



COMPUTER APPLICATIONS PRACTICAL

Job 1 –Graphic Presentation

Please prepare a graphics presentation for our Human Resources Department covering our benefits program. Use your creativity to make the presentation attractive and professional. Include features such as Word Art, graphics, lines, etc.

Print out complete slideshow with three slides per page.

Title Slide	Benefits Program Technology Student Association Changes to Plan (Insert current date)
Slide 2	Introduction Changes made for 2001 Description of eligibility Instructions for enrolling new members Overview of medical and dental coverage
Slide 3	What's New New medical plan Changes in monthly contributions Paying with pretax dollars
Slide 4	Cost Sharing Increase deductible New co-insurance amount High co-insurance amount for prescription drugs New stop-loss limit
Slide 5	Questions and Answer Session
Concluding Slide	For Additional information, contact Tennessee TSA 615-532-2844 www.tntsa.org

Job 2: Table

Prepare a table displaying the following information:

Last Name	First Name	Department	Phone Ext.
Meyer	Roger	Marketing Department Manager	8335
Stiles	Betty	Information Services Manager	8336
Renick Edna	Edna	Administrative Support Manager	8330
Rosen	Harvey	Production Development Manager	8339
Carlson	Tom	Hardware Department Manager	8332
Wanek	Coleen	Software Development Manager	8339

After creating the table, perform the following:

1. Print hard copy of document/table as keyed.
2. Sort by last name in ascending order - print out hard copy of document/table.
3. Sort by telephone extension descending order - print out hard copy of document/table.

Job 3: Please prepare the following data and print out in label format using Avery Labels 5160.

Do the following with the labels:

1. Make the text font a 10pt.
2. Center the titles
3. Boldface the titles
4. Print out the labels
5. Each label should contain the following:
Name of the Event ”
Contest Results
DO NOT OPEN
Return to Headquarters

Include the following events in your labels:

Challenging Technology Issues
Communication Challenge
Chapter Team MS
Construction Challenge
Communication Challenge
Dragster Design Challenge
Computer Applications
Digital Photography Challenge
Cyberspace Pursuit MS
Electrical Applications MS