Microsoft Office 2013 Illustrated

Capstone Projects

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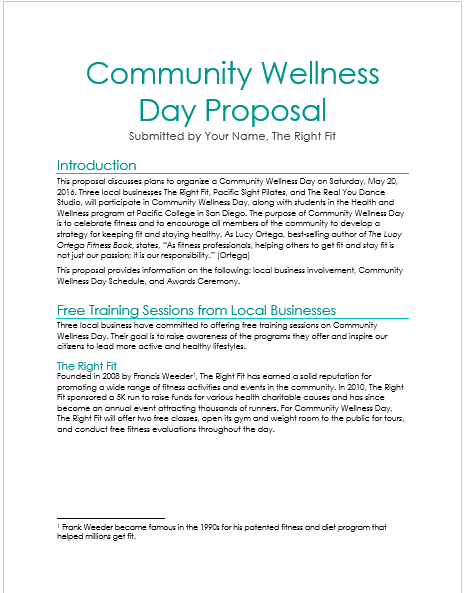
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Capstone Projects

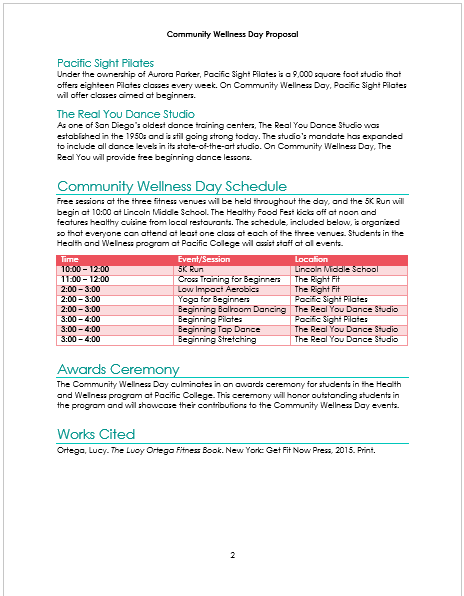
## Word Project 1

The filename for the completed document in this exercise is CS-Community Wellness Day Proposal.. The completed solution file is shown here.

Filename: CS-Community Wellness Day Proposal.docx—page 1



Filename: CS-Community Wellness Day Proposal.docx—page 1

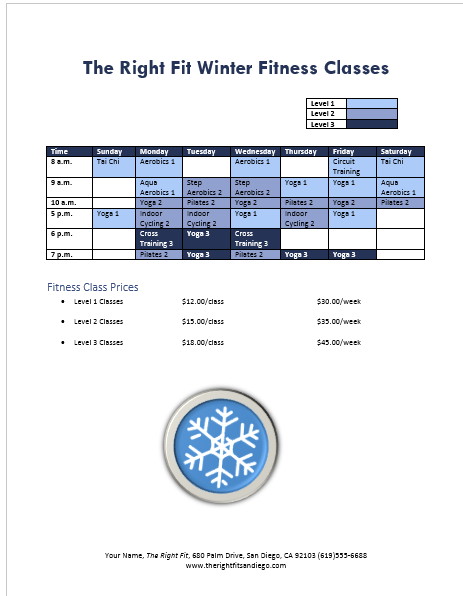


## Word Project 2

The filename for the completed document in this exercise is CS-CS-Winter Fitness Schedule.docx.. The completed solution file is shown here.

Estimated completion time: 30 minutes

Filename: CS-Winter Fitness Schedule.docx

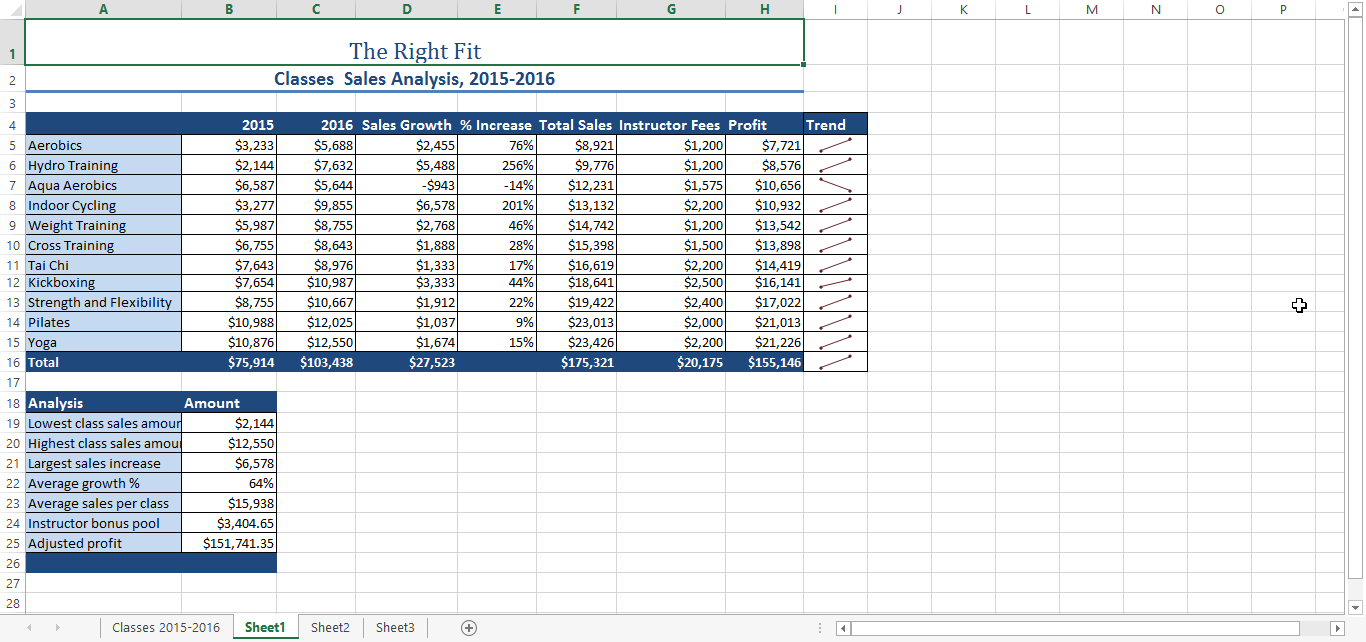


## Excel Project 1

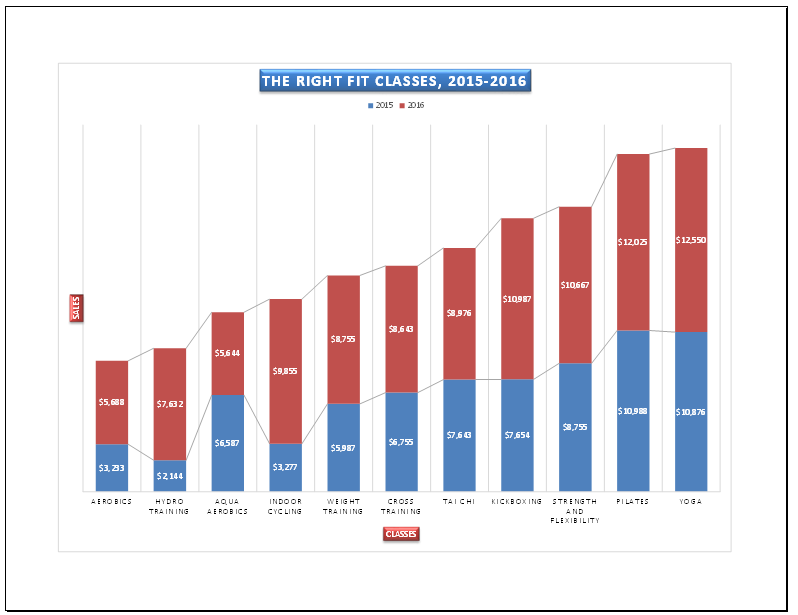
The filename for the completed workbook in this exercise is CS-Classes Sales Analysis.xlsx.. The completed solution file is shown here.

Estimated completion time: 20 minutes

Filename: CS-Classes Sales Analysis.xlsx (Sheet1)



Filename: CS-Classes Sales Analysis.xlsx (Chart sheet Classes 2015-2016)

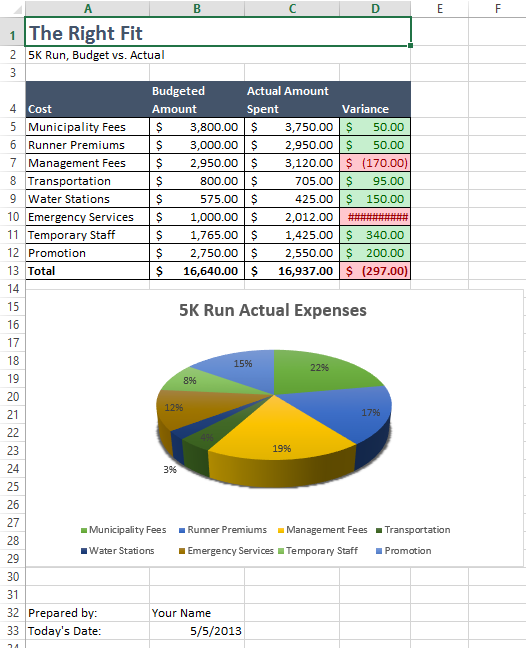


## Excel Capstone Project 2

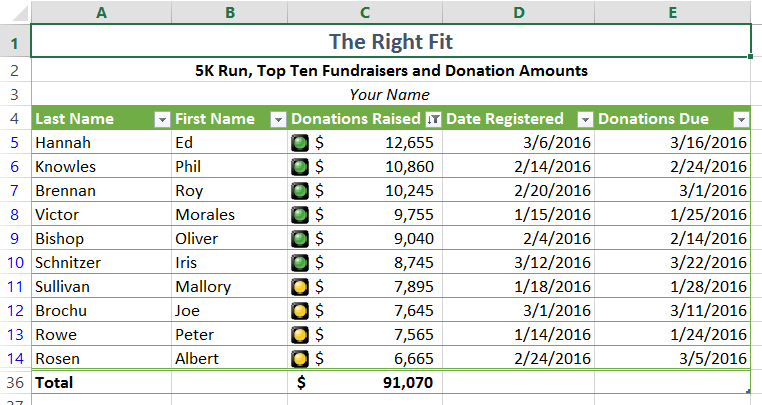
The filename for the completed workbook in this exercise is CS-5K Race.xlsx. The completed solution file is shown here. Student solutions should match the solution below exactly.

Estimated completion time: 20 minutes

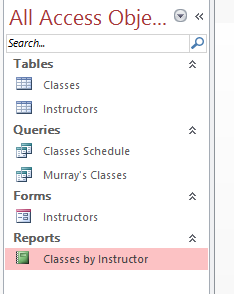
Filename: CS-5k Race.xlsx—Budget worksheet and chart



Filename: CS-5k Race.xlsx—Fundraisers sheet

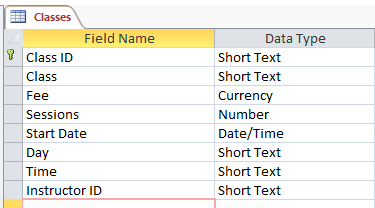
Access Capstone Project 1

The filename for the completed database in this exercise is CS-The Right Fit.accdb. All of the database objects that students need to create are shown in the Navigation pane below:

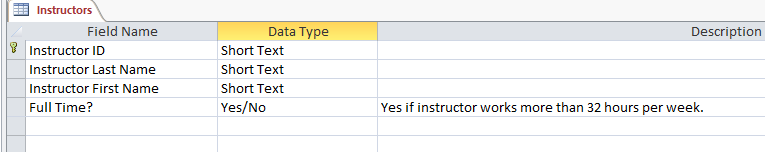


Estimated completion time: 20 minutes

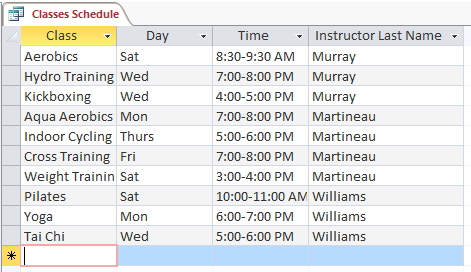
Filename: The Right Fit.accdb—Classes table in Design view



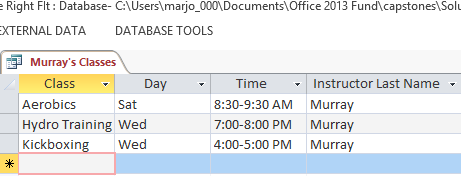
Filename: The Right Fit.accdb—Instructors table in Design view



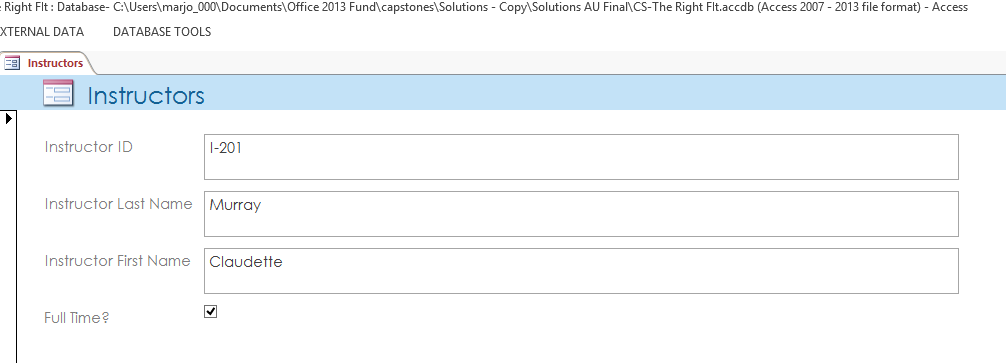
Filename: The Right Fit.accdb—Classes Schedule query



Filename: The Right Fit.accdb—Murray’s Schedule query



Filename: CS-The Right Fit.accdb—Instructor form



Filename: CS-The Right Fit.accdb—Classes by Instructor report



## Access Capstone Project 2

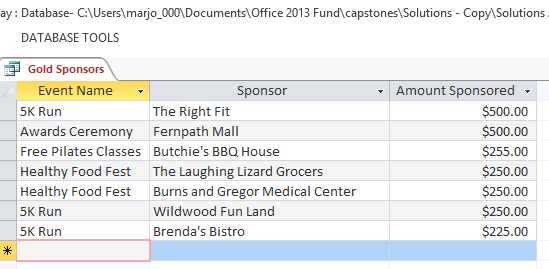
The filename for the completed database in this exercise is CS-Community Wellness Day.accdb.

Estimated completion time: 20 minutes

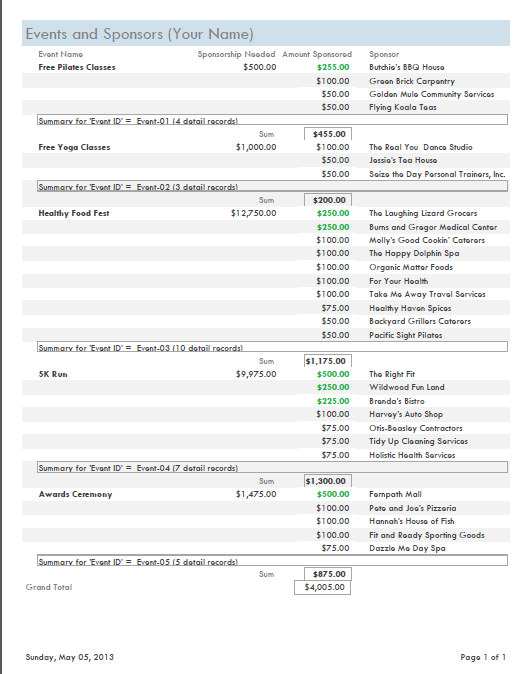
Filename: Community Wellness Day.accdb—Event and Sponsors query



Filename: Community Wellness Day.accdb—Gold Sponsors query



Filename: Community Wellness Day.accdb—Event and Sponsors (Your Name) report



## PowerPoint Capstone Project 1

The filename for the completed presentation in this exercise is CS-Company Overview.pptx.

Estimated completion time: 20 minutes

Filename: CS-Company Overview.pptx



## PowerPoint Capstone Project 2

The filename for the completed presentation in this exercise is CS-Staff Orientation.

Estimated completion time: 20 minutes

Filename: CS-Staff Orientation.pptx

