

Part

1

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Project 1

Write-Around the Room!



As a member of the Journalism Club, you volunteered to obtain writing from a number of students in the school for publication in the school newspaper. You decide to use a write-around technique. The newspaper will end up with stories written by ten or more students, working as a team.

In this project you will:

- ✓ Compose a story
- ✓ Insert footnotes
- ✓ Check spelling
- ✓ Edit your story
- ✓ Insert headers and footers
- ✓ Illustrate with graphics

Project Curriculum Skills

Language Arts



Time Spent on Task

20
minutes

Story Start

SKILLS CHECK

If you need help with footnotes, use your software's Help feature and your word processor to write the steps for inserting footnotes.

NOTE

You may want to write more than a paragraph if you have a particular direction you wish to take with the story.

1. Choose a story start from the list provided by your teacher.
2. Type the story start using your word processing software.
3. Save the file.
4. After typing the start, start a new paragraph, and continue writing the story in your own words.
5. When you have typed a few sentences or more, insert a footnote containing your first and last name at the end of the paragraph.



Time Spent on Task

90
minutes

Write-Around

1. Now it's time to move to another student's computer.
2. Read what has been written so far.
3. Begin a new paragraph, and continue the story.
4. When you are ready to move to another computer, insert a footnote containing your name at the end of your paragraph.
5. Save the story.
6. Continue writing at different computers until your teacher tells you to stop.

1-3

Time Spent on Task

30
minutes

Write an Ending

1. When you return to your computer, read all that has been written.
2. Compose an appropriate ending to the story.
3. Save the story again.

1-4

Time Spent on Task

40
minutes

Edit Your Story

1. Spell check the story.
2. Edit your story.
 - a. Read the story from start to finish.
 - b. Be sure that the story makes sense.
 - c. Make any changes necessary to make the story flow as if one person wrote it.
 - d. Create a title for the story and place it at the top of page 1.
3. Insert headers and footers to begin on page 2.
 - a. Header: Type your first and last name.
 - b. Footer: Type the story title at the left and insert the page number at the right.
4. Illustrate your story with graphics. Use clip art graphics, if available, or create your own.
5. Apply formats such as bold and italic to the document to make it more attractive.
6. Save the story again.

SKILLS CHECK

If necessary, use your software's Help feature and your word processor to write the steps for inserting headers and footers.

NOTE

Formatting Suggestions for Word Processing Documents

- ✓ Use at least a 12-point font and an easy-to-read font style.
- ✓ Center and apply formatting to headings and titles when appropriate.
- ✓ Emphasize words and phrases by using bold, italic, or underline.
- ✓ Emphasize important information by using bullets or numbering.
- ✓ Insert clip art where appropriate.

Write-Around Story Starts

1. The thunder of hooves rang out across the desolate terrain. The horses were tired and hungry, but I had to keep pushing them. There was precious little water to be found, and we were sitting ducks for rustlers in this flat, open country.
2. Today was “family day” at the park. As Mom, Dad, and my little sister finished their picnic lunch, I wandered toward the edge of the woods. No one noticed as I followed a path deeper and deeper into the forest. Suddenly, the path ended at the opening to a dark cave. I stopped for a moment and then decided to explore. As I ducked into the opening, I noticed a strange smell.
3. It was summer vacation, and my friends and I had nothing to do. As we waited for my Mom to drive us to the pool, we decided to dig a hole in the flowerbed. Of course, we’d have to fill it in before Mom saw it, but we’d worry about that later. We dug deeper and deeper. Suddenly, a strange rumbling noise came from the hole.
4. It was an average day at Beverly Hills Middle School, where we were in computer class, gamely learning all about spreadsheets. Suddenly a bolt of lightning illuminated the lab, followed by a clap of thunder. The inevitable power surge crackled through the network, leaving all but Mrs. Gonzales’ computer in a mass of melted plastic.
5. The pleasure of my daily run one chilly April morning was abruptly shattered by the shrill wail of a siren. I followed the sound along a narrow alley.
6. “One thousand one, one thousand two, one thousand three. . . .” The seconds seemed like hours as I struggled to focus on the math problem at hand. The clock made its painfully slow ascent toward 2:44, and finally, I was free. I shot down the hall toward the exit, dodging bodies as I thought about what was to come. Summer vacation was finally here!
7. The insistent ringing of the phone abruptly wrenched me from a sound sleep. The illuminated hands on the bedside clock read 2 a.m., an atrocious hour for anyone to call.
8. “I *will* make it. I *will* make it.” The chant continued in my head as I marched through the main entrance of Columbia Records, Inc. The elevator walls were lined with pictures of my idols that seemed to mock me as they smiled down at my shaking knees and pounding heart. “Pull yourself together,” I commanded myself as I stepped off the elevator.
9. Her eyes were green—as intense as the jungle that surrounded her. I watched the tiny shaft of sunlight dance on her golden hair. The cries of the jungle’s inhabitants went unnoticed as our eyes met.
10. The scorching pain in my shoulder jolted me awake. The blood on my shirt confirmed that I had been wounded. As I dragged myself upright, I struggled to remember what had happened.

Curriculum Connection



Read the stories completed by your class. Do the stories contain any plots that remind you of current happenings in the news? What current events do they resemble?



National Sweepstakes

Project 2

Congratulations! You just won the National Sweepstakes second prize—\$120,000. It's not \$10 million, but it sure is nice! You'll be receiving \$10,000 on the first of each month for the next 12 months.

Create a spreadsheet that shows what you will buy each month. Add a sheet to the workbook to show what you will save toward your college fund.

What will you do with all this money? Be creative!

In this project you will:

- ✓ Create a spreadsheet
- ✓ Use formulas
- ✓ Add a sheet to the workbook
- ✓ Rename the sheet
- ✓ Insert graphics in a workbook

Project Curriculum Skills

Mathematics



Time Spent on Task

60
minutes

Create the Spreadsheet

SKILLS CHECK

The Balance column will contain the formula to calculate the amount spent from the \$10,000 deposit. If you're unsure about how to use formulas, use your software's Help feature and your word processor to write the steps for creating formulas.

1. Design your spreadsheet using the one shown in Figure 2-1 as a model.
2. Begin each month with a \$10,000 deposit.
3. End each month with money left in the account. You'll put this money toward your college fund. The goal is to put most of the money in the college fund.
4. Continue adding items to the spreadsheet until you've completed 12 months of data. You must end up with at least \$2,500 in your account at the end of each month.
5. Save the spreadsheet.

	A	B	C	D	E	F	G
1	GREGOR'S BANK RECORD						
2							
3	DATE	DESCRIPTION	DEPOSITS	EXPENSES	BALANCE		
4	9/1/2001	WINNINGS--FIRST MONTH	10000		10000		
5	9/4/2001	Snow skis for brother		500	9500		
6	9/7/2001	Snow skis for me		600	8900		
7	9/10/2001	Gift for teacher		5	8895		
8	9/13/2001	New TV for big sister		500	8395		
9	9/16/2001	Humane Society of US		1000	7395		
10	9/19/2001	One T-shirt for little brother		9	7386		
11	9/22/2001	New tools for mom and dad		350	7036		
12	9/25/2001	Motorized scooter		2500	4536	**to my college fund	

Figure 2-1 Bank record



Calculate Your College Fund

SKILLS CHECK

If necessary, use your software's Help feature and your word processor to write the steps for naming a new sheet.

NOTE

Use the ending balance each month for the college fund amounts.

NOTE

Formatting Suggestions for Spreadsheets

- ✓ Use an easy-to-read font style and size.
- ✓ Distinguish column headings from data by using bold, italic, underline, and fill colors.
- ✓ Emphasize the title of the sheet by using larger font size or a color, or both.
- ✓ Format all dollar amounts to two decimal places and use the dollar sign.
- ✓ Insert clip art where appropriate.

1. In the same file, create a new sheet for your college fund.
2. Name the new sheet *College Fund*.
3. Rename Sheet 1 *Bank Record*.
4. Save the file.
5. List all the amounts you set aside for your college fund, as shown in Figure 2-2.
6. Apply formats such as bold, italic, and fill colors to the spreadsheet to make it attractive. You might also add appropriate clip art.
7. Save the file again.

	A	B	C	D
1	Gregor's College Fund			
2	Date	Amount	Balance	
3	1/25/02	\$6,500	\$6,500	
4	2/25/02	\$5,500	\$12,000	
5	3/25/02	\$8,000	\$20,000	
6	4/25/02	\$7,899	\$27,899	
7	5/25/02	\$5,920	\$33,819	
8	6/25/02	\$6,950	\$40,769	
9	7/25/02	\$8,967	\$49,736	
10	8/25/02	\$7,500	\$57,236	
11	9/25/02	\$4,536	\$61,772	
12	10/25/02	\$7,890	\$69,662	
13	11/25/02	\$9,000	\$78,662	
14	12/25/02	\$5,500	\$84,162	
15				
16				
17				

Figure 2-2 College fund

Curriculum Connection

Mathematics

Calculate how much you would have in your college fund if you received 5% interest. Calculate the average amount of money spent each month.

Social Studies

- What would be the value of \$120,000 in a foreign country? Would you be able to buy more or less than you would here? Go online to research your answer. List your findings in a spreadsheet.
- How much would it cost to go to college in a foreign country? List the tuition and expenses in a spreadsheet.



Magazine Research

Project 3

You've been given the task of compiling research for the school newspaper. Your assignment is to make a list of magazines in your school's library and create an informative table that will be helpful to the students of your school.

The editor has asked you to choose ten magazines from your library and summarize information about them. If your library has a limited selection, use the Internet to search for magazines.

Using database software, you will organize and list all your findings.

In this project you will:

- ✓ Compile research using magazines from the library or using the Internet
- ✓ Create a table
- ✓ Sort the table alphabetically

Project Curriculum Skills

Language Arts, Science, Social Studies



Time Spent on Task

60
minutes

Compile the Research Data

1. Choose ten magazines from the library or the Internet that interest you.
2. For each magazine, write down the information you need to complete the table started in Figure 3-1.



Time Spent on Task

30
minutes

Enter Data into Your Table

1. Use your database software to create a table with the field names listed in Figure 3-1.
2. Record the data about the ten magazines you chose.
3. Save the file.
4. Sort the table alphabetically according to *Name of Magazine*.
5. Now sort the list alphabetically by *Major Content Area*.
6. Save the file again.

SKILLS CHECK

If you need help with sorting, use your software's Help feature and your word processor to write the steps for sorting a table.

ID	Name of Magazine	Date of Issue	Major Content Area	Good Resource for Assignments In
1	Sports Illustrated for Kids	Winter, 2000	Sports	Wellness/fitness

Figure 3-1 Magazine data

Curriculum Connection

Science

Choose a topic that you are currently studying in science class. Use the Internet or magazines to find at least five articles on this topic. Create a database to record the information you find. Which magazine has the most useful information? Is the information up to date? Write a short summary about something you learn from the articles.

Social Studies

Choose a current news topic. Find newspaper sites on the Internet or use the newspapers in your library. Read stories about this topic in the different newspapers. Are there differences in how the various newspapers report on this topic? Create a database using your research findings. Use the field names *Newspaper*, *Date*, *Topic*, and *Their View* as the fields in your database, or create your own field names.

Project 4



Striking It Rich!

It's your lucky day! Your school has received \$25,000 from an unknown benefactor to use for technology purchases for your school. Your principal has asked the student council to provide a suggested shopping list. The money is for technology "extras" but not for computers, printers, and so on. It's time to go shopping!

In this project you will:

- ✓ Use the Internet to compare prices
- ✓ Bookmark sites
- ✓ Create a spreadsheet with formulas
- ✓ Copy formulas
- ✓ Apply formats
- ✓ Merge cells
- ✓ Apply currency formatting
- ✓ Insert clip art

Project Curriculum Skills

Language Arts, Mathematics



Time Spent on Task

45
minutes

Research What to Buy

TIP

Use your Internet browser's Favorites or Bookmarks feature to save sites you visit often.

1. Use the Internet or newspapers to compare prices and shop for items.
2. If you are using the Internet for your research, bookmark the sites you visit for future reference.
3. Write down ten items you want to purchase and the price for each.



Time Spent on Task

45
minutes

Create a Spreadsheet

SKILLS CHECK

If you're unsure how to copy the formula, use your software's Help feature and your word processor to write the steps to copy formulas.

SKILLS CHECK

If necessary, use your software's Help feature and your word processor to write the steps to merge cells.

1. Create a spreadsheet to record your purchases.
2. Enter a title for the spreadsheet.
3. Label the columns as shown in Figure 4-1.
4. Enter your data and save the spreadsheet.
5. Enter a formula in the Total column to calculate the cost of each item.
6. Copy the formula for the first item to the other nine items.
7. Enter a formula to calculate the Grand Total amount.
8. Format the Cost and Total columns as currency with two decimal places.
9. Use your software's merge feature to center the title across columns.
10. Increase the font size, add bold, and a fill color to the title.
11. Bold and center column headings and the Grand Total row heading.

	A	B	C	D
1	<p align="center">Dearborn Middle School Technology Purchase Wish List</p>			
2				
3				
4				
5	ITEM	QUANTITY	COST	TOTAL
6	Large Screen TV	1	3200	= C6*B6
7	Digital Camera	3	499	= C7*B7
8	ITEM 3			
9	ITEM 4			
10	ITEM 5			
11	ITEM 6			
12	ITEM 7			
13	ITEM 8			
14	ITEM 9			
15	ITEM 10			
16				
17	GRAND TOTAL			Formula

Figure 4-1 Technology purchase spreadsheet

NOTE

Formatting Suggestions for Spreadsheets

- ✓ Use an easy-to-read font style and size.
- ✓ Distinguish column headings from data by using bold, italic, underline, and fill colors.
- ✓ Emphasize the title of the sheet by using a larger font size or a color, or both.
- ✓ Format all dollar amounts to two decimal places and use the dollar sign.

12. Apply a fill color to the column headings and the Grand Total row heading.
13. Insert clip art where appropriate.
14. Save the spreadsheet again.

Curriculum Connection

Language Arts

- ✓ Look in the weekend newspaper for store ads. Choose two stores that sell similar items. Read the ad and compare five or more products from each store. Look for special deals or offers in each advertisement. Create a spreadsheet to compare prices. Use graphics and format the spreadsheet to make it more attractive. Use your word processor to write a short paragraph explaining which stores you would buy from and why.
- ✓ Use presentation software to create a presentation for members of the school board to convince them to buy the items on your wish list. Your presentation should explain how each item would enhance learning. Include graphics in your presentation. Practice giving your presentation to your classmates and teacher.

Mathematics

Assuming you earn the minimum wage per hour, how many hours would you need to work to buy two items on your wish list? Assuming that you are in school from 7:30 a.m. to 3:00 p.m., Monday through Friday, how many days would it take you to reach the number of hours you need? Create a spreadsheet with two tables to answer each question.