

CIST100 Introduction to Information Technology

Portfolio Project Part 2

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***Integrated Projects Using Microsoft Office***

***Fall 2013***

## 1. Creating a Flyer Using Word:

# SCENIC TRAIN RIDE



Wind your way through five hours of **brehtaking** mountainous scenery.

- \$12.00 per rider
- Complimentary snacks



Call Warner Depot at 555-1283 for a ***ride to remember!***

## 2. Creating a Presentation Using PowerPoint:



### SMALL TOWN, TWO CASTLES

- Fussen, Germany
  - Foothills of Bavarian Alps
  - Population 14,000



## NEUSCHWANSTEIN CASTLE

- Name means New Swan Stone
- Built by King Ludwig II beginning 1869

Inspiration  
for Disney's  
Sleeping  
Beauty  
Castle



### **Hohenschwangau Castle**

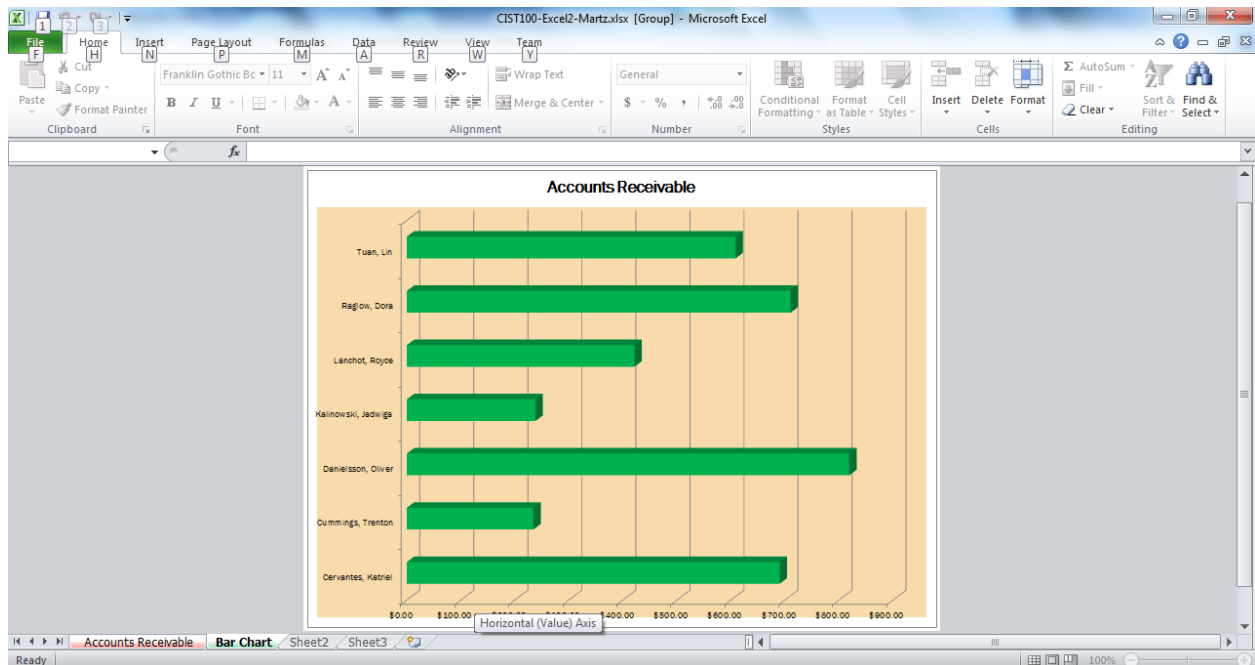
Castle of High Swan Country

Childhood home of King Ludwig II

### 3. Creating a Spreadsheet and Its Associated Graph Using Excel:

The screenshot shows an Excel spreadsheet with the following data:

Customer	Beginning Balance	Credits	Payments	Purchases	Service Charge	New Balance
Cervantes, Katriel	\$803.01	\$56.92	\$277.02	\$207.94	\$12.90	\$689.91
Cummings, Trenton	285.05	87.41	182.11	218.22	0.43	234.18
Danielsson, Oliver	702.13	79.33	180.09	364.02	12.17	818.90
Kalinowski, Jadwiga	438.37	60.90	331.10	190.39	1.28	238.04
Lanchot, Royce	378.81	48.55	126.15	211.38	5.61	421.10
Raglow, Dora	710.99	55.62	231.37	274.71	11.66	710.37
Tuan, Lin	482.74	85.01	129.67	332.89	7.37	608.32
<b>Totals</b>	<b>\$3,801.10</b>	<b>\$473.74</b>	<b>\$1,457.51</b>	<b>\$1,799.55</b>	<b>\$51.42</b>	<b>\$3,720.82</b>
<b>Highest</b>	\$803.01	\$87.41	\$331.10	\$364.02	\$12.90	\$818.90
<b>Lowest</b>	\$285.05	\$48.55	\$126.15	\$190.39	\$0.43	\$234.18
<b>Average</b>	\$543.01	\$67.68	\$208.22	\$257.08	\$7.35	\$531.55



## 4. Creating a Database and its Associated Query and Report Using Access:

The screenshot shows the Microsoft Access interface with the 'Client Status Report' open. The report is displayed in Report View, showing a table of client data. The table has five columns: Client Number, Client Name, Amount Paid, Current Due, and Trainer Number. The data is as follows:

Client Number	Client Name	Amount Paid	Current Due	Trainer Number
BS27	Blant and Sons	\$11,876.00	\$892.50	42
CE16	Center Services	\$12,512.00	\$1,672.00	48
CP27	Calder Plastics	\$5,725.00	\$0.00	48
EU28	Elba's Furniture	\$3,245.00	\$202.00	53
FI28	Farrow-Idsen	\$8,287.50	\$925.50	42
FL93	Fairland Lawn	\$976.00	\$0.00	48
HN83	Hurley National	\$0.00	\$0.00	48
MC28	Morgan-Alyssa	\$3,456.00	\$572.00	42
PS82	PRIM Staffing	\$7,500.00	\$485.00	53
TE26	Telton-Edwards	\$6,775.00	\$0.00	48
		\$4,749.00		

The report footer shows 'Page 1 of 1' and the total amount of \$4,749.00. The interface includes a ribbon with 'File', 'Home', 'Create', 'External Data', and 'Database Tools' tabs. The 'Database Tools' tab is active, showing options like 'Filter', 'Sort & Filter', 'Records', and 'Find'. The 'All Access Objects' pane on the left shows the 'Client Status Report' under the 'Reports' section.