Microsoft Office 2013 Illustrated

Appendix: Working in the Cloud

Table of Contents

[Team Project 2](#_Toc348016743)

Appendix: Working in the Cloud

## Team Project

Cloud Project\_Summary.docx

Cloud Project\_Excel Budget.xlsx

Cloud Project\_PowerPoint Presentation.pptx

Cloud Project\_Word Description.docx

Students work in a team of three to complete a Team Project that requires them to work in the Cloud with SkyDrive and the office Web Apps. The project requires students to plan a special event and then to use collaboration and Web Apps to create documents for the project.

The Team Project consists of four components as follows:

* Project Summary
* Word Description
* Excel Budget
* PowerPoint Presentation

In the Project Summary document, students name each of the three team members and describe their role in the project. The documents submitted by each team will relate to the event each team chooses. Shown below and n the following pages are sample project documents for a class party event.

**Project description in Word (should include a timeline)**



**Budget created in Excel**



**Presentation created in PowerPoint**

