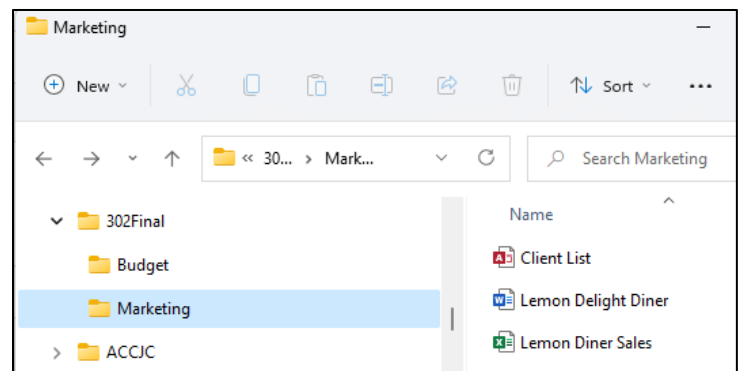


- A. Terminology: Complete multiple-choice questions on Canvas (200 points total).
- B. Hands-on Exercises for Final Exam (200 points total).
1. (40 pts for steps 1 and 2) Create a folder on your local computer or the U:\ drive on campus. Name it “**302 Final**”. Inside the folder create two subfolders. Name one “**Budget**”, and name the other “**Marketing**”. Copy all three of the files found in N:\duffym\CISC302\Final Files folder into your **Marketing** subfolder **OR** download files from Canvas hands-on assignment.
- A. Open a new Word document and type your name at the top. On the next line, type a complete sentence with your *Statement of Honesty*. In your own words, tell me that you are doing this exam entirely on your own and are not getting help from another person or giving help to any other person.
- B. Capture a screenshot of File Explorer window with your **302 Final** folder expanded in the navigation pane, and the **Marketing** subfolder selected so the files you copied are visible in the Contents pane. Paste your image below your name and your *Statement of Honesty*, and save the Word file as, “[**Your Name**] File Hierarchy” using your actual name.



From your Marketing folder, open the Word file and make the changes listed below. Save the file to your own drive so you can submit it along with your File Hierarchy file showing the folders.

2. WORD (80 points): Open *Lemon Delight Diner.docx* from your Marketing folder, and save it as ***"Lemon Delight Flyer"***.

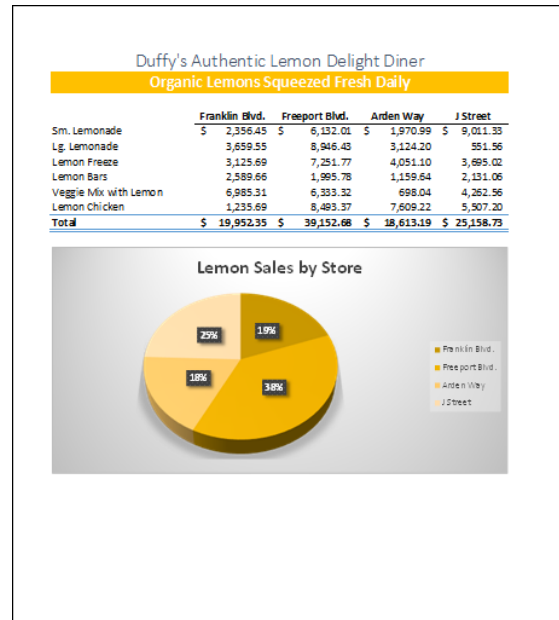
- A. Change the [Your Name's] placeholder with your real name and remove the brackets.
- B. Proofread, run spell check, use all your editing skills to correct all errors.
- C. Apply **Title Style** and center alignment to top line. If title does not fit on one line, delete the word Authentic.
- D. Select the second paragraph, *"Organic Lemons Squeezed Fresh Daily!!"* then center align, and change font to **20 points, bold**.
- E. Change paragraph spacing to 0 pts. before and 12 pts. after for first and second line.
- F. Increase font to 14 points for remaining text on your flyer (all text but first two lines).
- G. Insert any image of lemons from stock or online pictures below the third paragraph on a line by itself. Format to approximately 2 inches tall by 3.5 inches wide. Add the simple frame, and change frame color to match paragraph shading. Center align the picture paragraph.
- H. Add checkmark bullets to the menu list of six items.
- I. Remove paragraph spacing after the line "Try several of our Best Sellers:" so it sits close to the bulleted list below.
- J. Apply paragraph shading in any shade of yellow to the second and the last line. Center align the last line and change font to **20 points, bold**.
- K. Below the last line of the document insert [your full name, Owner and Chef] with no brackets. Format with a decorative font and color to simulate a signature and right align the paragraph (*For Example Your Name*).
- L. SAVE your changes, and use Print Preview to check that your flyer fits on one page. Make any adjustments you think needed so it fills the page nicely and looks great. Save to submit. Then continue to last project.



3. EXCEL (80 points): Open the Excel file **Lemon Diner Sales** from your Marketing folder.

Save the file as **“Lemon Diner Sales Chart”** in the same folder.

- A. Edit A1 to include your name instead of the placeholder – remove brackets.
- B. Merge and Center A1:E1
- C. Apply Title Style to A1
- D. Merge and Center A2:E2.
- E. Select A2 merged cell and apply Accent4 style. Font should change to white with this style. Increase font to 16 point, and bold cells so it is easier to read.
- F. In row 4, select A4:E4 with the Store locations and format with bold, a bottom border, and center alignment.
- G. Insert the SUM function in B11, C11, D11, and E11.
- H. Insert the word Total in A11 and right align it.
- I. Apply *Total Style* to A11:E11.
- J. Format values in rows 5 *and* 11 with Accounting style (\$), and apply Comma style for all values in rows 5 through 10. Keep two decimal places for all. All your values should line up vertically.
- K. Widen columns as needed for everything to display well.
- L. Create a 3-D pie chart using the data in B4:E4 and B11:E11.
- M. Move and resize the chart to fit below the data in A13:E27.
- N. Change the title on the chart to read, **Lemon Sales by Store**
- O. Change chart style to **Style 3** or another style that shows percentages.
- P. Change Colors of pie chart to the **yellow monochromatic palette** from the gallery of chart colors (possibly Palette 4).
- Q. Save all your changes before you close the file to upload in Canvas.



Upload all 3 files into your Canvas Final assignment: 1) “[Your Name] File Hierarchy”, 2) Word Flyer that you have made changes to, 3) Excel spreadsheet. Be sure you have completed the terminology questions on Canvas.

Thank you all for your good work these past weeks!