Mock Project

The files required for the project are available in the Project folder. Unzip the files and follow the instructions.

Instructions with Home Entertainment document.

Open Home Entertainment document.

1) Save the document as **Home Entertainment – your name.**

2) Assign **Title** style to _Home Entertainment in the United States: A Statistical Analysis Report_

3) Assign **Heading 1** style to

   a) Executive Summary

   b) Background

   c) Estimated Number of Homeschooled Students in the United States

   d) Home Entertainment Rates by Student and Family Characteristics

   e) The Characteristics of Homeschooled and Nonhomeschooled Students

   f) Parents' Reasons for Home Entertainment

4) Assign **Heading 2** style to

   a) Students' Grade or Grade Equivalent

   b) Students' Race/Ethnicity and Sex

   c) Number of Parents Living in the Household

   d) Parents' Labor Force Participation

   e) Household Income

   f) Parents' Highest Educational Attainment

   g) Urbanicity

   h) U.S. Region

   i) Sources of Curriculum or Books

5) Save the document.

Open Entertainment Café database file

6) Create a query **Cost with Tax** based on **DVDs** table to show **Title, Cost of Purchase**, **Tax** which is 7.5 % of the Cost of Purchase and the **Total Price** which is Sum of Cost of Purchase and Tax.
   Note: The query will show 14 records in the result.

7) Export the Query to the **Theatre Revenue** Excel Workbook available in the folder downloaded as a new worksheet **without** formatting and layout.

8) Save and Close the database.

Open Customers database

9) Export the **Customers** table to the **Theatre Revenue** Excel Workbook available in the folder downloaded as a new worksheet **without** formatting and layout.

10) Save and Close the database

Open Theatre Revenue Workbook.

11) Open the **Cost_with_Tax** worksheet.

12) Change the Cost of Purchase, Tax and Total Price data to **Currency** format.

13) Create a **2D clustered Bar** chart including the **Cost of Purchase** and the **Total Price.**

14) Change the Chart title as **Price of Books by Title**

15) Make the chart big enough so that all the title of the books is visible.

16) Copy the chart in the **Home Entertainment** Word document after the 2nd paragraph of the **Executive Summary** heading.

17) Close the Excel Workbook

Open Maze presentation

18) On slide 8, convert the data into a **vertical box list** SmartArt.

19) Adjust the SmartArt so that there are no blank boxes.

20) Change the colors of the SmartArt to **Colourful Range - Accent Colors 5 to 6**

21) Copy the SmartArt after the 1st paragraph in the **Home Entertainment** Word document of the **Background** heading.

22) Save the Word document

23) Close the presentation

24) Submit the Word file **Home Entertainment-your name** for evaluation.

Note: You do not have to submit the work. It is for Practice.