
COMPUTER APPLICATIONS

Overview

This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC. This is an individual event.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/COMPUTERAPPLICATIONS.pdf>

Website Resources

- Certiport
<http://www.certiport.com>
- Jan's Illustrated Computer Literacy 101
<http://www.jegsworks.com/lessons/lessonintro.htm>
- Microsoft Word Mail Merge Tutorials
<http://mistupid.com/technical/mailmerge>
- Quia - How Computers Work
<http://www.quia.com/pages/solcomputers.html>
- Webopedia
<http://www.pcwebopedia.com/>

COMPUTER APPLICATIONS SAMPLE QUESTIONS

1. Applied science devoted to comfort, efficiency, and safety in the workplace is called:
 - a. ergonomics
 - b. equal employment opportunity
 - c. environmental protection
 - d. employee safety protection

Competency: Basic Computer Terminology and Concepts

2. This is usually mounted inside the computer's system unit and is a large capacity and fast-access storage device.
 - a. hard disk
 - b. program's drive
 - c. floppy disk
 - d. thumb drive

Competency: Basic Computer Terminology and Concepts

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-
3. You need to set up a table of contents for your research project, what type of tabs should you use?
- left tabs
 - decimal tabs
 - center tabs
 - dot leader tabs

Competency: Basic Application Knowledge and Word Processing

4. Using Microsoft Word 2003 or 2007, if you wanted to find another word to replace the word "responsible" in the report you just typed, you could:
- use the "translate" feature
 - use the "thesaurus" feature
 - use the help feature
 - use the "spell check" feature

Competency: Basic Application Knowledge and Word Processing

5. All the parts of a simplified memo (in order) are:
- addressee, body, writer, enclosure, and reference initials
 - to, from, date, subject, body, and reference initials
 - addressee, body, writer, enclosure, and reference initials
 - date, addressee, subject, body, writer, and reference initials

Competency: Basic Application Knowledge and Word Processing

6. Which statement is **true** about a standard style memo?
- the body is always double spaced
 - has the writer's name typed at the bottom
 - should be centered horizontally
 - has a heading TO: FROM: DATE: SUBJECT:

Competency: Basic Application Knowledge and Word Processing

7. What is full justification?
- left and right margins would have straight lines
 - left margin would be jagged and the right margin would be a straight line
 - left margin would be a straight line and the right would be jagged
 - left and right margins would be jagged

Competency: Basic Application Knowledge and Word Processing

8. The horizontal and vertical lines on the worksheet are called:
- gridlines
 - rows
 - boxes
 - columns

Competency: Spreadsheet and Database Applications

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9. To enter text in a cell, the cell must first be:
- shaded
 - empty
 - active
 - wide enough

Competency: Spreadsheet and Database Applications

10. The small black plus sign on the bottom right in an active cell is called the:
- cell reference
 - fill handle
 - drag and drop feature
 - formula mode

Competency: Spreadsheet and Database Applications

11. The Σ icon is used to:
- add currency
 - sum
 - average a group of numbers
 - decrease decimals

Competency: Spreadsheet and Database Applications

12. The point where a column and a row meet is the:
- connection
 - table
 - cell
 - gridlines

Competency: Spreadsheet and Database Applications

13. In this view you can see and change placeholders and layouts as well as make across-the-board changes, such as adding a logo to all your slides.
- slide show view
 - slide master view
 - slide sorter view
 - slide layout view

Competency: Presentation, Publishing, and Multimedia Applications

14. To have a picture appear on all slides, where do you add it?
- to the slide sorter
 - to the slides you want to see it on
 - slide master
 - any slide

Competency: Presentation, Publishing, and Multimedia Applications

15. To create handouts that are more elaborate than what you can make in Microsoft Office PowerPoint 2007, you can:

- a. print your slides and send them to a professional printer
- b. print your slides using the slide sorter in PowerPoint
- c. print your slides in outlined view
- d. print your handouts from Microsoft Office Word 2007

Competency: Presentation, Publishing, and Multimedia Applications

16. Use this view to deliver your presentation to your audience.

- a. presenter view
- b. outline view
- c. slide show view
- d. normal view

Competency: Presentation, Publishing, and Multimedia Applications

17. Provides consistency in design and color throughout an entire presentation.

- a. auto content wizard
- b. design template
- c. slide layout
- d. background slides

Competency: Presentation, Publishing, and Multimedia Applications

18. This type of remote conferencing allows people at different locations to talk with one another by telephone.

- a. video conference
- b. teleconference
- c. web conference
- d. fax conference

Competency: E-mail, Integrated, and Collaboration Applications

19. This type of remote conferencing takes place over an Internet connection.

- a. web conference
- b. video conference
- c. teleconference
- d. mobile conference

Competency: Email, Integrated, and Collaboration Applications

20. This provides an easy way to send electronic messages to a group of people.

- a. Bcc's
- b. distribution lists
- c. Cc's
- d. Attachments

Competency: Email, Integrated, and Collaboration Applications

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21. Mary made a copy of her favorite music CD and gave it to her friend as a gift. What law, if any, is she breaking?
- a. copyright software
 - b. Anti-piracy software law
 - c. Right To Use software law
 - d. She isn't breaking any law. She can make one backup copy.

Competency: Email, Integrated, and Collaboration Applications

22. When someone invades someone else's computer without permission, it is called:
- a. hacking
 - b. spamming
 - c. phishing
 - d. trolling

Competency: Netiquette and Legal

23. Programs offered on the Internet at **no** cost and are usually unreliable are called:
- a. freeware
 - b. shareware
 - c. right to use
 - d. public domain

Competency: Netiquette and Legal

24. Lisa is writing a history paper. Some of the author's wording has stuck in her mind because of reading it several times. Without realizing it, she uses the wording in her paper. What just happened?
- a. she broke copyright laws
 - b. she plagiarized her work
 - c. she broke computer privacy laws
 - d. nothing happened, because she didn't do it on purpose

Competency: Netiquette and Legal

25. A form of criminal activity using social engineering techniques to fraudulently acquire sensitive information, such as passwords and credit card details, by masquerading as a trustworthy person or business in an electronic communication is called:
- a. spamming
 - b. phishing
 - c. flaming
 - d. trolling

Competency: Netiquette and Legal

26. This copies itself repeatedly, using up resources and possibly shutting down computers or networks.
- a. Trojan horse
 - b. worm
 - c. spoofing
 - d. virus

Competency: Security

27. How can you make your password more secure?

- a. make sure you use numbers only
- b. make it long, using letters, numbers, symbols, and capital letters
- c. make it up to eight characters or numbers long
- d. make sure your password has your name somewhere in it

Competency: Security

28. What is a biometric device?

- a. device that authenticates a person's identity using personal characteristics
- b. quarantines infected files that it cannot remove
- c. metric device that installs a personal firewall program on to your computer
- d. mechanical device that helps you do something that you usually can't do

Competency: Security

29. A security system consisting of hardware and/or software that prevents unauthorized intrusion is called:

- a. firewall
- b. encryption
- c. antivirus software
- d. intrusion security system software

Competency: Security

30. Unsolicited email messages sent to many recipients is called:

- a. phishing
- b. unethical mail
- c. spam
- d. instant messaging

Competency: Security

COMPUTER APPLICATIONS SAMPLE PRODUCTION PROBLEMS

JOB 1: Database

Create a database for WTD Industries to keep track of their customer information. Use the following customer information to create your database:

Customer ID	First Name	Last Name	Address	City	State	Zip	Email address	Phone Number	Amount Paid	Amount Due
HK31	Hassan	Kahn	1357 Spruce St.	Duck	NC	27949	hkahn@wtd.net	252-555-7531	\$1500.00	\$435.00
SA79	Shay	Adams	9753 Riding Place	Corolla	NC	27927	sadams@wtd.net	252-555-3579	\$650.00	\$350.00
DN10	Dwight	Norris	123 Main St.	Charlotte	NC	28277	dnorris@wtd.net	704-555-3210	\$485.00	\$200.00
AM65	Art	Miller	5678 Elm St.	Charlotte	NC	28277	amiller@wtd.net	704-555-8765	\$345.00	\$500.00
JR41	Juan	Rivera	1470 Tall Oaks Dr.	Corolla	NC	27927	jrivera@wtd.net	252-555-0741	\$1900.00	\$0.00
AB23	Ana	Black	3289 Beach Dr.	Corolla	NC	27927	ablack@wtd.net	252-555-9823	\$0.00	\$925.00

Job 1-A: Report Created from Table

Directions: Create a report from the table in landscape orientation. All of the fields should be included and the report should be sorted alphabetically by the Customer ID. Adjust the widths of the columns so that you can see all of the information. Title the report Job 1-A with your name, school, and state in the title.

Print Job 1-A: Report in landscape format

Job 1-B: Report Created from Query

Directions: Create a query for all customers that owe at least \$200. Include the customer's first and last name, customer ID, amount paid, and amount due fields. Save the query and create a report for the query. Title the report Job 1-B with your name, school, and state in the title.

Print Job 1-B: Report from Query

Job 1-C: Report Created from Query

Directions: Create a query for all customers that live in Corolla. Include the customer's first and last name, city, and phone number fields. Save the query and create a report for the query. Title the report Job 1-C with your name, school, and state in the title.

Print Job 1-C: Report from Query

JOB 2: Mail Merge Letter

Directions: Write a mail merge letter in accordance with the FBLA-PBL Format Guide. The letter is being sent from William T. Stephens, President of WTD Industries. It will be sent to all the clients in the database created in Job 1. Personalize the salutation so that it addresses each client by his or her first name.

Supply all necessary letter parts; use the current date. The body of the letter is as follows:

We would like to thank you for your business this year. It has been a very productive and successful year at WTD Industries. We have created new products and expanded our service options. In appreciation for your business this past year, we would like to offer you 10 percent off your next purchase.

We look forward to serving you in the future!

Print Job 2-A: Letter with Merge Field

Print Job 2-B: Source Document

JOB 3: Table

Directions: Create the following table with gridlines in accordance with the FBLA Format Guide.

TOP 5 GROSSING MOVIES OF ALL TIME				
Rank	Title	Year	Director	Worldwide Box Office Draw
1	Avatar	2009	James Cameron	\$2,781,505,847
2	Titanic	1997	James Cameron	\$1,835,300,000
3	The Lord of the Rings: The Return of the King	2003	Peter Jackson	\$1,129,219,252
4	Pirates of the Caribbean: Dead Man's Chest	2006	Gore Verbinski	\$1,065,896,541
5	Toy Story 3	2010	Lee Unkrich	\$1,062,984,497
Total				

Use a formula to calculate the total Worldwide Box Office Draw for all five movies.

Print Job 3: Table

JOB 4: Spreadsheet with Charts

Job 4-A: Create a spreadsheet using the information below.

Title: WTD Event Planners

Subtitle: 4th Quarter Expenses

Expense	October	November	December	Total	Average
Advertising	2800	3500	3200		
Insurance	500	500	500		
Miscellaneous	430	650	725		
Office Supplies	376	450	410		
Payroll Tax	1400	1450	1485		
Rent	5000	5000	5000		
Travel	4800	4000	4200		
Utilities	1250	1400	1375		
Salaries	12000	12250	12400		

1. Calculate the total for each expense.
2. Calculate the average for each expense.
3. Calculate the total for each month.
4. Make the title size 18 point font, bold. Center the title over all the columns.
5. Make the sub title size 16 point font, bold. Center the sub-title over all the columns.
6. Make the column headings size 14 point, bold.
7. Shade the cells containing the Title and Subtitle.
8. Change the font color of the title and subtitle.
9. Format the cells with numbers in them as currency with no dollar signs, only the advertising and total row of numbers should have dollar signs.
10. Put a bottom border in all of the cells in the salaries row.

Print Job 4-A1: Formatted spreadsheet in landscape format, fitting on one page

Print Job 4-A2: Spreadsheet with formulas in landscape format and fit on one page

Job 4-B: 3-D Chart

Create a 3-D pie chart for the monthly expenses for November only from the data used in Job 4-A.

1. Select the pie slice for the largest expense and pull the slice out from the rest of the pie.
2. Rotate the pie chart so that the pulled slice is positioned in the lower right.
3. Add the title November Expenses to the chart,
4. Add the percentage data labels to the pie slices.

Print Job 4-B1: 3-D pie chart on a page by itself

Create a 3-D column chart comparing the total for each month.

1. Recolor the October column yellow, the November column orange, and the December column red.
2. Add data labels.
3. Remove the legend.
4. Add the title **TOTAL EXPENSES** to the chart.

Print Job 4-B2: 3-D column chart on page by itself

JOB 5: Amortization Schedule

Amount Borrowed	
Interest Rate	
Number of Payments	
Monthly Payment	

You are interested in buying a \$12,000 car. Your job is to create a spreadsheet that will calculate the monthly payments. You also will need to create an amortization schedule for the loan. The car cost is \$12,000. You are planning on a \$2,000 down payment. The interest rate is 6.5 percent and you plan to finance the car for three years.

Payment	Beginning Balance	Payment	Interest	Principal	Balance
1					

- a. Create a spreadsheet that calculates the monthly payment.
- b. Create an amortization schedule showing the fields above. Place the amortization schedule below the payment calculation.

Print 5-A: Payment and amortization schedule to fit on one page

Print 5-B: Formatted spreadsheet showing formulas for payment and amortization schedule to fit on one page

JOB 6: Presentation

In this problem, you will create a presentation with eight slides.

- You may use any appropriate design template for the presentation.
- Use the information below to create each slide.
- Use a table layout on slide 2.
- Hyperlink each word in the table on slide 2 to its corresponding slide. (Simile to slide 3, Metaphor to slide 4, etc.)
- Add at least one appropriate image on slides 3 - 8. (Minimum of six images)
- Format the presentation appropriately.

Slide 1 (Title Slide)

Poetry Terms

- Your Name, School, State, and Job 6

Slide 2

Poetry Terms

Simile	Metaphor
Personification	Alliteration
Onomatopoeia	Rhyme

Slide 3

Simile

- Compares two unlike things using “like” or “as”
 - His temper was as ferocious as a lion.
 - Her lips were like a ruby.

Slide 4

Metaphor

- Compares two unlike things by saying one is the other
 - The sun is a ball bouncing through the sky.

Slide 5

Personification

- Gives human characteristics to non-human things
 - The leaves shivering in the sun.

Slide 6

Alliteration

- Repetition of beginning consonant sounds
 - Creamy and crunchy
 - Seven silly salesmen saw six swans swimming
 - She sells seashells by the seashore

Slide 7

Onomatopoeia

- Words that imitate sounds
 - Buzz
 - Hiss
 - Moo
 - Grrr
 - Meow

Slide 8

Rhyme

- Repetition of sounds at the ends of words
 - Simple, Pimple
 - Take, Rake, Snake
 - Mountain, Fountain

Print Job 6: Presentation showing six slides

Business Procedures Answer Key

1) B	11) A	21) A
2) D	12) A	22) D
3) B	13) C	23) C
4) A	14) A	24) C
5) C	15) B	25) D
6) B	16) D	26) A
7) C	17) C	27) B
8) B	18) C	28) A
9) D	19) A	29) B
10) D	20) C	30) A

Computer Applications Answer Key

1) A	11) B	21) A
2) A	12) C	22) A
3) D	13) B	23) A
4) B	14) C	24) B
5) D	15) D	25) B
6) D	16) C	26) B
7) A	17) B	27) B
8) A	18) B	28) A
9) C	19) A	29) A
10) B	20) B	30) C

Computer Problem Solving Answer Key

1) A	11) D	21) C
2) A	12) A	22) C
3) D	13) C	23) D
4) B	14) A	24) C
5) D	15) C	25) C
6) B	16) C	26) C
7) A	17) C	27) C
8) D	18) B	28) A
9) C	19) A	29) B
10) C	20) B	30) B

Cyber Security Answer Key

1) A	11) D	21) A
2) C	12) C	22) D
3) C	13) B	23) A
4) A	14) D	24) B
5) D	15) C	25) D
6) B	16) D	26) B
7) C	17) B	27) D
8) A	18) A	28) D
9) B	19) A	29) A
10) A	20) B	30) C

COMPUTER APPLICATIONS PRODUCTION ANSWER KEY

JOB 1-A : Report Created from Table–Alpha Last Name

Job 1-A, Your Name, School, State

Customer ID	First Name	Last Name	Address	City	State	Zip	E-mail Address	Phone Number	Amount Paid	Amount Due
SA70	Shay	Adams	9753 Riding Place	Corolla	NC	27927	sadams@wtd.net	(252) 555-3579	\$650.00	\$350.00
MT75	Michael	Taylor	5791 Lane Dr.	Charlotte	NC	28277	mtaylor@wtd.net	(704) 555-1975	\$200.00	\$75.00
JR41	Juan	Rivera	1470 Tall Oaks Dr.	Corolla	NC	27927	jrivera@wtd.net	(252) 555-0741	\$1,900.00	\$0.00
HK31	Hassan	Kahn	1357 Sprce St.	Duck	NC	27949	hkahn@wtd.net	(252) 555-7581	\$1,500.00	\$435.00
DN10	Dwight	Norris	123 Main St.	Charlotte	NC	28277	dnorris@wtd.net	(704) 555-3210	\$485.00	\$200.00
AM65	Art	Miller	5678 Elm St.	Charlotte	NC	28277	amiller@wtd.net	(704) 555-8765	\$345.00	\$500.00
AB23	Ana	Black	3289 Beach Dr.	Corolla	NC	27927	ablack@wtd.net	(252) 555-9823	\$0.00	\$925.00

Friday, April 15, 2011

Page

JOB 1-B : Report Created From Query

Job 1-B, Your Name, School, State

First Name	Last Name	Customer ID	Amount Paid	Amount Due
Hassan	Kahn	HK31	\$1,500.00	\$435.00
Shay	Adams	SA70	\$650.00	\$350.00
Art	Miller	AM65	\$345.00	\$500.00
Ana	Black	AB23	\$0.00	\$925.00

Friday, April 15, 2011

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JOB 1-C: Report Created from Query

<< Job 1-A, Your Name, School, State Job 1-B, Your Name, School, State Job 1-C, Your Name, School, State

Job 1-C, Your Name, School, State

First Name	Last Name	City	Phone Number
Shay	Adams	Corolla	(252) 555-3579
Juan	Rivera	Corolla	(252) 555-0741
Ana	Black	Corolla	(252) 555-9823

Friday, April 15, 2011

Page 1 of 1

JOB 2-A: Mail Merge Letter

FIELDS MAY VARY WITH NAMES

Current Date

«AddressBlock»

Dear «First_Name»

We would like to thank you for your business this year. It has been a very productive and successful year at WTD Industries. We have created new products and expanded our service options. I appreciate your business this past year, we would like to offer you 10 percent off your next purchase.

We look forward to serving you in the future.

Sincerely

William T. Stephens
President, WTD Industries

xx

JOB 2-B : Source Document

*Will vary—must contain the following names in the source document. They are **not** asked to print out individual letters just provide the source document created*

Ana Black
3289 Beach Dr.
Corolla, NC 27927

Hassan Kahn
1357 Sprce St.
Duck, NC 27949

Art Miller
5678 Elm St.
Charlotte, NC 28277

Juan Rivera
1470 Tall Oaks Dr.
Corolla, NC 27927

Dwight Norris
123 Main St.
Charlotte, NC 28277

Shay Adams
9753 Riding Place
Corolla, NC 27927

JOB 3: Table

Centered vertically

TOP 5 GROSSING MOVIES OF ALL TIME

Rank	Title	Year	Director	Worldwide Box Office Draw
1	Avatar	2009	James Cameron	2,781,505,847
2	Titanic	1997	James Cameron	1,835,300,000
3	The Lord of the Rings: The Return of the King	2003	Peter Jackson	1,129,219,252
4	Pirates of the Caribbean: Dead Man's Chest	2006	Gore Verbinski	1,065,896,541
5	Toy Story 3	2010	Lee Unkrich	1,062,984,497
Total				\$7,874,906,137.00

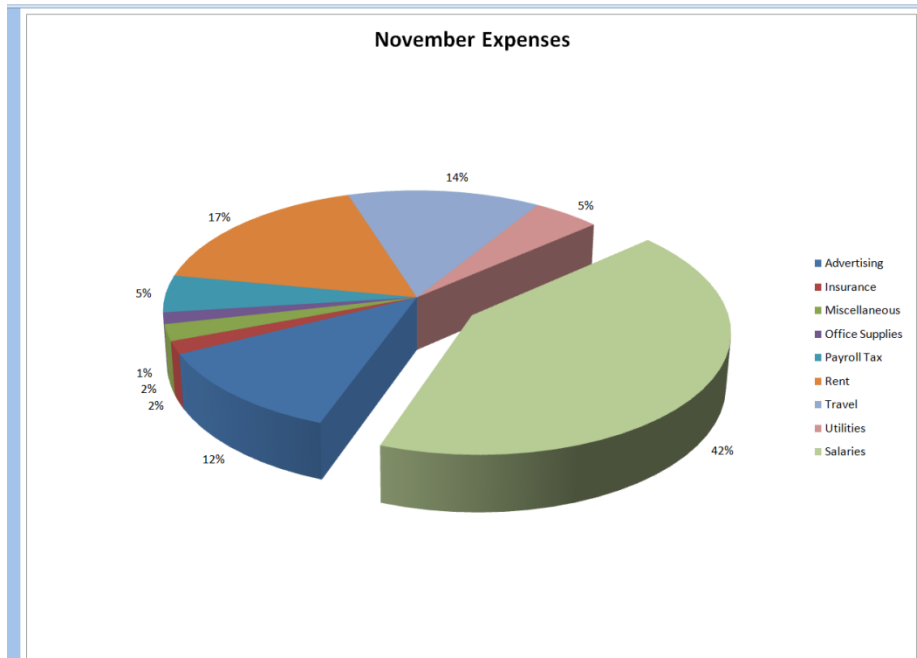
JOB 4-A1: Spreadsheet with Charts–Landscape, one page

WTD Event Planners					
4th Quarter Expenses					
Expense	October	November	December	Total	Average
Advertising	\$ 2,800.00	\$ 3,500.00	\$ 3,200.00	\$ 9,500.00	\$ 3,166.67
Insurance	500.00	500.00	500.00	1,500.00	500.00
Miscellaneous	430.00	650.00	725.00	1,805.00	601.67
Office Supplies	376.00	450.00	410.00	1,236.00	412.00
Payroll Tax	1,400.00	1,450.00	1,485.00	4,335.00	1,445.00
Rent	5,000.00	5,000.00	5,000.00	15,000.00	5,000.00
Travel	4,800.00	4,000.00	4,200.00	13,000.00	4,333.33
Utilities	1,250.00	1,400.00	1,375.00	4,025.00	1,341.67
Salaries	12,000.00	12,250.00	12,400.00	36,650.00	12,216.67
Total	\$ 28,556.00	\$ 29,200.00	\$ 29,295.00		

JOB 4-A2: Spreadsheet with Formulas–Landscape, one page

WTD Event Planners					
4th Quarter Expenses					
Expense	October	November	December	Total	Average
Advertising	2800	3500	3200	=SUM(B4:D4)	=AVERAGE(B4:D4)
Insurance	500	500	500	=SUM(B5:D5)	=AVERAGE(B5:D5)
Miscellaneous	430	650	725	=SUM(B6:D6)	=AVERAGE(B6:D6)
Office Supplies	376	450	410	=SUM(B7:D7)	=AVERAGE(B7:D7)
Payroll Tax	1400	1450	1485	=SUM(B8:D8)	=AVERAGE(B8:D8)
Rent	5000	5000	5000	=SUM(B9:D9)	=AVERAGE(B9:D9)
Travel	4800	4000	4200	=SUM(B10:D10)	=AVERAGE(B10:D10)
Utilities	1250	1400	1375	=SUM(B11:D11)	=AVERAGE(B11:D11)
Salaries	12000	12250	12400	=SUM(B12:D12)	=AVERAGE(B12:D12)
Total	=SUM(B4:B12)	=SUM(C4:C12)	=SUM(D4:D12)		

JOB 4-B1: 3-D Pie Chart



JOB 4-B2: 3-D Column Chart



JOB 5-A: Amortization Schedule

	\$
Amount Borrowed	10,000.00
Interest Rate	6.50%
Number of Payments	36
Monthly Payment	\$306.49

Payment	Beginning Balance	Payment	Interest	Principal	Balance
1	10,000.00	306.49	54.17	252.32	9,747.60
2	9,747.68	306.49	52.80	253.69	9,493.99
3	9,493.99	306.49	51.43	255.06	9,238.92
4	9,238.92	306.49	50.04	256.45	8,982.48
5	8,982.48	306.49	48.66	257.83	8,724.64
6	8,724.64	306.49	47.26	259.23	8,465.41
7	8,465.41	306.49	45.85	260.64	8,204.77
8	8,204.77	306.49	44.44	262.05	7,942.73
9	7,942.73	306.49	43.02	263.47	7,679.26
10	7,679.26	306.49	41.60	264.89	7,414.37
11	7,414.37	306.49	40.16	266.33	7,148.04
12	7,148.04	306.49	38.72	267.77	6,880.27
13	6,880.27	306.49	37.27	269.22	6,611.04
14	6,611.04	306.49	35.81	270.68	6,340.36
15	6,340.36	306.49	34.34	272.15	6,068.22
16	6,068.22	306.49	32.87	273.62	5,794.60
17	5,794.60	306.49	31.39	275.10	5,519.49
18	5,519.49	306.49	29.90	276.59	5,242.90
19	5,242.90	306.49	28.40	278.09	4,964.81
20	4,964.81	306.49	26.89	279.60	4,685.21
21	4,685.21	306.49	25.38	281.11	4,404.10
22	4,404.10	306.49	23.86	282.63	4,121.47
23	4,121.47	306.49	22.32	284.17	3,837.30
24	3,837.30	306.49	20.79	285.70	3,551.60
25	3,551.60	306.49	19.24	287.25	3,264.34
26	3,264.34	306.49	17.68	288.81	2,975.54
27	2,975.54	306.49	16.12	290.37	2,685.16
28	2,685.16	306.49	14.54	291.95	2,393.22
29	2,393.22	306.49	12.96	293.53	2,099.69
30	2,099.69	306.49	11.37	295.12	1,804.57
31	1,804.57	306.49	9.77	296.72	1,507.86
32	1,507.86	306.49	8.17	298.32	1,209.54
33	1,209.54	306.49	6.55	299.94	909.60
34	909.60	306.49	4.93	301.56	608.04
35	608.04	306.49	3.29	303.20	304.84
36	304.84	306.49	1.65	304.84	(0.00)

JOB 5-A: Amortization Schedule Formulas

Amount Borrowed 10000
Interest Rate 0.065
Number of Payments 36
Monthly Payment =PMT(C2/12,C3,-C1)

Payment	Beginning Balance	Payment	Interest	Principal	Balance
1	=C1	=\$C\$4	=IPMT(\$C\$2/12,A7,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A7,\$C\$3,-\$C\$1)	=B7-E7
2	=B7-E7	=\$C\$4	=IPMT(\$C\$2/12,A8,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A8,\$C\$3,-\$C\$1)	=B8-E8
3	=B8-E8	=\$C\$4	=IPMT(\$C\$2/12,A9,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A9,\$C\$3,-\$C\$1)	=B9-E9
4	=B9-E9	=\$C\$4	=IPMT(\$C\$2/12,A10,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A10,\$C\$3,-\$C\$1)	=B10-E10
5	=B10-E10	=\$C\$4	=IPMT(\$C\$2/12,A11,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A11,\$C\$3,-\$C\$1)	=B11-E11
6	=B11-E11	=\$C\$4	=IPMT(\$C\$2/12,A12,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A12,\$C\$3,-\$C\$1)	=B12-E12
7	=B12-E12	=\$C\$4	=IPMT(\$C\$2/12,A13,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A13,\$C\$3,-\$C\$1)	=B13-E13
8	=B13-E13	=\$C\$4	=IPMT(\$C\$2/12,A14,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A14,\$C\$3,-\$C\$1)	=B14-E14
9	=B14-E14	=\$C\$4	=IPMT(\$C\$2/12,A15,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A15,\$C\$3,-\$C\$1)	=B15-E15
10	=B15-E15	=\$C\$4	=IPMT(\$C\$2/12,A16,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A16,\$C\$3,-\$C\$1)	=B16-E16
11	=B16-E16	=\$C\$4	=IPMT(\$C\$2/12,A17,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A17,\$C\$3,-\$C\$1)	=B17-E17
12	=B17-E17	=\$C\$4	=IPMT(\$C\$2/12,A18,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A18,\$C\$3,-\$C\$1)	=B18-E18
13	=B18-E18	=\$C\$4	=IPMT(\$C\$2/12,A19,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A19,\$C\$3,-\$C\$1)	=B19-E19
14	=B19-E19	=\$C\$4	=IPMT(\$C\$2/12,A20,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A20,\$C\$3,-\$C\$1)	=B20-E20
15	=B20-E20	=\$C\$4	=IPMT(\$C\$2/12,A21,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A21,\$C\$3,-\$C\$1)	=B21-E21
16	=B21-E21	=\$C\$4	=IPMT(\$C\$2/12,A22,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A22,\$C\$3,-\$C\$1)	=B22-E22
17	=B22-E22	=\$C\$4	=IPMT(\$C\$2/12,A23,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A23,\$C\$3,-\$C\$1)	=B23-E23
18	=B23-E23	=\$C\$4	=IPMT(\$C\$2/12,A24,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A24,\$C\$3,-\$C\$1)	=B24-E24
19	=B24-E24	=\$C\$4	=IPMT(\$C\$2/12,A25,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A25,\$C\$3,-\$C\$1)	=B25-E25
20	=B25-E25	=\$C\$4	=IPMT(\$C\$2/12,A26,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A26,\$C\$3,-\$C\$1)	=B26-E26
21	=B26-E26	=\$C\$4	=IPMT(\$C\$2/12,A27,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A27,\$C\$3,-\$C\$1)	=B27-E27
22	=B27-E27	=\$C\$4	=IPMT(\$C\$2/12,A28,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A28,\$C\$3,-\$C\$1)	=B28-E28
23	=B28-E28	=\$C\$4	=IPMT(\$C\$2/12,A29,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A29,\$C\$3,-\$C\$1)	=B29-E29
24	=B29-E29	=\$C\$4	=IPMT(\$C\$2/12,A30,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A30,\$C\$3,-\$C\$1)	=B30-E30
25	=B30-E30	=\$C\$4	=IPMT(\$C\$2/12,A31,\$C\$3,-\$C\$1)	=PPMT(\$C\$2/12,A31,\$C\$3,-\$C\$1)	=B31-E31


			\$C\$1)	\$C\$1)	E31
26	=B31-E31	=\$C\$4	=IPMT(\$C\$2/12,A32,\$C\$3,-	=PPMT(\$C\$2/12,A32,\$C\$3,-	=B32-
			\$C\$1)	\$C\$1)	E32
27	=B32-E32	=\$C\$4	=IPMT(\$C\$2/12,A33,\$C\$3,-	=PPMT(\$C\$2/12,A33,\$C\$3,-	=B33-
			\$C\$1)	\$C\$1)	E33
28	=B33-E33	=\$C\$4	=IPMT(\$C\$2/12,A34,\$C\$3,-	=PPMT(\$C\$2/12,A34,\$C\$3,-	=B34-
			\$C\$1)	\$C\$1)	E34
29	=B34-E34	=\$C\$4	=IPMT(\$C\$2/12,A35,\$C\$3,-	=PPMT(\$C\$2/12,A35,\$C\$3,-	=B35-
			\$C\$1)	\$C\$1)	E35
30	=B35-E35	=\$C\$4	=IPMT(\$C\$2/12,A36,\$C\$3,-	=PPMT(\$C\$2/12,A36,\$C\$3,-	=B36-
			\$C\$1)	\$C\$1)	E36
31	=B36-E36	=\$C\$4	=IPMT(\$C\$2/12,A37,\$C\$3,-	=PPMT(\$C\$2/12,A37,\$C\$3,-	=B37-
			\$C\$1)	\$C\$1)	E37
32	=B37-E37	=\$C\$4	=IPMT(\$C\$2/12,A38,\$C\$3,-	=PPMT(\$C\$2/12,A38,\$C\$3,-	=B38-
			\$C\$1)	\$C\$1)	E38
33	=B38-E38	=\$C\$4	=IPMT(\$C\$2/12,A39,\$C\$3,-	=PPMT(\$C\$2/12,A39,\$C\$3,-	=B39-
			\$C\$1)	\$C\$1)	E39
34	=B39-E39	=\$C\$4	=IPMT(\$C\$2/12,A40,\$C\$3,-	=PPMT(\$C\$2/12,A40,\$C\$3,-	=B40-
			\$C\$1)	\$C\$1)	E40
35	=B40-E40	=\$C\$4	=IPMT(\$C\$2/12,A41,\$C\$3,-	=PPMT(\$C\$2/12,A41,\$C\$3,-	=B41-
			\$C\$1)	\$C\$1)	E41
36	=B41-E41	=\$C\$4	=IPMT(\$C\$2/12,A42,\$C\$3,-	=PPMT(\$C\$2/12,A42,\$C\$3,-	=B42-
			\$C\$1)	\$C\$1)	E42


JOB 6: PowerPoint


There should be six slides to a page – they will have a variety of frames and colors. In order for the judges to view the answer key was printed in black and white


	<h3>POETRY TERMS</h3> <p>Your Name, School, State & Job 6</p>
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POETRY TERMS	
Simile	Metaphor
Personification	Alliteration
Onomatopoeia	Rhyme

<h3>SIMILE</h3> <ul style="list-style-type: none">• Compares two unlike things using “like” or “as”.▪ His temper was as ferocious as a lion▪ Her lips were like a ruby 

<h3>METAPHOR</h3> <ul style="list-style-type: none">• Compares two unlike things by saying one is the other▪ The sun is a ball bouncing through the sky 

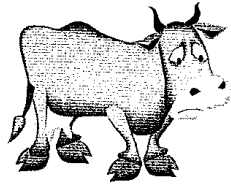
<h3>PERSONIFICATION</h3> <ul style="list-style-type: none">• Gives human characteristics to non-human things▪ The leaves shivering in the sun 
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<h3>ALLITERATION</h3> <ul style="list-style-type: none">• Repetition of beginning consonant sounds▪ Creamy and Crunchy▪ Seven silly salesmen saw six swans swimming▪ She sells seashells by the seashore 

ONOMATOPOEIA

• Words that imitate sounds

- Buzz
- Hiss
- Moo
- Grrr
- Meow



RHYME

• Repetition of sounds at the ends of words

- Simple, Pimple
- Take, Rake, Snake
- Mountain, Fountain

