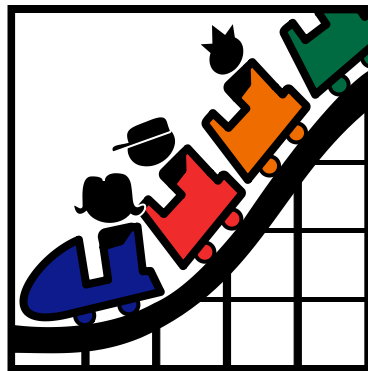


TECHNOWonderland

A Senior Technology Project

Teacher Guide

For Microsoft 365



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Project Overview

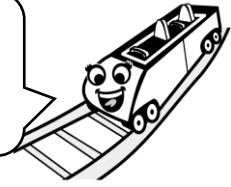
In this project, students become marketing executives for an amusement park. This challenging job has them use Microsoft Office to complete a wide range of job duties. To start, they create a poster in Microsoft Word advertising the thrilling rides and spectacular shows that guests can experience. The fun continues when Internet research is conducted for an animal exhibit to develop placards for the enclosure. Their next task has students become involved in selecting a new attraction by graphing survey data using Microsoft Excel. This exciting new addition is promoted by creating a video using Microsoft PowerPoint. To generate a buzz about the attraction, season ticket holders are rewarded for their loyalty with an invitation to an exclusive event, created using Microsoft Publisher. With the year ending, amusement park data is analyzed using a Microsoft Access database with the goal to improve customer satisfaction in the future.

- In session 1, students create an amusement park. To start, they select the thrill rides, exhibits, shows, and other services available to guests. Once a plan has been developed, they use Microsoft Word to promote this exciting tourist attraction. Using text, clip art, pictures, and more, students develop the word processing skills necessary to create an attention-grabbing poster.
- In session 2, students conduct Internet research to prepare placards for an animal exhibit. To start, they are introduced to basic search strategies. They apply these skills to locate facts about the animal that visitors will find interesting. Afterwards, students expand their word processing skills to create information signs using Microsoft Word that are posted around the attraction. They learn how to adjust page orientation, set the margin, apply a page border, and more!
- In session 3, students must develop a solution to increase visitor traffic. Conduct a survey to learn about the types of attractions that appeal to a particular age group. Organize the data in a worksheet and chart the results using Microsoft Excel. Afterwards, analyze the information to determine what needs to be added to the amusement park to attract a particular visitor.
- In session 4, students create a video advertisement to publicize an attraction. This marketing promotion will run on electronic billboards throughout the park. Using Microsoft PowerPoint, students create a series of eye-catching slides using text boxes, pictures, and WordArt. Transitions and simple animation are applied to the presentation. Upon completion, the advertisement is saved as a video.
- In session 5, students invite guests to the opening of an exciting new attraction. Only amusement park season ticket holders can attend this exclusive event. Using Microsoft Publisher, students create an invitation that encourages people to visit the park and join in the celebration.
- In session 6, students examine amusement park data. To start, they are introduced to Microsoft Access and database terminology. Afterwards, they view a summary of the attractions available to guests. By filtering the records, students learn about the popularity of rides, aging exhibits, and location of essential services. Once familiar with how to use a database, they enter a record of the latest addition to the park.

Assignment 1: Become an Executive for an Amusement Park

Congratulations!

You have been hired as the marketing executive for an amusement park. Your job is to promote the amusement park to increase visitor traffic.



What Is a Marketing Executive?

A marketing executive designs promotions to advertise a product or service. This job can be challenging because the tasks are varied and require a range of skills. Job duties include:

- develop new ideas
- plan a marketing campaign
- select the format of an ad
- create an advertisement
- proofread a copy of the advertisement
- choose the placement of the ad
- organize an event
- distribute marketing materials
- conduct market research
- analyze data to make decisions
- communicate with customers
- manage a marketing budget
- generate sponsorship
- use technology to complete tasks

Are You an Excellent Executive?

Below is a list of traits that a marketing executive must possess. Select TWO traits. For each one, describe a time that you had to use this quality to complete a task.

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> innovative | <input type="checkbox"/> organized |
| <input type="checkbox"/> imaginative | <input type="checkbox"/> analytical |
| <input type="checkbox"/> creative | <input type="checkbox"/> sociable |
| <input type="checkbox"/> artistic | <input type="checkbox"/> logical |
| <input type="checkbox"/> leadership | <input type="checkbox"/> computer savvy |

1. a) Trait:

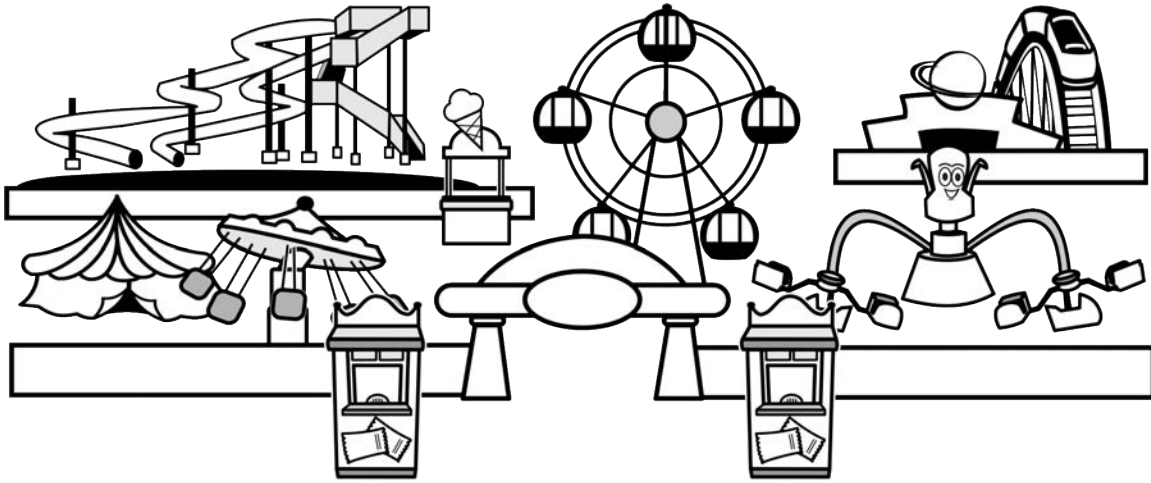
b) Describe a time that you had to use this quality to complete a task:

2. a) Trait:

b) Describe a time that you had to use this quality to complete a task:

About the Amusement Park

As the new marketing executive, you need to promote the amusement park as a fun place to spend the day. Why would children, teenagers, and their parents want to visit the park? Consider the rides, attractions, shows, dining, and shopping experiences your visitors will enjoy.



3. Amusement Park Name:

4. List three attractions:

5. List two places to eat:

6. List two places to shop:

7. Reason to visit the park:

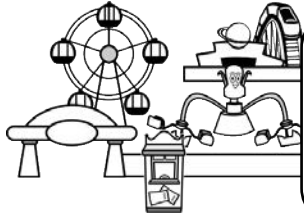
Amusement Park Ideas

Rides	Animal Exhibits	Dining
roller coaster	aquarium	ice cream parlour
Ferris wheel	bird show	hot dog stand
drop tower	camel rides	pizzeria
bumper cars	petting zoo	snack shack
flying swings	beluga cove	donut hut
haunted house	fishpond	beverage stand
carousel	reptile exhibit	patio

Games	Water Park	Shopping
midway	lazy river	souvenir shop
mini golf	water slide	arts and crafts
laser tag	wave pool	sunglass hut
arcade	splash works	boutique

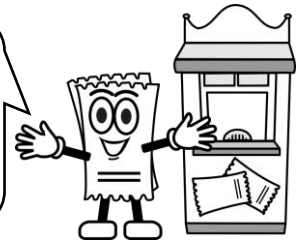
Events	Live Shows	Guest Services
parade	concerts	information booth
fireworks	stunt show	stroller rentals
medieval fair	circus	trolley car
movie night	demolition derby	first aid station
festival	performers	restrooms

Assignment 2: Design a Poster – Phase One



As the new marketing executive, you need to increase visitor traffic to the amusement park.

Follow the instructions to design a poster using Microsoft Word.



Amusement Park Name:
Format the font, size, style, text effect, and color.

Attractions:
Create a *numbered* list of the top three park attractions.

Restaurants and Shops:
Create a *bulleted* list of two places to eat and two places to shop.



Shape:
Draw and format a shape. Add text to describe a reason guests should visit.

Picture From File:
Insert a picture of an attraction. Format the picture style.

Online Picture:
Insert a picture found online related to a restaurant or shop. Format the picture style.

Open Microsoft Word

- ▷ Open Microsoft Word. 
- ▷ Click *Blank document*.

Add the Poster Title and Format the Font and Size



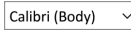



You are going to add the poster title. To make the title stand out on the page, use commands on the Font group of the Home tab.



- ▷ Type *Amusement Park Name*. Press ENTER.

Refer to Assignment 1 for your park name.



- ▷ Triple click the mouse on the *Amusement Park Name* to select the text.
- ▷ From the Font group on the Home tab, click the Font arrow.  Select a font that looks FUN such as Jokerman or Curlz.
- ▷ With the text selected, click the *Font Size*  arrow. Select font size 36.
- ▷ With the text selected, click *Increase Font Size*  to make the letters bigger.
- ▷ With the text selected, click *Decrease Font Size*  to make the letters smaller.

Undo and Redo an Action

- ▷ Click *Undo* on the Quick Access Toolbar to remove the last action. ↶
- ▷ Click *Redo* on the Quick Access Toolbar to put the action back again. ↷

Format the Font Style, Text Effects, and Color of the Poster Title

You can format the font style, apply text effects, and change the color of the letters. Try it!



- ▷ Click beside the *Amusement Park Name* to position the cursor.
- ▷ Click and drag the mouse over the words to select the text.

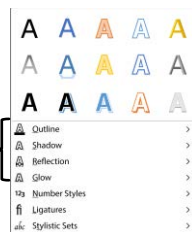
Apply Font Styles

- ▷ Click **Bold B** in the Font group to make the words stand out. Notice that the command is now highlighted. **B** *I* U ▾
- ▷ If you want to remove the Bold font style, click on the command again.
- ▷ Select the title. Click **Italic I** in the Font group to slant the text to the right.
- ▷ With the text selected, click **Underline U** in the Font group to place a line below the title.

Apply Text Effects

- ▷ On the Home tab from the Font group, click **Text Effects A**. Select an option from the gallery.

You can customize the outline, shadow, reflection, and glow.



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Format the Font Color

- ▷ On the Home tab from the Font group, click the arrow beside **Font Color A**.
- ▷ Select an option from the palette.

Pick a color

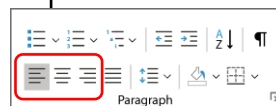
A color palette with sections for Automatic, Theme Colors, Standard Colors, and Recent Colors. A cartoon character is pointing to the palette.




Use your skills to format the poster title. It must be easy to read and eye-catching.

Align the Poster Title



You can change the alignment of text on the page using commands on the Paragraph group of the Home tab. Try it!

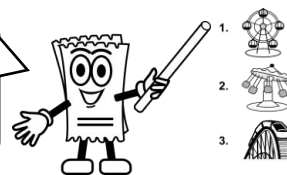




- ▷ Select the title.
- ▷ Click *Align Right*  from the Paragraph group.
- ▷ With the text still selected, click *Center*. 
- ▷ With the text still selected, click *Align Left*. 
- ▷ Pick the alignment option you like the best.

TechnoWonderland

Create a Numbered List of Attractions

Visitors want to have fun at the amusement park. Create a list of the top three attractions.




- ▷ Position the cursor below the title.
- ▷ Type *There are many fun attractions!* Press ENTER.
- ▷ Create a numbered list:
 - Click *Numbering*  from the Paragraph group. The number 1 appears.
 - Type *Attraction Name*. Press ENTER. The number 2 appears on the next line.
 - Type *Attraction Name*. Press ENTER. The number 3 appears on the next line.
 - Type *Attraction Name*. Press ENTER. The number 4 appears on the next line.
 - To remove the number 4, click *Numbering*  from the Paragraph group.

There are many fun attractions!

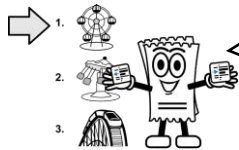
1. High Flyer Ferris Wheel
2. Flying Monkey Swings
3. Dragon Coaster





Refer to Assignment 1 for your attractions.

- ▷ Use your skills to format the text. 

Indent the List of Attractions



You can change the indent level of text. The indent level is the amount of space between the margin and text. Try it!

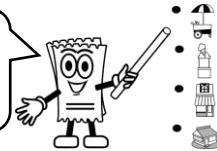
- ▶ Rest the mouse pointer beside the first attraction. The mouse pointer will change to a white arrow.
- ▶ Click and drag DOWN to select the list of attractions.
- ▶ From the Paragraph group on the Home tab, click *Increase Indent*. 
- ▶ Keep clicking *Increase Indent* to move the text where you want on the page.
- ▶ To move the text to the LEFT, click *Decrease Indent*. 





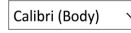





1. High Flyer Ferris Wheel
2. Flying Monkey Swings
3. Dragon Coaster

Create a Bulleted List of Restaurants and Shops

Visitors need a place to eat and shop. Create a bulleted list of the restaurants and stores.



- ▶ Position the cursor below the numbered list. Press ENTER.
- ▶ Type *Enjoy our restaurants and shops!* Press ENTER.
- ▶ Create a bulleted list:
 - Click *Bullets*  from the Paragraph group.
 - Type *Restaurant Name*. Press ENTER.
 - Type *Restaurant Name*. Press ENTER.
 - Type *Shop Name*. Press ENTER.
 - Type *Shop Name*. Press ENTER.
 - To remove the extra bullet, click *Bullets*  from the Paragraph group.
- ▶ Use your skills to indent the text.  
- ▶ Use your skills to format the text.   **A** *A* **B** *I* U  

Enjoy our restaurants and shops!

- Pete's Pizza
- Sunshine Patio
- Wild Side Store
- Candy Shop



Refer to Assignment 1.

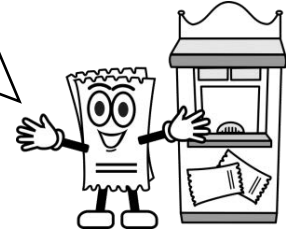
Save the Poster and Close Microsoft Word

- ▶ Click *Save*  on the Quick Access toolbar. Save the file as *poster* in your student folder.
- ▶ Click the *Close* button  to exit Microsoft Word.

Assignment 3: Design a Poster – Phase Two



Your poster looks great! To make it look even better you need to add images. Follow the instructions to insert picture files, online pictures, and shapes.

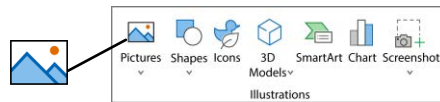


Open the Poster in Microsoft Word

- ▷ Go to the place where you save your work.
- ▷ Open the poster.

Insert a Picture File of an Attraction

- ▷ Place the cursor below the bulleted list.
- ▷ Click the Insert tab. From the Illustrations group, click *Pictures*.



- ▷ Choose *This Device*.
- ▷ Browse to the *Wonderland* folder. Double click the *attractions* folder.
- ▷ Select a picture from the folder.



- ▷ Click *Insert*.



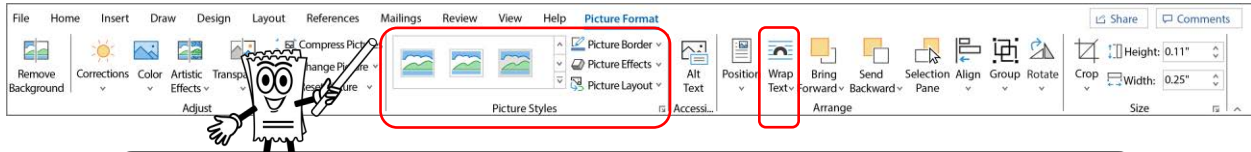
The picture may go onto a second page. Do not worry! In the next step, you will make the picture smaller.

Scale and Rotate the Picture

- ▷ Click on the picture to select it.
- ▷ Place the mouse pointer over a corner handle. When the mouse pointer changes to a two-way arrow, click and drag inwards to make the picture smaller.
- ▷ Select the picture.
- ▷ Place the mouse pointer over the circular handle. When the mouse pointer changes to a circular arrow, click and turn the mouse to rotate the picture.

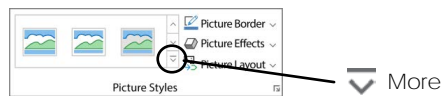


Format the Picture Style

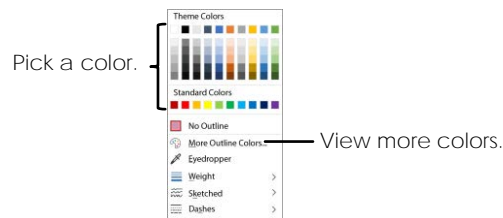


Microsoft Word uses *contextual* tabs to hold commands. A *contextual tab* is a tab that holds commands used to format or modify a selected object such as a picture. A *Picture Format* tab opens in the ribbon when a picture is selected. Follow the instructions to learn how to use many of the commands.

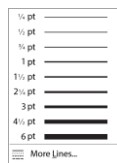
- ▷ Select the picture.
- ▷ From the Picture Styles group, click the *More* arrow. Select a style.



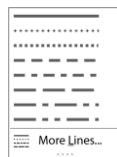
- ▷ From the Picture Styles group, click *Picture Border*.
- ▷ Select a color from the palette.



- ▷ Click *Picture Border* again. Click *Weight*. Select a size.



- ▷ Click *Picture Border* again. Click *Dashes*. Select a line style.

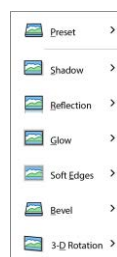


TIP: The Picture Style limits the dash that can be put around a picture. Some styles do not show a change to the dash.



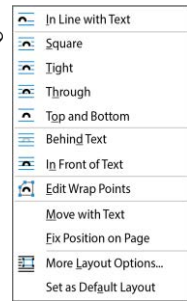
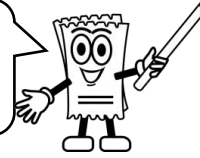
- ▷ Click *Picture Effects*. Select an option.



TIP: Not all effects can be combined.



Format the Text Wrap and Move the Picture

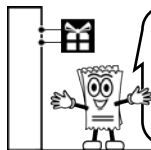
Text wrap adjusts the way text goes around an object. Try each of the text wrapping options to find the one that looks the best!





- ▷ Select the picture.
- ▷ From the Picture Format tab, click *Wrap Text*. 
- ▷ Select *Square*. 
- ▷ Place the mouse pointer over the picture. When the cursor changes to a four-way arrow, click and drag to move the picture on the page.
- ▷ Try the other text wrapping options to find the one you like the best!



Insert and Format an Online Picture for a Restaurant or Shop



Insert a picture found online for a restaurant or shop. The Picture Format contextual tab is used to format pictures. Use your knowledge to make the picture look great!

- ▷ Place the cursor below the bulleted list.
- ▷ Click the Insert tab. From the Illustrations group, click *Pictures*.  Pick *Online Pictures*. 
- ▷ In the search box, type a *search term*. Press ENTER.




- ▷ Look at the search results.

Search Term Ideas:


patio	food
restaurant	pizza
grill	eat
dining	plate
shop	store
candy	retail



To restrict your search to simple images, type *clip art* after the search term OR click the *Filter*  and pick *Clipart*.

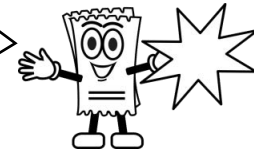


Click and drag the scroll bar to view the pictures.

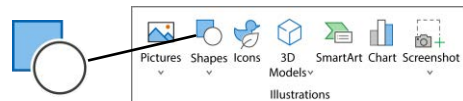
- ▷ Click on a picture to add it to the poster. Click *Insert*.
- ▷ Click *Wrap Text*  and select an option.
- ▷ Use your skills to format the picture.

Insert a Shape to Entice Visitors to Come to the Park

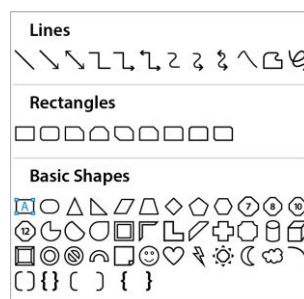
Insert a shape that is eye-catching. You will use it to add text to explain why visitors should come to the park.




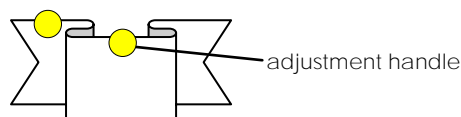
- ▷ Place the cursor below the bulleted list.
- ▷ Click the *Insert* tab. From the Illustrations group, click *Shapes*.





- ▷ Select an option from the gallery.



- ▷ Click and drag to draw the shape on the page.
- ▷ Use your skills to scale, rotate, and move the shape. 
- ▷ If available, click and drag a colored circle to adjust the shape.

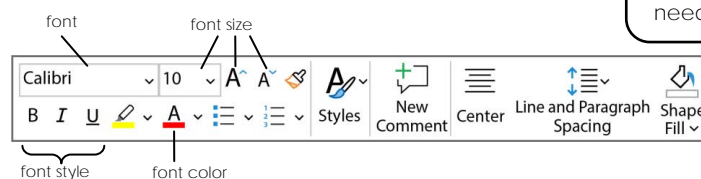


Add Text to the Shape to Describe a Reason to Visit the Park

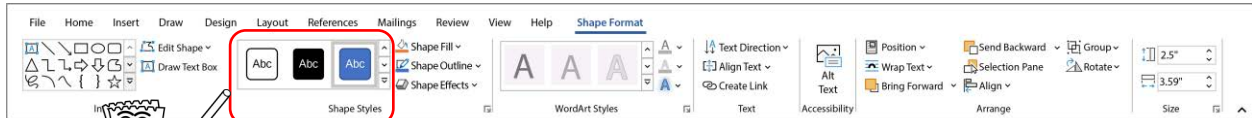
- ▷ Right click on the shape and select *Add Text*. 
- ▷ Type a *reason to visit* the park.  Refer to Assignment 1.
- ▷ Triple click on the text.

The Mini Toolbar opens.
Use the commands on the Mini Toolbar to format the text.


Text Effects is not on the Mini Toolbar. Use the Home tab if you need this command.

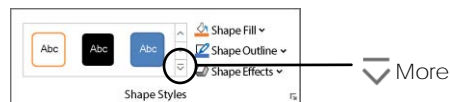


Format the Shape

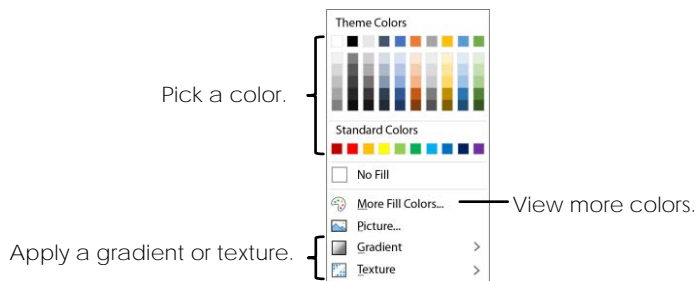



A new contextual tab is available for shapes. It is the *Shape Format* tab. Follow the instructions to learn how to make the shape look great!

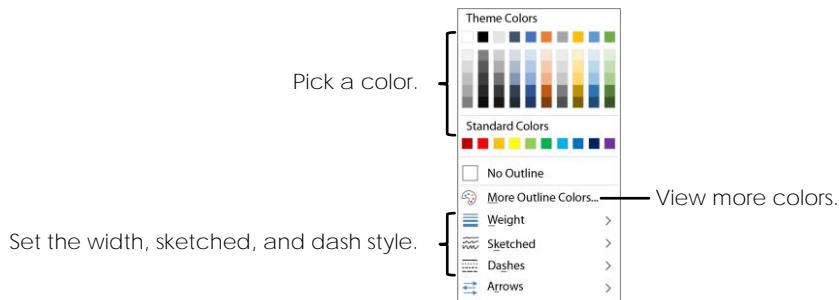
- ▷ Select the shape.
- ▷ From the Shape Styles group, click the *More* arrow. 



- ▷ From the Shape Styles group click *Shape Fill*. 





- ▷ From the Shape Styles group, click *Shape Outline*. 
- Use your skills to format the color, weight, sketched, and dash style.



- ▷ Click *Shape Effects*.  Select an option.

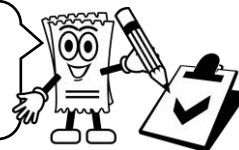


TIP: To change the shape, click *Edit Shape*.
Click *Change Shape*. 
Pick a new shape. 



Complete the Poster

Use your skills to make your poster look great!
Complete the checklist to make sure you are finished.



▷ Adjust the Zoom Slider  to view the Whole Page.

▷ Use your skills to make the poster look great!




Design Tips:

- ✓ The words you use should make the park sound like a fun place to visit.
- ✓ Your rides, restaurants, and shops should have interesting names.
- ✓ The objects on the page are balanced.
- ✓ Your color choices are coordinated to create a professional look.
- ✓ Use the ENTER key to add extra lines between the text.
- ✓ Adjust the font size between lines to change the amount of white space.

Poster Checklist

	✓
The poster entices visitors to want to visit the park.	
The poster title attracts attention.	
The words on the poster are easy to read.	
The poster has a balanced layout and is colorful.	
The list of attractions is numbered.	
The attractions are ones that visitors would find fun.	
The list of restaurants and shops are bulleted.	
The restaurants and shops are ones that visitors would like.	
The pictures illustrate the amusement park clearly.	
The style applied to objects is attractive.	

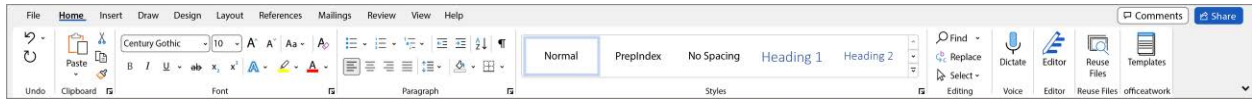
Print the Poster

- ▷ Click the *File* tab.
- ▷ Click *Print*.
- ▷ Click the *Print* button. 

Save the Poster and then Close Microsoft Word

Session 1 Review: Introduction to Microsoft Word

1. Answer questions about the Home tab.



- a. Which group has commands to alter the appearance of text? **Font**
- b. Which group has commands to make lists and indent text? **Paragraph**
- c. Which command adds effects such as a shadow or glow to text? **Text Effects**
- d. Which command creates a numbered list? **Numbering**

/4

2. Match the command to the task.

- C a. Set the typeface that will be applied to the text.
- D **B** b. Make the size of the words smaller.
- A c. Choose the size of the words from a menu of options.
- E **A** d. Apply a style that makes the words darker.
- B **A** e. Change the text color.

/5

3. Match the terminology to the correct definition.

- C bullets a. A font style that slants words to the right.
- A italic b. The amount of space between the margin and a selection of text.
- B indent level c. Symbols placed before text to show that items are part of a list.
- D alignment d. The position of text on a page: left, center, or right

/4

4. Describe two ways to select text.

- Click and drag the mouse over the text.
- Triple click the mouse over top of the paragraph you want to select.
Double click the mouse over top of the word you want to select.
Position the cursor in the margin and click to select the line.

/2

5. Answer questions about the Insert tab.



- a. Which group has commands to add pictures to a document? **Illustrations**
- b. Which command allows you to search for a picture using keywords? **Pictures**
- c. Which command inserts a rectangle, circle, or other figure? **Shapes**

/3

Select the correct command to complete the task.

6. Add a picture file to a document.

- a.
- b.
- c.

7. Indent text to increase the amount of space between the left margin and the words.

- a.
- b.
- c.

8. Make the text larger.

- a.
- b.
- c.

9. Rotate an object.

- a.
- b.
- c.

/4

10. List three categories in the Shapes gallery that could be used to attract the reader's attention on a poster:

Basic Shapes

Block Arrows

Stars and Banners

/3

Total: /25

Session 1 Skill Review: Amusement Park Sign

Every attraction needs an eye-catching sign at the entrance. Use your skills to create a sign for a thrill ride at the amusement park.



1. Open Microsoft Word. Click *Blank document*.
2. Use the Zoom Slider to view the **WHOLE PAGE**.

3. Draw a shape for the sign:

- a. Click the Insert tab. Click *Shapes*.
- b. From the gallery, select a shape for the sign.
- c. Click and drag to draw the shape on the page.
TIP: The shape should fill the page.
- d. Use commands on the Shape Format tab to set the shape style.



- e. Select the shape. Click *Wrap Text* on the Shape Format tab. Select *Behind Text*.

4. Add ride instructions:

- a. Right click the shape. Select *Edit Text*.
- b. Type *Ride Name*. Press ENTER.
- c. Type *Ride Instructions*. Press ENTER.
- d. From the Paragraph group of the Home tab, click *Bullets*.
- e. Type **THREE** *ride instructions*. After each one, press ENTER.







PICK **THREE** FROM THE LIST OR MAKE UP YOUR OWN INSTRUCTIONS:

- remain seated
- no food or drinks
- hold onto handrails
- use safety harness
- must be 48 inches tall
- store loose objects
- keep all body parts inside ride
- remain in ride until it comes to a complete stop

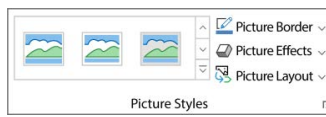
TIP: If you have an unwanted bullet symbol, click *Bullets* to remove it.


- f. Format the text.




5. Insert a picture:
 - a. Place the cursor on the page. Make sure the shape is not selected.
 - b. Click the Insert tab. Click *Pictures*. 
 - c. Pick *Online Pictures*. 
 - d. In the search box  type a word to find an image for the thrill ride. Press ENTER.
 - e. Click on the picture you like. 
 - f. Click *Insert*.
 - g. Click *Wrap Text* on the Picture Format tab. 
 - Select an option from the menu.
 - h. Use your skills to scale, rotate, and position the picture. 

TIP: You may need to move the shape on the page.




TIP: You can overlap objects. To do this, drag an object on top of another. Select the top object. From the Picture Format tab, click *Send Backward* in the Arrange group.  Choose *Send to Back* or *Send Behind Text*.



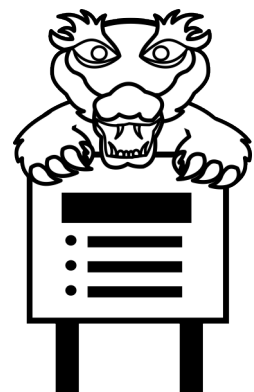
TIP: If the online picture does not have a transparent background, try using the *Set Transparent Color* tool. Select the picture, then click *Set Transparent Color* from the Color menu in the Adjust group of the Picture Format tab. Click the mouse on the color you want to remove! 

6. Save the document as **sign** in your student folder.

7. Print the sign:

- a. Click the File tab.
- b. Click *Print*.
- c. Click the *Print* button. 

8. Close Microsoft Word. 



Session 1 Extension Activity: Amusement Park Map

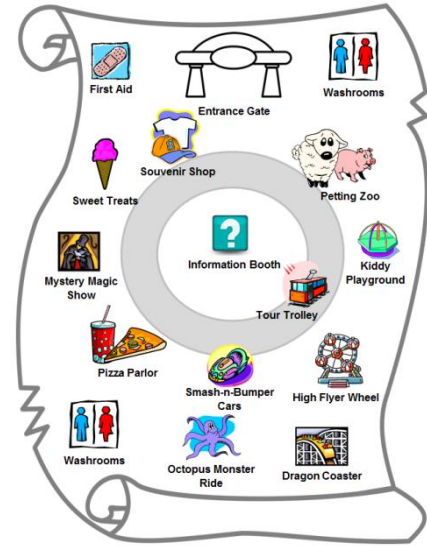


Create a map to help visitors find their way around the amusement park.

A map uses symbols. A symbol is a simple picture that represents a place. You will use pictures as symbols in your map. This will make it easy to read.

Picture symbols can be:

- small image of the attraction, such as a roller coaster, Ferris wheel, or bumper car
- sample of what is available at the attraction, such as a pizza or t-shirts
- picture representing the name, such as an octopus to represent a thrill ride



Be creative! The amusement park should have a range of thrill rides, exhibits, shows, and guest services. Provide attractions for children, teenagers, and parents to enjoy.

Amusement Park Ideas

The map must have at least:

- ✓ An entrance gate
- ✓ 3 thrill rides
- ✓ 2 places to eat
- ✓ 1 place to shop
- ✓ Information booth
- ✓ First aid station
- ✓ Restrooms

Rides	Games	Animal Exhibits	Dining
roller coaster	midway	aquarium	hot dog stand
Ferris wheel	mini golf	bird show	pizzeria
drop tower	laser tag	camel rides	snack shack
bumper cars	arcade	petting zoo	Shopping
flying swings	Live Shows	beluga cove	souvenir shop
haunted house	concert hall	Water Park	arts and crafts
carousel	stunt show	lazy river	sunglass hut
Events	circus	water slide	Guest Services
parade	demolition derby	wave pool	trolley car
festival	performers	splash works	stroller rental

Plan the location of the elements of your park carefully. Consider:

Information booth Where should it be placed so that visitors can find it easily?
How will they recognize it?

Flow of traffic How will visitors find their way in the park?
Is there a main pathway or trolley to help visitors get around?

Variety Do the features in the park consider all ages and interests?
If a person does not like thrill rides, what can they do or see?

Placement Where should the rides be located within the park?
Should certain rides be grouped together?

Dining Where should eating areas be located within the park?
Should they be together or spread around the park?

Restrooms Should there be one or more restrooms?
Where is the best location?

Shopping Where should shops be located to generate the most sales?

How to Design an Amusement Park Map

1. Open the *Map Template* located in the *Wonderland* folder.

If necessary, use the Zoom Slider to view the WHOLE PAGE. 



2. Replace *Amusement Park Name* and *Student Name* with your personal information.

3. Click on the entrance gate and drag it to where you want on the map.



4. Add a symbol:
 - a. Click the mouse in the center of the page to make the drawing canvas appear.



TIP: The drawing canvas is a rectangular shape around the outside of the map. If the drawing canvas is not selected, the picture will appear on a second page and you will not be able to drag it to position.

If this happens, click *Undo*. 
Click inside the drawing canvas. Now reinsert the picture.

- b. Click the Insert tab. Click *Pictures*  and pick *Online Pictures*. 

- c. In the search box, type a word or phrase to represent a park feature.

- d. Click on a picture you want to add to the map. Click *Insert*. 

- e. With the picture selected, drag it to the desired location on the map.



- f. Resize the picture by dragging a corner handle inwards to make it smaller.



5. Add a label:
 - a. Click the Insert tab. Click *Shapes*. 



- b. From the *Basic Shapes* section, choose *Text Box*. 

- c. Click and drag below the picture symbol to draw a rectangular box.

- d. Type the *name of the park feature*.

- e. Format the text. 

- f. To remove the box around the label, click the *Shape Format* tab.

Click *Shape Outline*  and choose *No Outline*.

6. Continue to add symbols using *Online Pictures*. Label each item.



7. Use the checklist to confirm that all parts of the map are complete:

- | | | |
|---|--|--|
| <input type="checkbox"/> Entrance gate | <input type="checkbox"/> 2 places to eat | <input type="checkbox"/> Information booth |
| <input type="checkbox"/> 3 thrill rides | <input type="checkbox"/> 1 place to shop | <input type="checkbox"/> First aid station |
| | | <input type="checkbox"/> Restrooms |

TIPS:

- ✓ To make a label for a new symbol quickly, copy the first text box and then paste it. Change the words to describe the new symbol.

- ✓ You can overlap objects. To do this, drag an object on top of another. Select the top object. From the *Picture Format* tab, click the arrow beside *Send Backward* in the *Arrange* group. Choose *Send to Back* or *Send Behind Text*.



- ✓ Group the picture and label so that you can move them easily on the map. Click the picture. Press the **SHIFT** key. Click the label. From the *Shape* or *Picture Format* tab, click *Group*. Click *Group*. 

8. Save the map to your student folder as **map**.

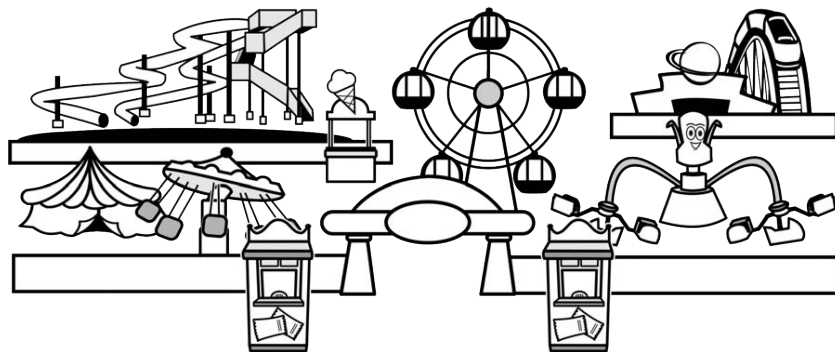
Poster Checklist

	✓
The poster entices visitors to want to visit the park.	
The poster title attracts attention.	
The words on the poster are easy to read.	
The poster has a balanced layout and is colorful.	
The list of attractions is numbered.	
The attractions are ones that visitors would find fun.	
The list of restaurants and shops are bulleted.	
The restaurants and shops are ones that visitors would like.	
The pictures illustrate the amusement park clearly.	
The style applied to objects is attractive.	

Poster Marking Sheet

Name:

The poster entices visitors to want to visit the park.	/1
The poster title attracts attention.	/1
The words on the poster are easy to read.	/1
The poster has a balanced layout and is colorful.	/1
The list of attractions is numbered.	/1
The attractions are ones that visitors would find fun.	/1
The list of restaurants and shops are bulleted.	/1
The restaurants and shops are ones that visitors would like.	/1
The pictures illustrate the amusement park clearly.	/1
The style applied to objects is attractive.	/1
<i>Comments:</i>	/10





RESOURCE

This course includes a sample of a completed project. Teachers can use this resource for demonstration purposes or as a source of inspiration.

TechnoWonderland

Experience the thrills!
TechnoWonderland is fun
for the whole family!

There are many fun attractions!

1. High Flyer Ferris Wheel
2. Flying Monkey Swings
3. Dragon Coaster



Enjoy our restaurants and shops!

- Pete's Pizza
- Sunshine Patio
- Wild Side Store
- Candy Shop



Black Bear

Despite their name, black bears can be blue-gray or blue-black, brown, or cinnamon. Some are even white, although that is VERY rare!

Did you know?



Black Bear

Black bear cubs stay with their mother for two years. The mother bear is VERY protective!

Did you know?



Spreadsheet Challenge:

Sample Report for Survey Results

New Attractions Survey Report

By Tyler Comat

Problem

There has been a decline in pre-teens and teenagers visiting the amusement park. This age group was surveyed to discover the types of attractions they like. This information will be used to select a new addition to the park.

Attractions

The five attractions that were part of the survey were:

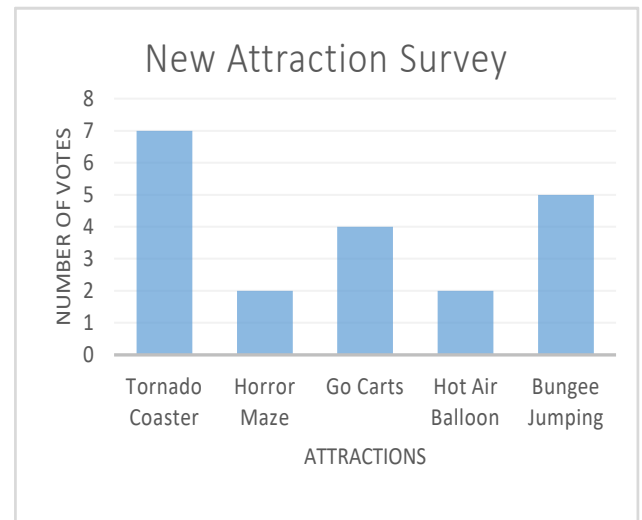
- Tornado Coaster
- Horror Maze
- Go Carts
- Hot Air Balloon
- Bungee Jumping


Survey Results

- The most popular attraction was Tornado Coaster.
- The least popular attractions were Horror Maze and Hot Air Balloon.

Solution

Based on the survey results Tornado Coaster should be added to the amusement park. Tornado Coaster was the most popular ride. This should help increase visitors to the park.





TORNADO COASTER

Christa Love

GET BLOWN AWAY



SPECTACULAR, SENSATIONAL LOOPS!

- Ten terrifying seconds of upside down hang time
- Plunge into a shocking black tunnel of doom
- Experience mind numbing twists, turns, and drops



Fantastic!

Thrilling

