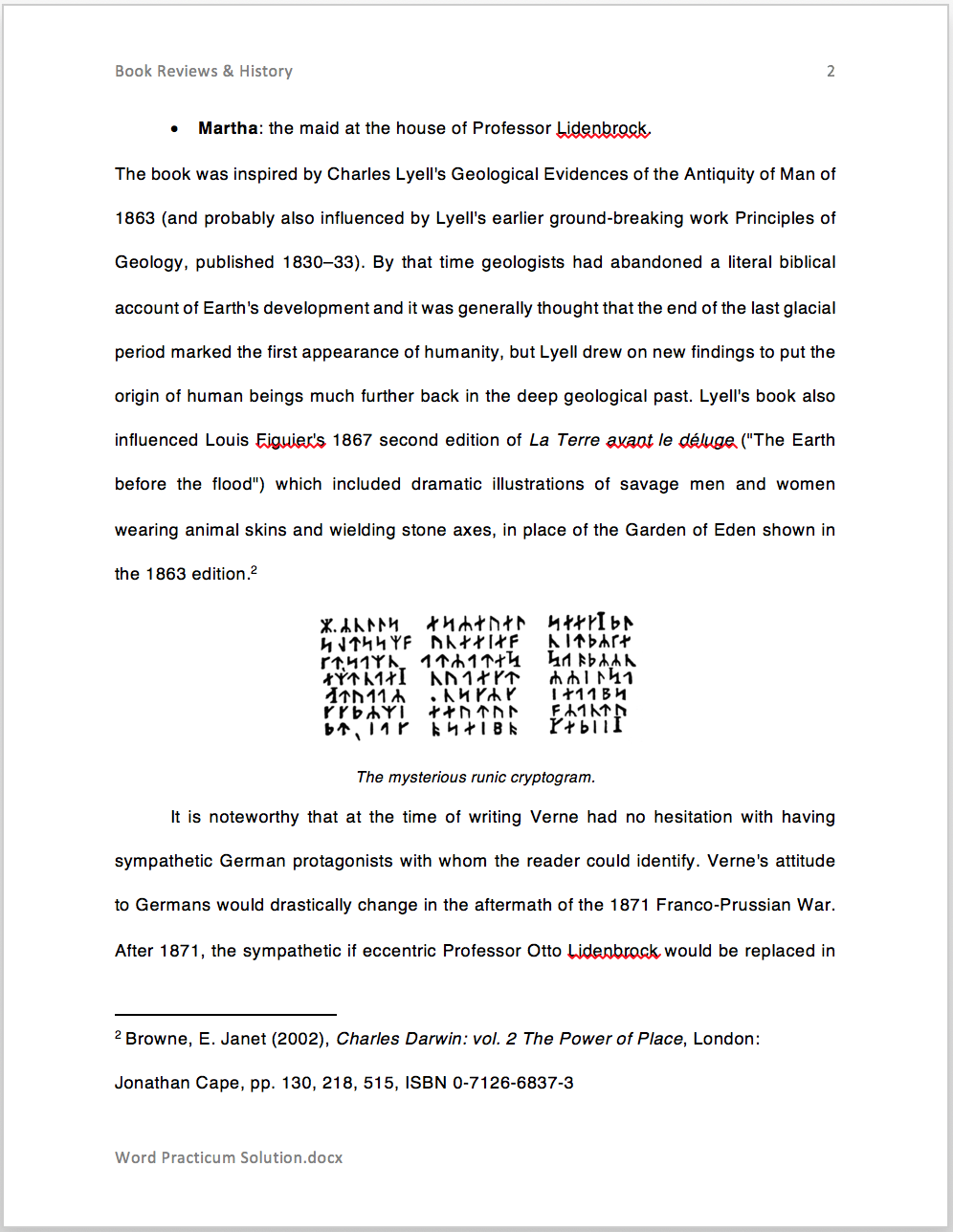
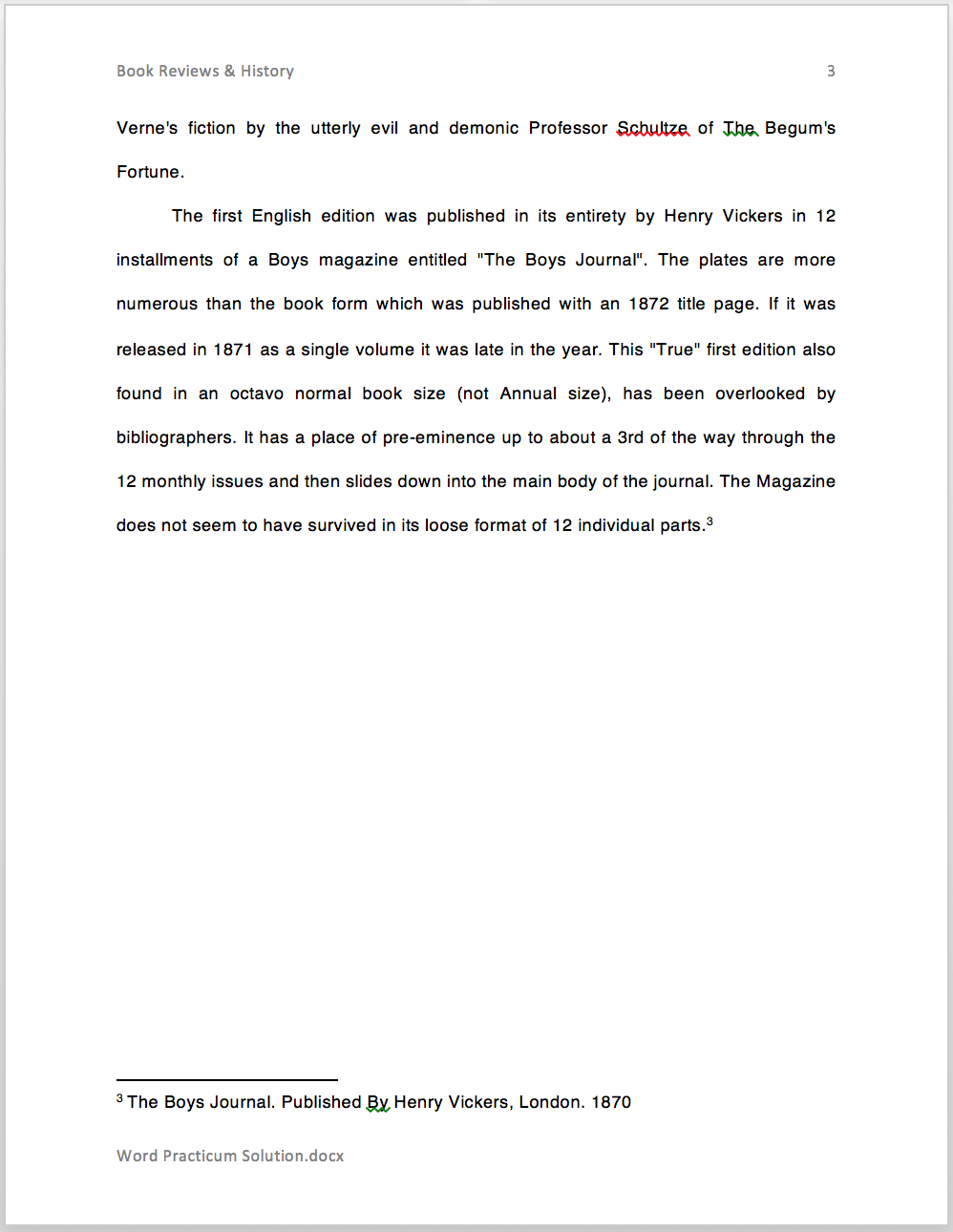
The Word Challenge

Re-format the Word document given to you so it looks like this:



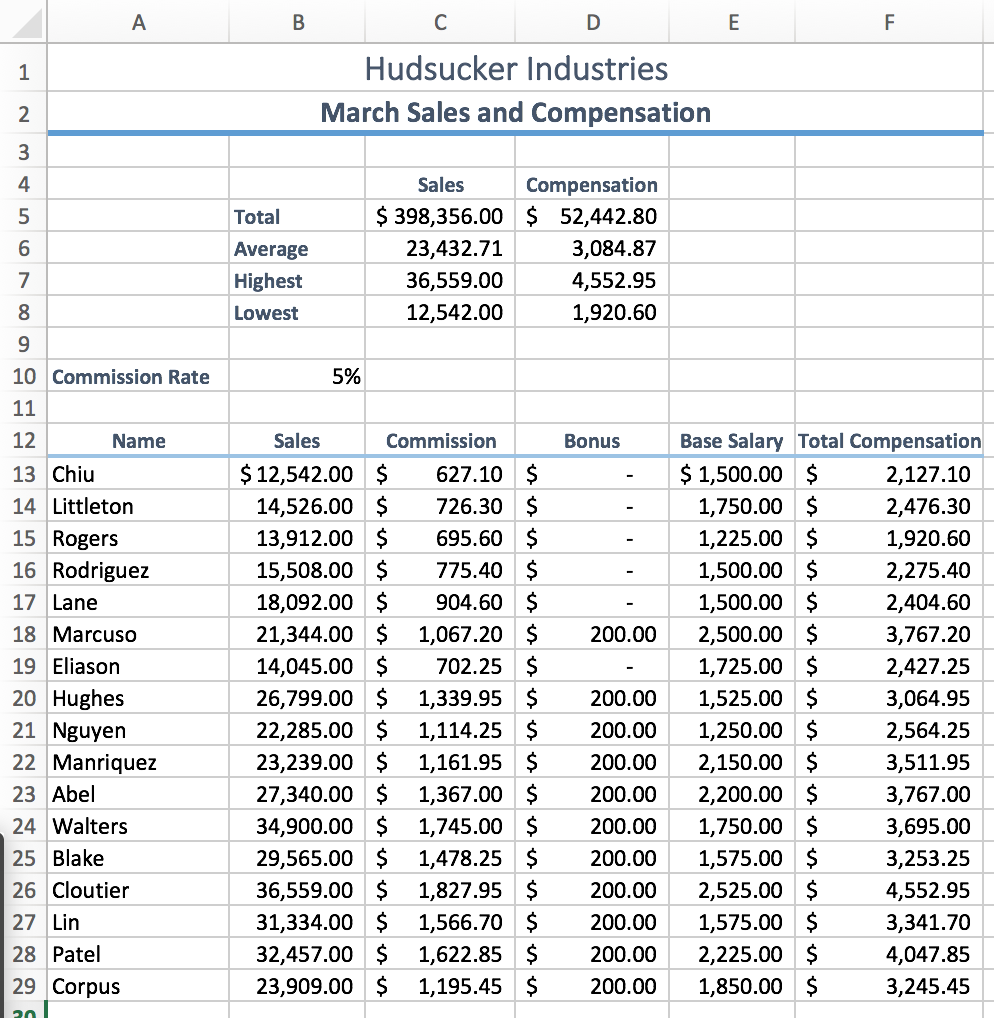
 

**Important Notes For The Word Challenge:**

* The font should be set to 12pt Helvetica, and paragraphs properly indented.
* Add in the footnotes and images as shown.
* Note the line spacing on both the body and the footnotes.
* Note the bolding and italics.
* Note the headers (which have a title and page number) and footers (which have the file name).
* The images need to be re-sized and properly aligned with the text. The book cover should be 2” wide, and the cryptogram about 3”.

The Excel Challenge

Re-format the Excel document given to you so it looks like this:



**Important Notes For The Excel Challenge:**

* Use proper Cell Styles (Title, Headings, etc.).
* Use proper Number Formatting.
* All calculated fields must be done using formulae. Just typing in the answers will get you zero points. ☺
* The **Commission** column is determined by multiplying the employee’s sales by the Commission Rate.
* The **Bonus** is calculated as follows: If the employee’s Commission is over $1,000, they get a bonus of $200. Otherwise their bonus is $0.

The Powerpoint Challenge

This challenge is different. You can create a 6-slide Powerpoint presentation on a recent news topic of your choice. (Visit a reputable news source to find a topic.) The presentation, itself, must follow these rules:

* You must make use of a Powerpoint theme. You cannot use the default color scheme for the theme.
* Your first slide can be a simple title card or introduction and should feature your name (by, so-and-so…).
* Each slide (other than the Title and Credits slides) must have at least a paragraph (3 *proper* sentences-worth) of text. For a few of these slides, the text may be in bullet-point form. However, all text – regardless – *must* be your own words – you cannot plagiarize. You may (and in some cases must) quote different news articles about the topic, but those words don’t count towards the limit.
* You must use images:
  + 4 of the slides must contain images appropriate to the story.
  + One of the images must be cropped.
  + 2 of the images must have appropriate effects applied to them for emphasis.
  + Try to find Public Domain images – but remember, images about recent news can be argued as Fair Use, provided they are relevant and factual.
* All slides must have transitions. (Using appropriate animations will get you bonus points.)
* The final slide must be a list of your sources for all of your images and the news articles you quote.