





Integrated Simulation

Microsoft® Office XP









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Microsoft® Office XP

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The Sports Connection, Integrated Simulation: Microsoft® Office XP

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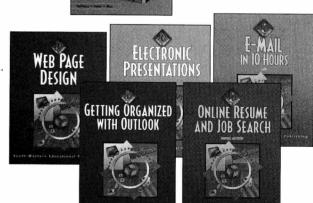
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Over	view of Job	os		,		
			Power-			E-mail/ Internet/
Jobs	Word	Excel	Power- Point	Access	Outlook	Intranet
Project 1: Getting Organized						
1-1 Key business letter and envelope	1	y.			1	
1-2 Create AutoCorrect entries	1					
1-3 Key memo using a template	1					1
1-4 Create electronic calendar					1	
1-5 Create electronic contact lists		I			1	
1-6 Set up AutoDialer					1	
1-7 Optional Internet activities						1
Project 2: Researching						
2-1 Prepare budget worksheet		1	4			
2-2 Design bar chart		1				
2-3 Design pie chart		1				
2-4 Prepare fee schedule worksheets		1				
2-5 Optional Internet activities	1					1
Project 3: Reporting				71.2		
3-1 Prepare formal report	1	1				
3-2 Prepare appendix	1					
3-3 Compose letter of transmittal	1		**,			
3-4 Design title page	1					1
3-5 Prepare list of figures and number prelim pages	1			Eq. (1981)		
3-6 Prepare table of contents	1					
3-7 Create electronic presentation		1	1			1
3-8 Prepare fax cover sheet; print slides; update contacts list	1		1		1	
3-9 Optional Internet activities			✓			1
Project 4: Managing Routine Tasks						
4-1 Create and sort table	1					
4-2 Prepare agenda	1					
4-3 Edit, sort, query database; modify reports				1		
4-4 Update calendar					1	
4-5 Design directory for intranet	1				1	/
4-6 Modify a Table	1					
4-7 Optional Internet activities						1

0	verview of Job)S				
Jobs	Word	Excel	Power- Point	Access	Outlook	E-mail/ Internet, Intranet
Project 5: Planning the Grand Opening				7100000	Outlook	miranot
5-1 Create worksheet		1		<i>A</i>		
5-2 Update calendar and contacts list; display map					1	/
5-3 Set up folder for Grand Opening						
5-4 Format table	1					
5-5 Key memo and assemble documents	1	1	100			
5-6 Design electronic presentation		/	1			
5-7 Optional Internet activities			1			
Project 6: Designing Publicity Pieces						
6-1 Design invitation						
6-2 Develop article from outline	/					
6-3 Develop strategy for advertising flyer	/					✓
6-4 Prepare newsletter	/					
6-5 Optional Internet activities	/	1				
O S Optional internet activities						✓
Project 7: Communicating						
7-1 Prepare merge letter and envelopes	1			1	1	
7-2 Update and use database		1		1	•	
7-3 Create database				1		
7-4 Prepare memo and print labels from database	1			/		
7-5 Design announcement and print labels from query	1			/		
7-6 Develop handouts and labels	1			1		
7-7 Merge letter with database	1			1		
7-8 Optional Internet activity	1					/
Project 8: Managing Information	A 11					
3 - FF Tallet	✓					
The and propare procentation			1			✓
8-3 Manage files			1			/
8-4 Prepare employment announcement for Web	1					/
8-5 Compose memo for Web	/					1
8-6 Reformat subdocument for Web	1					/
8-7 Select standard theme for documents	1					/
8-8 Optional Internet activity						/

Welcome to The Sports Connection

The Sports Connection, an integrated Microsoft Office XP simulation, requires you to:

- Apply the complete suite of Microsoft Office XP products.
- Perform general office functions.
- Prepare a variety of documents integrating multiple software applications.
- Be resourceful in obtaining, organizing, analyzing, evaluating, and managing information.
- Enhance your communication and interpersonal skills.
- Use critical-thinking skills to make effective decisions and solve business problems creatively.
- Work independently, work as a member of an internal team, and work as a member of an external team.
- Be creative as you determine ways to increase productivity by being both more efficient and more effective.

The Sports Connection setting is realistic, challenging, and interesting. Your position in this simulation is assistant director of The Sports Connection. You report directly to Ms. Karen McKay who has just been named director of The Sports Connection. As the assistant director, you are responsible for managing the office, communicating with users and volunteers, and performing the administrative work for the director.

PREREQUISITES

To accomplish the jobs required by your position as assistant director of The Sports Connection, you must have **basic** knowledge of the following software applications:

- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access

In addition, you will learn how to use a variety of software applications and features if you do not already know how to use them, such as:

- Internet
- Microsoft Outlook
- Autodialer
- Graph
- Sound files
- Electronic mail

DESIGN FEATURES TO ENHANCE LEARNING

The Sports Connection incorporates numerous design features that simplify learning and ensure the smooth integration of software applications to accomplish a variety of tasks. You are taught to perform tasks just as they would be performed in a business setting.

- The objectives for each job specify the skills required to perform that job.
- Function reviews aid you in performing less frequently used or specialized functions.
- Specific step-by-step directions are provided to assist you with some advanced or specialized functions of PowerPoint and Excel.
- A training manual provides basic, step-by-step instructions for Outlook, including Autodialer that you may not have learned prior to beginning the simulation.
- Internet icons alert you to activities that involve Internet usage; intranet options are also included. The final job in each project provides additional, optional Internet activities designed to help you learn practical uses of the Internet in the performance of typical business tasks.
- Time management, work organization, and teamwork skills are enhanced through the effective use of software applications such as Outlook, and the revisions/comments features of Microsoft Word.

STANDARDIZED FORMAT AND PROCEDURES

Most businesses and organizations generally adopt a standardized format to promote corporate identity, enhance their image, and improve productivity. The Sports Connection follows this commonly accepted business practice by:

- Providing a logo on disk for use in document preparation.
- Standardizing document format (i.e., block letter style with open punctuation, professional template for memos).
- Using electronic mail for all memos if it is available.
- Standardizing office procedures so that directions are not needed (i.e., creating group or user distribution lists for classmates, always updating the calendar when activities affect it).

DATA FILES

To complete the activities in this text, you will use the Data CD-ROM. Your instructor will install the files to *X*:\SportsConXP (*X* refers to the drive, folder *Sports-ConXP*). If the CD is packaged in the back of this textbook, you may install the CD-ROM to your own personal computer.

The data files will be used to complete the exercises in this text. Files for each project are stored in a separate folder; for example, files for the Project 1 will be accessed by going to X:\SportsConXP\ Project 1.

INTRODUCTION

The Community Foundation created The Sports Connection as a result of a \$5 million donation from an anonymous donor. The sole purpose of the Community Foundation is to foster a better quality of life in the New Orleans community. It is a publicly supported endowment that receives gifts from donors to make grants for local charitable purposes. *Endowments* provide a permanent source of income because the money is invested and only the earnings are used. Donors may designate who receives the benefits and the conditions under which the pro-

ceeds may be used. Once a grant has been made to an organization, such as The Sports Connection, the Community Foundation must ensure that the expenditure of funds meets the criteria established by the donor. This oversight is accomplished by an established reporting procedure and by having an *ex officio* member on the governing board, The Sports Connection Advisory Council.

THE SPORTS CONNECTION MISSION

The mission of The Sports Connection is to promote good sportsmanship, fitness, good health, and recreational activities for young people in an environment that enhances good community relations. The Sports Connection especially seeks to ensure that young women and financially disadvantaged young men and women are an integral part of the activities provided by The Sports Connection.

THE SPORTS CONNECTION SITE

The physical facility consists of a converted school that was vacated when schools were consolidated and a park. The vacated school had a gymnasium, a cafeteria, several large classrooms, an office suite, and several large rest rooms. The area of the park designed to appeal to very young children has a play ground with outdoor equipment and a large open area used for organized activities such as T-ball, soccer, and other sports. The area of the park designed to appeal to teenagers and young adults is near the recreational facility and has a swimming pool, several tennis courts, and several acres of land used for baseball, soccer, and softball.

CRITERIA FOR ESTABLISHING THE SPORTS CONNECTION

The entire donation must be used to enhance the park and recreational facility the donor's father anonymously gave to the city twenty years ago. The appropriate city officials approved the gift and agreed to continue maintaining the park and recreational facility by providing basic maintenance, insurance, utilities, and security. The gift agreement specifies the following criteria:

- Of the \$5 million gift, \$3 million must be placed in an endowment in the Community Foundation, which will invest the money and distribute 5 percent of the endowment each year to The Sports Connection provided the earnings are adequate to do so. The remainder of the earnings are added to the endowment so that it continues to grow.
- The remaining \$2 million is to be used to upgrade and equip the indoor sports facility and the park area and to cover the operational budget for the first year since earnings will not be available during the first year.
- An Advisory Council with diverse representation will oversee the financial and operational activities of The Sports Connection.
- All aspects of The Sports Connection must be available at no charge to young people who are financially disadvantaged (as determined by the Community Foundation guidelines).
- The facilities and activities must be designed to appeal to young women, and the Advisory Council must demonstrate that appropriate resources are allocated to ensure that young women are an integral part of The Sports Connection.
- The Advisory Council should solicit corporate sponsorships, donations, and volunteers to enhance the operations of The Sports Connection.
- Efforts must be made to introduce all youth to sports and activities that are often available only to the more affluent segments of society.
- Educational activities—particularly as they relate to fitness and health—as well as efforts to build good sportsmanship must be an integral part of The Sports Connection.
- Efforts must be made to publicize the opening of The Sports Connection and to make the community aware of the resources it provides for youth.

ACTION PLAN FOR THE SPORTS CONNECTION

Your work as assistant director of The Sports Connection is divided into eight projects. Each project has an introductory page describing your activities for that project. The projects are:

Project 1	Getting Organized
Project 2	Researching
Project 3	Reporting
Project 4	Managing Routine Tasks
Project 5	Planning the Grand Opening
Project 6	Designing Publicity Pieces
Project 7	Communicating
Project 8	Managing Information

Jobs within each project are numbered. Some jobs are further subdivided into two or more tasks.

STANDARD OPERATING PROCEDURES

- Create a folder for each project in which to store your solutions. Name the folders *Project 1 Solutions, Project 2 Solutions,* etc. Save the solutions for each task in the proper folder.
- Spell-check each document when you complete it. Then proofread the document carefully to check for errors the spell checker didn't find.
- Use block letter style with open punctuation as the standard format unless specified otherwise.
- Use the Professional Memo template for hard copy memos.
- Use unbound style for reports unless specified otherwise. Use a 2" top margin for the first page and default side margins throughout. Number the pages.

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		CONTRACTOR DESCRIPTION
	Overview of Jobs	vi
	Welcome to The Sports Connection	viii
Project 1	Getting Organized	1
1-1	Key Business Letter and Envelope	2
1-2	Create AutoCorrect Entries	4
1-3	Key Memo Using a Template	5
1-4	Create Electronic Calendar	7
1-5	Create Electronic Contacts Lists	9
1-6	Set Up AutoDialer	11
1-7	Optional Internet Activities: IRS	12
Project 2	Researching	13
2-1	Prepare Budget Worksheet	14
2-2	Design Bar Chart	18
2-3	Design Pie Chart	20
2-4	Prepare Fee Schedule Worksheets	22
2-5	Optional Internet Activities: Research Speech	24
Project 3	Reporting	25
3-1	Prepare Formal Report	26
3-2	Prepare Appendix	31
3-3	Compose Letter of Transmittal	32
3-4	Design Title Page	33
3-5	Prepare List of Figures and	
	Number Prelim Pages	34
3-6	Prepare Table of Contents	35
3-7	Create Electronic Presentation	36
3-8	Prepare Fax Cover Sheet; Print Slides;	
2.0	Update Contacts List	44
3-9	Optional Internet Activities:	4.5
	Clip Art, Photos, Sounds, and Motion Clips	45
Project 4	Managing Routine Tasks	47
4-1	Create and Sort Table	48
4-2	Prepare Agenda	50
4-3	Edit, Sort, Query Database; Modify Reports	52
4-4	Update Calendar	54
4-5	Design Directory for Intranet	55
4-6	Modify a Table	57
4-7	Optional Internet Activities: Sports Information	58

Project 5	Planning the Grand Opening	59
5-1	Create Worksheet	60
5-2		
	Display Map	62
5-3	The state of the s	63
	Format Table	64
5-5	j state and the end be becaments	66
5-6	- sign income i rescritation	68
5-7	Parametrice receives: Design Musici	
	Title Slide and Background	71
Project 6	Designing Publicity Pieces	73
6-1	Design Invitation	74
6-2	Develop Article from Outline	76
6-3	- store strategy for havertising river	78
6-4	Prepare Newsletter	80
6-5	Optional Internet Activities: New Orleans	83
Project 7	Communicating	85
7-1	Prepare Merge Letter and Envelopes	86
7-2	Update and Use Database	88
7-3	Create Database	90
7-4	Prepare Memo and Print Labels from Database	92
7-5	Design Announcement and Print	
	Labels from Query	94
7-6	Develop Handouts and Labels	96
7-7	merge zetter With Dutubuse	98
7-8	Optional Internet Activity:	
	Corporate Sponsors	100
Project 8	Managing Information	101
8-1	Design Application Form	102
8-2	Research Topic and Prepare Presentation	104
8-3	Manage Files	105
8-4	Prepare Employment Announcement for Web	106
8-5	Compose Memo for Web	108
8-6	Reformat Subdocument for Web	110
8-7	Select Standard Theme for Documents	111
8-8	Optional Internet Activity: Careers in Sports	112
Software 7	Training Manual	113



As assistant director of The Sports Connection, you are responsible for preparing routine letters, memos, and envelopes. Use the block letter style with open punctuation for all letters and, unless specified otherwise, send memos via electronic mail. If electronic mail is not available, follow the steps shown in each job for sending by hard copy.

You are skilled in the numerous features offered by Microsoft Office XP and are eager to assist the new director in "getting organized." One of the first organizing tasks you will do is to set up Ms. McKay's calendar using Outlook. You will use this desktop organizer software to schedule appointments, record tasks, monitor the progress of major tasks, and create and maintain various contact lists.

Getting Organized

profile



Key Business Letter and Envelope

- · Key business letter with special notations
- Use a template
- · Use Outlook contacts feature

You will use Outlook to maximize your efficiency in preparing this letter and envelope. Complete the *Contacts* section of the Software Training Manual before completing 1-1.

Key a letter for Ms. McKay to Mr. Wallace T. Brooks, Chairperson of the Community Foundation Board of Directors, accepting her appointment as director of The Sports Connection. You will find his address in the Advisory Council folder in Outlook. (Software Training Manual, p. 127).

Use the Outlook Contacts feature to create the letter and envelope. Using the wizard, choose the professional letter template, business salutation, subject (*Contract Acceptance*), appropriate complimentary closing, enclosure notation, and copy to the Community Foundation Board of Directors. Assume the letter will be printed on New Orleans Park and Recreation Center letterhead with Ms. McKay as director.

When the template is opened, format the letter in the acceptable Sports Connection style—block with open punctuation. If time permits, key the company name and address in a letterhead at the top of the page.

New Orleans Park and Recreation Center 5600 St. Charles Avenue New Orleans, LA 70115-8264 (504) 555-0139

Check the Software Training Manual.

August 18, 200-

Mr. Wallace T. Brooks, Chairperson Community Foundation Board of Directors P.O. Box 19039 New Orleans, LA 70115-8239

Dear Mr. Brooks

Contract Acceptance

The recent gift to the City of New Orleans is truly exciting, and I am very pleased to accept your offer to serve as the director of The Sports Connection. Having served as director of the New Orleans Park and Recreation Center for the past six years, I am excited about the opportunities now available to our youth and citizens. I am very eager to continue the current outstanding programs, coordinate the renovation project, and direct a team that will bring us to the forefront of sports facilities offering innovative programs for its citizens.

Mr. Brooks, I commend the Community Foundation for the mission of The Sports Connection to promote good sportsmanship, fitness, good health, and recreational activities for all residents of New Orleans. This gift will take us the distance in making our mission a reality in New Orleans, and I feel fortunate to be a part of this team.

Two signed originals of my employment contract are enclosed. I have retained the third copy for my records.

My staff has completed all preparations for the 2 p.m. press conference on August 30 to announce the donation and the name change from New Orleans Park and Recreation Center to The Sports Connection. You will need to arrive at City Hall at 1:30 p.m.

1-2

AutoCorrect Tools, AutoCorrect Options, AutoCorrect tab

Create AutoCorrect Entries

Create AutoCorrect entries for frequently keyed text

Add the following entries to the AutoCorrect feature of your word processing software. By taking a few minutes now to enter these frequently keyed entries, you will save much time in keying and proofreading later.

Replace	With
SC	The Sports Connection
NO	New Orleans
cf	Community Foundation Board of Directors
GO	Grand Opening
km	Karen McKay, Director

As you complete the simulation, add other entries as you identify frequently used words or phrases. Keep a list of these entries and submit the completed list to the instructor at the end of the simulation.



Key Memo Using a Template

- Key memo using a template
- Transmit via e-mail (optional)

Ms. McKay wishes to inform all current employees of New Orleans Park and Recreation Center of the \$5 million donation and the name change of the center. This communication must receive priority this morning as the staff is encouraged to attend the 2 p.m. press conference.

If e-mail technology is available:

Create a group list (distribution list) of the members of your class. Name the group *Park Staff.* Key the e-mail message on the next page and send.

If e-mail technology is not available:

Prepare the memo using the professional memo template. Be sure to:

- Key New Orleans Park and Recreation Center as the company name.
- Key Staff Distribution List in the TO: position in the heading. At the bottom of the
 memo below the reference initials, list the names of your class members as the
 Distribution List. List the names horizontally so that the memo remains a onepage document.
- Delete the copy notation in the memo heading.
- Insert the em dash in the last paragraph.

(Cont. on next page)

Note

The em dash is a symbol—once only available to typesetters—that denotes the dash and indicates a long pause.

Em Dash

Insert menu, Symbols, Special Characters tab



FROM: Karen McKay, Director

DATE: Current

SUBJECT: \$5 Million Donation to Be Announced month as an anonymous gift,

We are pleased to announce to our staff the receipt of a \$5 million gift to the New Orleans Park and Recreation Center. The major intent of this generous donation is to:

- Provide an endowment fund of \$3 million to the Community Foundation. Specifications allow 5% of the earnings to be distributed to the New Orleans Park and Recreation Center each year (provided earnings are adequate). - and the park area
- Provide \$2 million to the New Orleans Park and Recreation Center to update and equip an indoor sports facility and to fund the operational budget for the first year.
- Design sports and fitness programs that will help all youth, 3. particularly financially disadvantaged young people and young women. 5
- Plan educational programs that will teach young people to develop a 4. positive attitude toward fitness and health. to build good sportsmanship and 3
- Establish an advisory council to oversee the financial and operational 5. activities.

The opportunities that this donation offers our center particularly young women and the disadvantaged youth of New Orleans are tremendous. Your commitment to your position is greatly appreciated, and your continued contributions and committment are very much needed as we all work together this next year to plan The Sports Connection bold

bold_ That's right The Sports Connection a new name and a new direction for the youth and citizens of New Orleans. You are all invited to attend the official announcement that will be made today at a 2:00 p.m. press conference at City Hall. I look forward to seeing many of you there.