Information Processing 10 and 20
Final Project

Instead of a final exam, our 7-day final project will review many of the skills that you've learned this year with regard to Typing, Microsoft Word, Job Skills, Sound Design with Audacity, Microsoft Excel, and PhotoShop.

Please name each file as indicated. Once you are finished everything, zip all the files… Mr.Hackl will check-it-over, and you'll be done!

LAST DAY TO COMPLETE: June 25th at 3:30pm

There are 4 parts to the final project:

A. Professional Typing

Please do all of these:

1) Free-Typing work [name the file: A1 Free Typing.docx]
☐ use one of the 'paper articles' from Mr.Hackl,
1. type it and then
2. put the total number of words on the bottom

2) Blog Response/Analysis [name the file: A2 Blog Analysis.docx]
☐ use the article about 'Google Glasses' found at
http://bit.ly/XSxQUS
a) Read over the article (up to the heading "What are the Google Glass specifications?")
b) In Microsoft Word, write a 'blog post' to respond to the question….. "Do you think 'Google Glasses will become popular? Give reasons why you think so."
   o you must include:
      ▪ at least 75 words, double-spaced paragraphs, with the "*MV Boli*" font at size 14.
      ▪ a clipart of 'Google Glasses' with rounded corners
      ▪ adjust the color of the photo

3) Timings [name the file: A3 Timing Summary.xlsx]
☐ use the website at http://www.typingtest.com to do ANY FIVE 2-minute timings listed. When you are completed, please use the 'snipping tool' to take a picture of the result, as you see below:

☐ In Microsoft Excel, enter the headings "Typing Speed", "Errors", and "Adjusted Speed", add your data for each of the five timings, and create graphs for each column of data. Put your snips there, too.

B. <u>Using Microsoft Word</u>

1) **Planning a Trip to a Warm Place** [name the file: <u>B1 Warm Place.docx</u>]

☐ summary:
   o create tables to compare the temperatures for the year from 5 different cities

☐ process:
   a) make a table that has a column for each of the 12 months of the year, and 5 other columns (for the 5 cities you'll be looking for)
   b) use the link www.theweathernetwork.com, and "search" for each city
   c) find and click the "Statistics" button, and use the "Mean Temperatures" (the 'average temperatures') as information for your table

2) **Post-Interview Thank You Note** [name the file: <u>B2 Post-Interview Thank You.docx</u>]

☐ summary:
   o create a 'thank you letter' to follow up after a job interview

☐ process:
   a) create a <u>business letter</u> which has 3 paragraphs
   b) use the link below as a reference to create a brief letter which thanks your interviewer. (Use specific references to your interview this year):

http://bit.ly/jhqRJ1

3) **Actor/Actress Filmography** [name the file: <u>B3 Actor Filmography.docx</u>]

☐ summary:
   o for a favorite actor/actress, create a table which shows any 6 of his/her list of films

☐ process: your table should include columns for:
   a) movie name
   b) the year the movie was made
   c) name of the character he/she played
   d) amount of money the movie made
   e) a photo of the movie poster

4) **Instant Newspaper** [name the file: <u>B4 Newspaper.docx</u>]

☐ summary:
   o create a 1-paper newspaper with today's top news stories (from www.cbc.ca, www.cnn.com, www.starphoenix.com, www.paherald.sk.ca, and/or another news source)

☐ process: your newspaper should have 2-columns (with a title, and pictures/photos) and include:
   a) one (1) world news story
   b) one (1) local (or Canadian) news story
   c) one (1) sports story
   d) weather forecast for our region
   e) cartoon/comic

C. Microsoft Excel

1) NHS (National Household Survey) - 2011 Census [name the file: C1 Census.xlsx]

☐ summary:
   - compare any three towns/cities from Canada using the Stats Canada site to answer the question: 'which is the best place to live?'

   http://bit.ly/11Bo91i *(search a town/city, then click 'census')*

☐ what to include:
   a) create a spreadsheet with a column for each town/city, and these rows of information:

	A	B Spiritwood, SK	C Humboldt, SK	D Toronto, ON
1				
2	**Population**			
3	> Total	870	5,510	5,521,235
4	> Males			
5	> Females			
6	> Median/Average age			
7	> % of population 15 or over			
8	> [calculation:]			
9				
10	**Family Size**			
11	> 2 persons			
12	> 3 persons			
13	> 4 persons			
14	> 5 or more persons			
15	> [calculation:]			
16				
17	**[Your Choice]**			
18	> Item 1			
19	> Item 2			
20	> [calculation:]			
21				

   b) the [*calculation:*] is up to you to create. You need to have one 'calculation' for each section; fill in what-it-means in the [*calculation:*] area

   c) create ANY TWO (2) charts/graphs with the data you've collected

   d) highlight the section (with the colours as indicated) for the town/city that would be the best for
      > GREEN: building a retirement village (based on 'Population - Average age')
      > YELLOW: building a 'Family Fun Center' (based on 'Family Size')
      > RED: your project, based on 'Your Choice'

D. Creative (Sound or Photo) Design

1) Audacity: Motivate Me! [name the file: D1 Motivate Me.mp3]

- ☐ situation:
  - o there's a problem with school morale, and you have been asked to create a <u>motivational 40-second (minimum) recording</u> of a wise-saying-or-poem that leaves the listener inspired. If you are stuck, use the link below for a list of good poems from which to choose:

http://bit.ly/19VUOSS

- ☐ what to include:
  - a) your voice… reading the poem
  - b) background music / nature sounds / etc
  - c) two sound effects
  - d) EXPORT as an MP3

2) PhotoShop: Sell-a-Class! [name the file: D2 Warm Place.JPG]

- ☐ situation:
  - o there's a problem with class selections: students who are choosing classes for Grade 10 or 11 next year aren't sure what-to-expect. You have been asked to create a <u>magazine-cover style graphic</u> which will highlight the positive aspects of the class you choose

- ☐ what to include: (choose a class, first)
  - a) the 'title' of the magazine is class you choose
  - b) background that fits the class
  - c) <u>any three</u> cut-outs which relate to the class (what is done in class, topics, etc)
  - d) a good 'sales-pitch' with <u>any three</u> key questions and/or positive points to share with students [no satire, please].
  - e) EXPORT as a JPEG

For a random idea to start, look below: