Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

SKU: 9781305878532-SOLUTIONS

Module 6: Enhancing Charts

A Guide to this Instructor's Manual:
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources Site also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

Table of Contents

Module Objectives 2
122: Work with Charts in PowerPoint 2
124: Change Chart Design and Style 3
126: Customize a Chart 4
128: Format Chart Elements 5
130: Animate a Chart 5
132: Embed an Excel Chart 6
134: Link an Excel Worksheet 7
136: Update a Linked Excel Worksheet 8
End of Module Material

Module Objectives

Students will have mastered the material in PowerPoint Module 6 when they can:

- Work with charts in PowerPoint
- Change chart design and style
- Customize a chart layout
- Format chart elements
- Animate a chart
- Embed an Excel chart
- Link an Excel worksheet
- Update a linked Excel worksheet

122: Work with Charts in PowerPoint

LECTURE NOTES

- Explain the method for creating charts from Excel within PowerPoint (by clicking the Chart button). A sample chart appears on the slide and both PowerPoint and Excel windows are open.
- Demonstrate how you can update data in the Excel worksheet and see changes to the chart automatically on the PowerPoint slide.
- Define and discuss the difference between embedding charts and linking charts. Embedded charts are created from within PowerPoint using the Chart button or by copying and pasting a chart from Excel. A linked chart is an object that is created in another program and is saved in a separate file.
- You can apply themes to charts, which prevents you from having to format individual pieces of a chart.
- You can refine some chart elements, such as the data series and legend.

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

- The location of the axes titles, data labels, and the legend are determined by the type of chart layout applied to the slide.
- Advanced formatting options include the ability to specify the axes scales and adjust the interval between the values or categories.
- A trendline is a graphical representation of an upward or downward trend in a data series, also used to predict future trends.
- Error bars identify potential error amounts relative to each data marker in a data series.
- Discuss the use of the Paste Special command.

CLASSROOM ACTIVITIES

1. Class Discussion: Discuss linking and embedding, and in what situations you would use each option.

2. Quick Quiz: Matching

1. Linked chart	A. Becomes a part of the presentation like a picture
2. Trendline	B. Determines the location of the legend
3. Error bar	C. Upward or downward graphical representation
4. Chart layout	D. displays a picture of the chart
5. Embedded chart	E. Identifies potential error amounts

Answer key:
1. D
2. C
3. E
4. B
5. A

124: Change Chart Design and Style

LECTURE NOTES

- Being able to use Excel to create charts in PowerPoint offers you many advantages, including the ability to format charts using Excel Chart tools to customize the design, layout, and formatting.
- After you create a chart, you can immediately alter the way it looks by changing different individual chart elements or by applying a predefined chart layout or style.
- You can also easily change the color and effects of chart elements by applying one of the styles found in the Chart Styles gallery.
- Discuss the AutoFit Options available.

TEACHER TIP
Students may need help selecting the right element of a chart in order to customize it. Review the procedures for selecting the entire chart, the gridlines, and so on. Explain that if certain features are unavailable on the Ribbon, it may be that they have not properly selected the element that they want to modify.

CLASSROOM ACTIVITIES

1. Critical Thinking: What would be a good reason to have multiple layouts applied to the same chart? (Answer: Any creative answer is acceptable. A sample answer includes: One reason to have multiple layouts applied to the same chart is if you need to present data to different groups of people and, among those groups, you'd like to show different chart elements. For example, one group may not need to see a

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

chart title, while another group may not want to see the legend. One group may want or need the legend to be in a specific location.)

2. Assign a Project:
Have students create a new chart in a presentation. Let them experiment with different styles.

126: Customize a Chart

LECTURE NOTES

- Explain that you can customize chart elements, such as gridlines, labels, and the background.
- Major gridlines identify major units on the axis and are usually identified by a tick mark.
- Tick marks are small lines of measurement that intersect an axis and identify the categories, values, or series in a chart.
- Minor gridlines identify minor units on the axis and can also be identified by a tick mark.
- Gridlines are helpful because they make the data easier to read.
- Discuss the Insights pane. In PowerPoint 2013, this was the Research pane.

CLASSROOM ACTIVITIES
1. Class Discussion: Figure 6-5 shows the use of major and minor gridlines. Ask the students when they would choose to use no gridlines? When would they choose to use major gridlines? Minor gridlines?

2. Quick Quiz:
1. Which type of gridline is represented by a tick mark? (Answer: Both major and minor gridlines are represented by tick marks.)
2. You can right-click text elements of a chart and format them with the Mini toolbar. What is the benefit of using the Mini toolbar? (Answer: It's a fast and simple method for formatting text elements.)

3. Critical Thinking: How would you use the Insights pane to research organizations such as R2Go? What phrases in a PowerPoint presentation on R2Go would you select?

128: Format Chart Elements

LECTURE NOTES

- The benefit of formatting chart elements is to gain control of the chart's appearance.
- Quick Styles in PowerPoint provide you with a number of choices to modify all the elements in a chart. Even with all the Quick Style choices, you still may want to format individual elements to make the chart easy to read and understand.

CLASSROOM ACTIVITIES
1. Classroom Discussion:
Have students point out specific Quick Styles and think of chart types that would benefit from them. Get them thinking about best ways to present different types of information to different audiences.

2. Assign a Project:
Have students apply Quick Styles to the charts they created earlier in this lesson.

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

130: Animate a Chart

LECTURE NOTES

- You can animate elements of a chart, much in the same way you animate text and graphics.
- You can animate the entire chart as one object, or you can animate the data markers.
- There are two options for animating data markers individually: by series or by category.
- Animating data markers individually by series displays data markers of each data series (or the same-colored data markers).
- Animating data markers individually by category displays the data markers of each category in the chart. If you choose to animate the chart's data markers as a series, the entire data series is animated as a group; the same is true for animating data markers by category.
- Point out the Clues to Use box on inserting a picture as a slide background.

TEACHER TIP

Discuss the problem with animating too many objects on a slide. Too much animation may detract from the message of the presentation or, worse, the animation may become the focus of the slide show, not the content being delivered.

CLASSROOM ACTIVITIES

1. Critical Thinking: What types of charts would not benefit from animation? (Answer: Any type of chart that needs to be shown all at once in order to be understood. For example, when using a pie chart, you typically want to show how something is divided so that you can make comparisons among the individual slices. In this case, it would not be effective to present one slice of the pie chart at a time. Viewers could not learn anything from the chart until all of the slices of the pie chart were present.)

2. Quick Quiz:

1. You can animate the entire chart as one object, or you can animate the_____. (Answer: data markers)

2. Animating data markers individually by _____ displays the data markers of each category in the chart. (Answer: category)

3. Critical Thinking: Why would you want to use a picture as a slide background? Give some examples of picture backgrounds that R2G could use.

LAB ACTIVITIES

1. Create a sample chart or use one from this chapter. Supply all of the students with the same chart. Tell them that they can animate the data markers by series or by category. Students should determine which option would be the most appropriate and be able to explain why. Spark a classroom discussion to find out why students chose the option that they did.

2. Access the web and find a royalty-free image that is consistent with R2G. Create a new PowerPoint presentation and add the image as a background to a slide. Spark a classroom discussion to find out why students chose the image that they did.

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

132: Embed an Excel Chart

LECTURE NOTES

- Remind students that they can embed an Excel chart from within PowerPoint or embed an existing chart from PowerPoint.
- Embedding occurs when you use one program to create an object in another program.
- Review the following terms and concepts:
  - When you use a program, such as Excel, to embed charts, Excel is the source program.
  - The object you create with the source program is called the source file.
  - The program into which you insert the source file is the destination file.
- Explain the difference between embedding all or part of an Excel worksheet.

CLASSROOM ACTIVITIES

1. Quick Quiz: Matching

1. Excel chart in PowerPoint	A. Source program
2. Excel	B. Source file
3. PowerPoint with Excel chart inserted	C. If you do not have Excel
4. Microsoft Graph	D. Destination file

Answer Key

1. B
2. A
3. D
4. C

2. Critical Thinking: When would it be better to embed a chart in PowerPoint rather than link one? When would it be better to link a chart in PowerPoint rather than to embed one? (Answer: It would be better to embed a chart in PowerPoint when you want to be able to continually edit the chart data in Excel and have the chart update automatically on the PowerPoint slide. It would be better to link a chart in PowerPoint when you do not want the chart altered from within PowerPoint by another user or by mistake.)

134: Link an Excel Worksheet

LECTURE NOTES

- Discuss linking objects in PowerPoint and differentiate linking from embedding.
- When you link a chart in PowerPoint, a link is established between the source file and the destination file.
- Unlike embedded objects, a linked object is stored in its source file, not on the slide or in the presentation file.
- The object in the destination file is just a representation of the source file.
- Any changes made to the source file are automatically reflected in the destination file.
- You can link bitmap images, Excel worksheets, and even PowerPoint slides.
- Use Table 6-1 to review when you should use embedding and when you should use linking.

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

CLASSROOM ACTIVITIES

1. Classroom Discussion:
Have students give real-world examples of when they would embed vs. link. Have students explain their reasoning.

2. Quick Quiz:
Imagine you have two Excel worksheets that you need to insert into PowerPoint. One of the worksheets (Worksheet A) is a list of all of the schools you attended and the teachers you had from K-12th grade. The other worksheet (Worksheet B) is a record of your three children's height, weight, and body mass index that you update each year after their annual physical. Which worksheet (A or B) should you link to the PowerPoint slide and why? (Answer: You should link Worksheet B because it has information that will need to be updated each year in the source program.)

136: Update a Linked Excel Worksheet

LECTURE NOTES

- Demonstrate how to update a linked object by opening the object in the source program and making edits to it.
- You can open the source program by double-clicking the linked object in the PowerPoint slide, as you did with embedded objects, or by starting the source program.
- When you work on a linked object in its source program, your PowerPoint presentation can be either open or closed.
- Explain how to edit a link.

CLASSROOM ACTIVITIES

1. Quick Quiz:
    1. (True/False) When you update a linked object, PowerPoint must be open the entire time. (Answer: False)
    2. (True/False) You can update a linked file by double-clicking its image on the PowerPoint slide. (Answer: True)
    3. You can link Excel worksheets and PowerPoint slides from another presentation into PowerPoint. (Answer: True)

2. Critical Thinking: John opens a PowerPoint presentation and views Slide 6, which includes an image of a chart. He double-clicks the chart and receives a warning message that he cannot work on the chart because Excel is not installed on his computer. Which of the following is true? The originator of the PowerPoint presentation: a) Embedded the chart in PowerPoint, or b) Created the chart in Microsoft Excel, then linked it to PowerPoint. (Answer: b. You can tell that the chart is linked because it requires another program to update the chart.)

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

End of Module Material

- **Concepts Reviews** consist of multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the module skills. The Independent Challenges increase in difficulty, with the first one in each module being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
- **Independent Challenge 4: Explore** contain practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
- **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

Top of Document

© 2017 Cengage Learning®. All rights reserved. May not be scanned, copied or duplicated, in whole or in part, except for use as permitted in a license distributed with a certain product or service or otherwise on a password-protected website for classroom use.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

Module 6
Enhancing Charts

Table of Contents

Module 6 Enhancing Charts 1
Concepts Review 1
Skills Review 2
Independent Challenge 1 3
Independent Challenge 2 3
Independent Challenge 3 4
Independent Challenge 4: Explore 4
Visual Workshop 5

Module 6: Enhancing Charts

Concepts Review

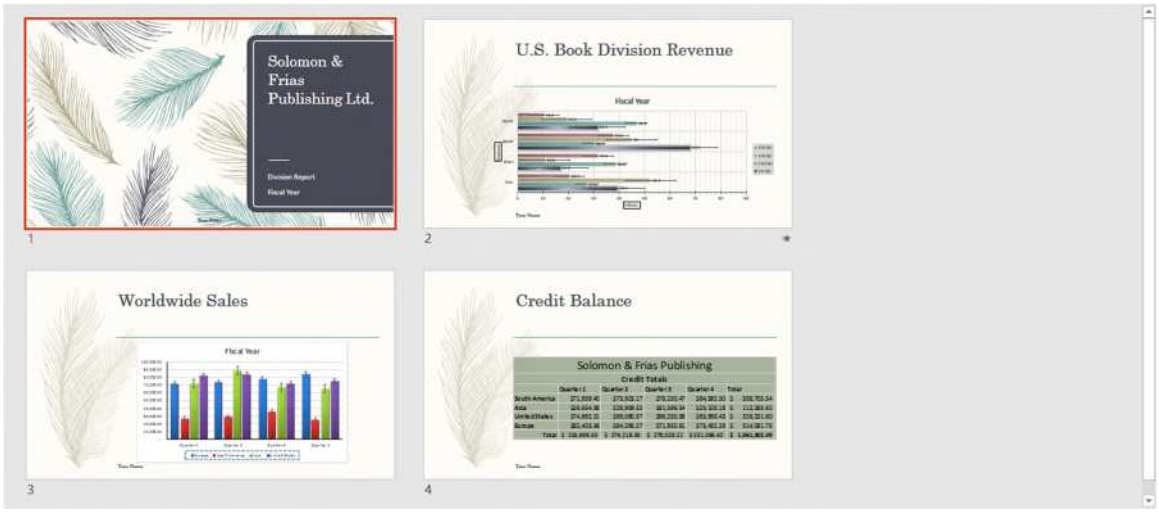
Screen Labeling	Matching	Multiple Choice
1. Worksheet	9. e	14. b
2. Animation tag	10. c	15. d
3. Vertical axis; Value axis	11. b	16. b
4. Legend	12. d	17. a
5. Data label	13. a	18. c
6. Error bar		19. d
7. Chart Elements button		20. a
8. Trendline		

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

Skills Review

Data Filename: ***PPT 6-4.pptx***
Solution Filename: ***PPT 6-Solomon.pptx***

Steps 1a – 1f: Students begin with a data file which they are asked to modify by changing the chart layout to Layout 9 on Slide 2, change the value axis title to Millions, change the category label tot Divisions, apply Style 14 chart style, change the chart type to Clustered Bar, then add Fiscal Year to the chart title.
Steps 2a – 2g: Add primary minor vertical gridlines, primary major horizontal gridlines and outside end data labels to the chart. Add standard error bars to the chart from the Chart Elements gallery, format the value axis and category axis labels, then add major Cross tick marks and minor outside tick marks to the value axis.
Steps 3a – 3h: Select the 1st Qrtr data series, change the Gap Width to 150%, set the Series Overlap to -20%, change the data series fill to preset gradient Bottom Spotlight – Accent 1, change the data marker effect to Glow preset Blue-Gray, 11 pt glow, Accent color 1. Move the legend to the Right, then add a solid fill with a 75% transparency to the legend.
Steps 4a – 4f: Apply the Wipe entrance animation to the chart, change the animation effect to By Element in Series, change the animation of the chart background to not animate, then apply a 1.50 animation duration and .75 delay.
Steps 5a – 5h: Embed an Excel chart, ***PPT 6-5.xlsx*** to Slide 3, increase the chart size, open the chart in Excel, then change cell D6 to 35,590.20 and cell D7 to 67,429.00. Open Sheet2 in the workbook, apply an automatic outline color to the value axis and the category axis, apply the outline color Blue, Accent 1 to the legend, then change the legend outline to 2 ¼ pt square dot dash.
Steps 6a – 6f: Insert a new slide after Slide 3 with the Title Only layout, enter Credit Balance in the title placeholder, link the Excel worksheet, ***PPT 6-6.xlxs*** (Note: have your students make a copy of the Excel file so to keep the data intact) resize the worksheet, format the worksheet with the solid fill color Green, Accent 6, then change the transparency to 20%.
Steps 7a – 7f: Open the worksheet in Excel, apply the Currency format to cells B4 to E7, apply bold to cell F8, then change cell D5 to 31,596.54 and cell B6 to 74,992.21. Students are given specific instructions in this Skills Review, so their solution file should be similar to the figure below of the solution presentation provided (Figure 6-18 in the book):



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

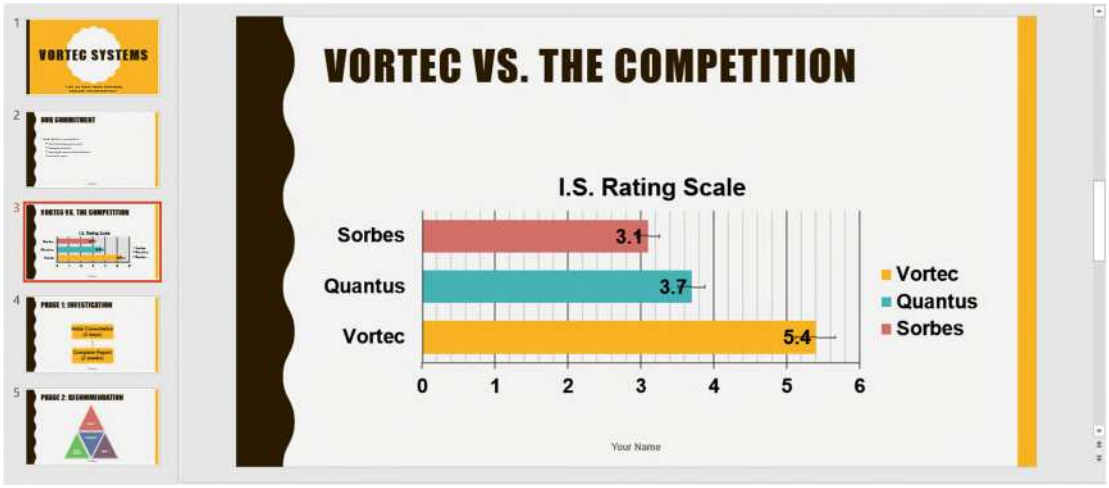
Independent Challenges

Because students will solve the independent challenges in different ways, it is important to stress there is not just one correct solution. The following are examples of possible solutions for the Independent Challenges in Module 6 of this book.

Independent Challenge 1

Data Filename: ***PPT 6-7.pptx***
Solution Filename: ***PPT 6-Vortec.pptx***

Students start with a data file provided and modify the chart layout on Slide 3 to Layout 3. Students need to add a title to the chart and change the chart type to Clustered Bar, then add primary minor vertical gridlines. Add major outside tick marks to the value axis, Inside End data labels, and percentage error bars to the chart. A typical slide might look like the following figure:

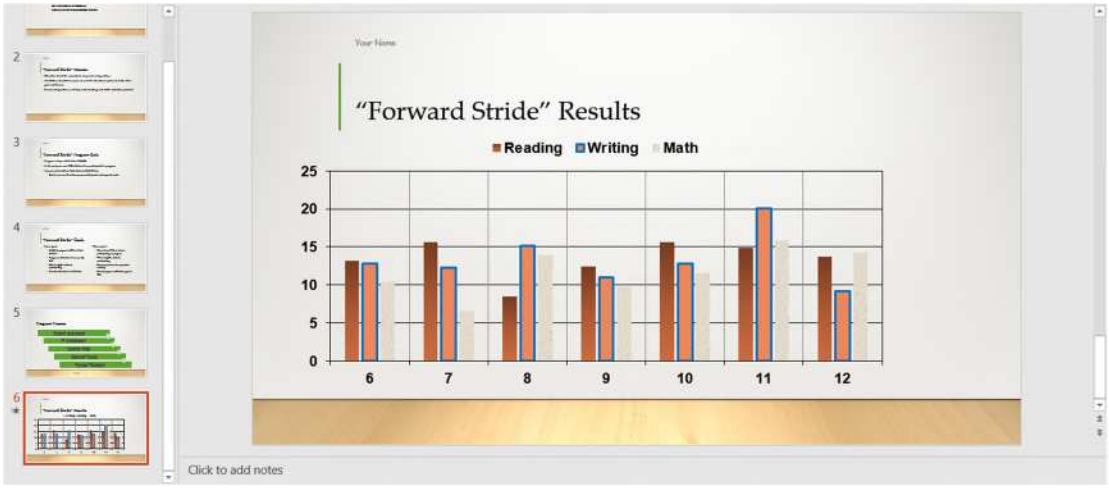


Independent Challenge 2

Data Filename: ***PPT 6-8.pptx***
Solution Filename: ***PPT 6-Indiana.pptx***

Students start with a data file provided and modify the chart type of the chart on Slide 6 to Clustered Column, add primary major vertical gridlines, move the legend to the top of the chart, change the fill of the Reading data series to a dark Linear Down gradient, change the Math data series to Recycled paper texture fill, then change the Writing data series shape outline to Blue 3 pt. Apply the Split entrance animation to the chart, then change the effect options to By Category. A typical slide might look like the following figure:

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut



Independent Challenge 3

Data Filename: ***PPT 6-9.pptx***
Solution Filename: ***PPT 6-Jendos.pptx***

Students start with a data file provided and apply the Crop theme to the presentation, apply a variant add a new slide with the Title and Content layout after the title slide, then create and format a SmartArt graphic with information provided in the book. Students then embed the file ***PPT 6-10.xlsx*** to the Division Performance slide, resize the chart, apply the Style 5 to the chart, then apply data labels with a Low position. Link the file ***PPT 6-11.xlsx*** to the Division Budgets slide, apply the Accounting Number Format to cells B4 to F10 in the worksheet, then format the worksheet with an accent color at 30% transparency. A typical slide might look like the following figure:



Independent Challenge 4: Explore

Data Filename: ***PPT 6-12.pptx***
Solution Filename: ***PPT 6-Review.pptx***

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

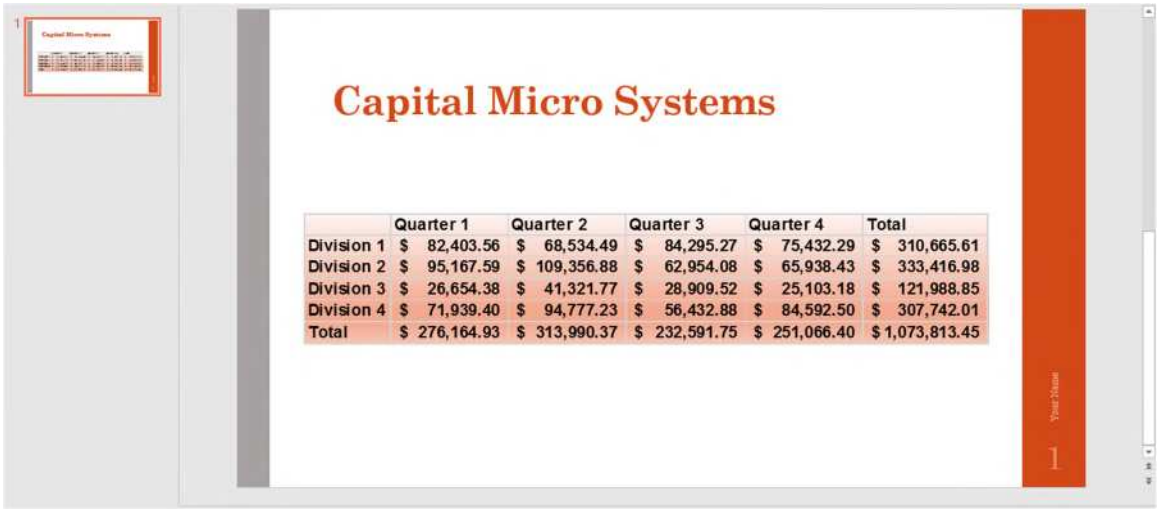
Students start with a data file provided and use the Internet to research information for the presentation. Students should use the information provided in the challenge to help them locate information on the Internet. In this challenge, students link an Excel file, ***PPT 6-13.xlsx***, modify the linked chart, create a SmartArt graphic, create a table, and then apply a design theme and format the slides. Students will add appropriate graphics and modify the Slide Master to enhance the presentation. A typical slide might look like the following figure:



Visual Workshop

Data Filename: ***Creates new***
Solution Filename: ***PPT 6-Capital.pptx***

Student presentation should look like the following figure (Figure F-19 in the book). Student needs to embed and format the Excel chart ***PPT 6-14.xlsx*** as shown. Format the worksheet with a Linear Down fill.



	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Division 1	$ 82,403.56	$ 68,534.49	$ 84,295.27	$ 75,432.29	$ 310,665.61
Division 2	$ 95,167.59	$ 109,356.88	$ 62,954.08	$ 65,938.43	$ 333,416.98
Division 3	$ 26,654.38	$ 41,321.77	$ 28,909.52	$ 25,103.18	$ 121,988.85
Division 4	$ 71,939.40	$ 94,777.23	$ 56,432.88	$ 84,592.50	$ 307,742.01
Total	$ 276,164.93	$ 313,990.37	$ 232,591.75	$ 251,066.40	$ 1,073,813.45

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solut

Your Name

"Forward Stride" Performance Review

ESL AND SPECIAL IP PROGRAM

INDIANA STATE PUBLIC SCHOOL SYSTEM

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Your Name

"Forward Stride" Mission

- Education should be a priority for all parents and guardians
- All children should have equal access to the educational system to further their goals and dreams
- Parents and guardians need help understanding each child's individual potential

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Your Name

"Forward Stride" Program Data

- Program cost per child held at $10,000
- In the past year, over 6700 children have participated in program
- Annual cost to Indiana State Schools, $5.5 Million
  - Goal to save over $1 million per year with private and corporate funds

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Your Name

"Forward Stride" Goals

- 5 year goals:
  - Establish program in 25% of state's districts
  - Program certification to increase by 45%
  - 65% of eligible students participating
  - Parental education in all districts
- 10 year goals:
  - Have at least 75% of schools participating in program
  - 75% of eligible students participating
  - Develop private and corporation funding
  - Reach program certification goal of 90%

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Program Process

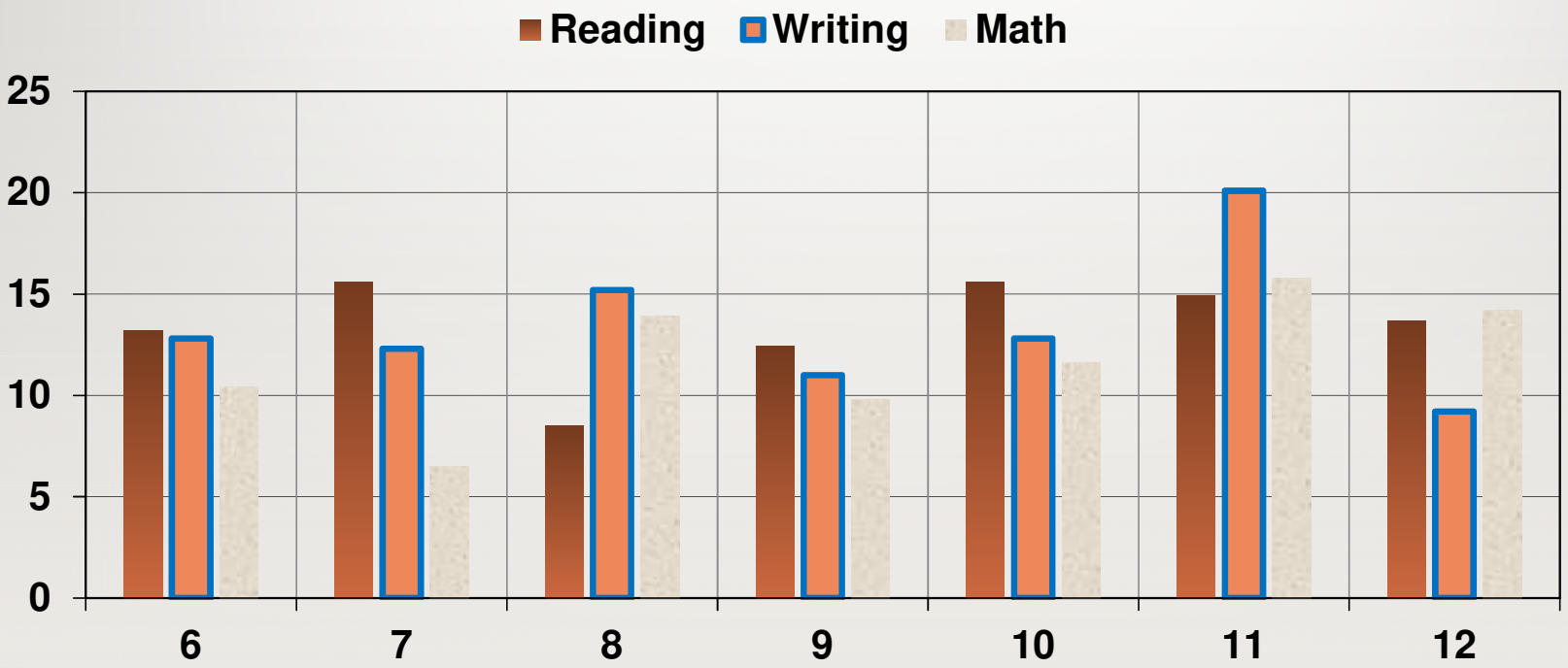


Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Your Name

"Forward Stride" Results



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

JENDOS INDUSTRIES

Division Manager Meeting

Rating Report

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Company Divisions



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

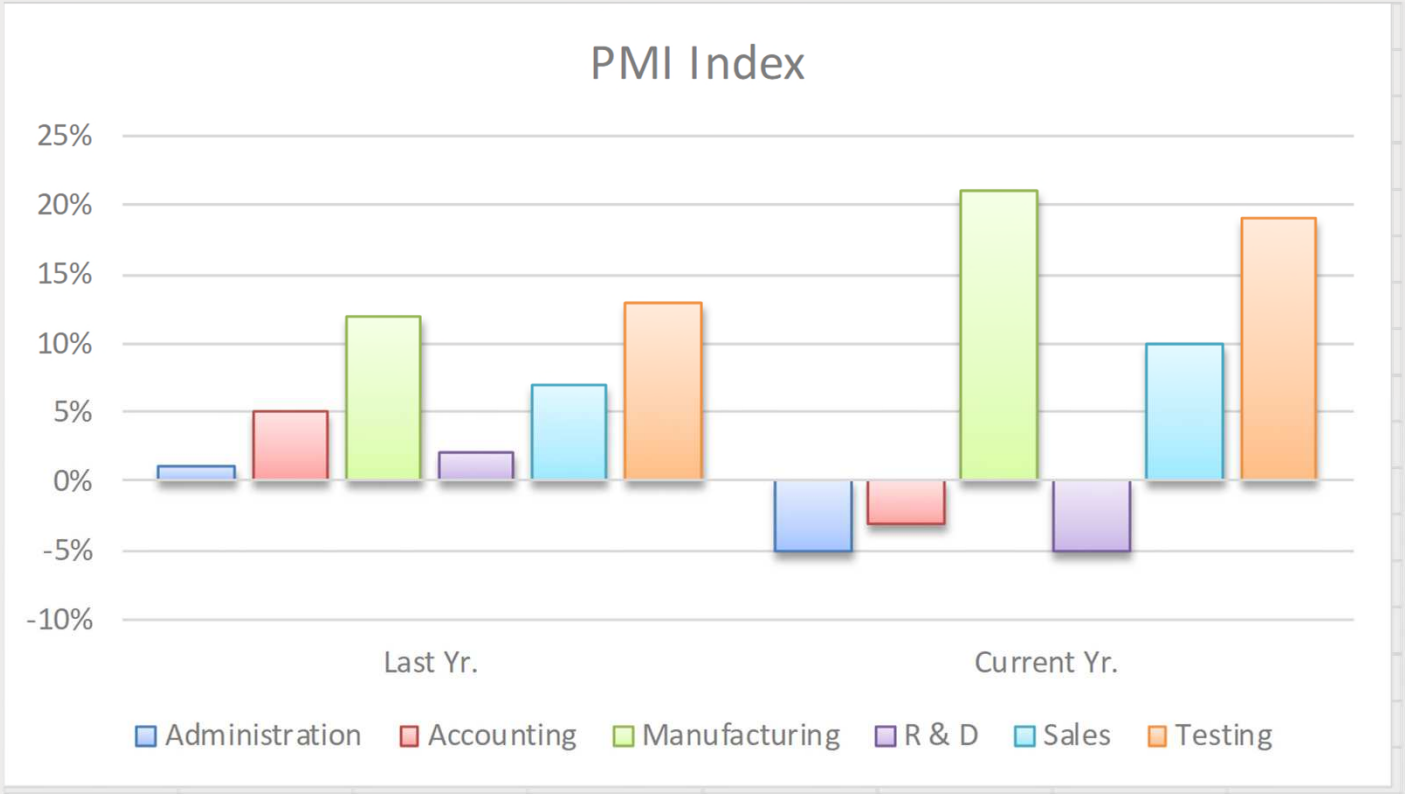
Efficiency Analysis

- Company performance
  - *Ave. 3.2% inflation: gross profit 6.1%*
  - *After tax and insurance obligations, NET PROFIT= 2.7%*
- Sales, Testing, Development & Manufacturing
  - *Efficiency up an average of 8.5%*
- Administration, Accounting & Research
  - *Efficiency down an average of 2.3%*

- US Manufacturing Assoc. efficiency ratings
  - *Company is in a 60-day rating review*
  - *AA Manufacturing rating*
  - *Jendos needs AA+ rating*

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Division Performance



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

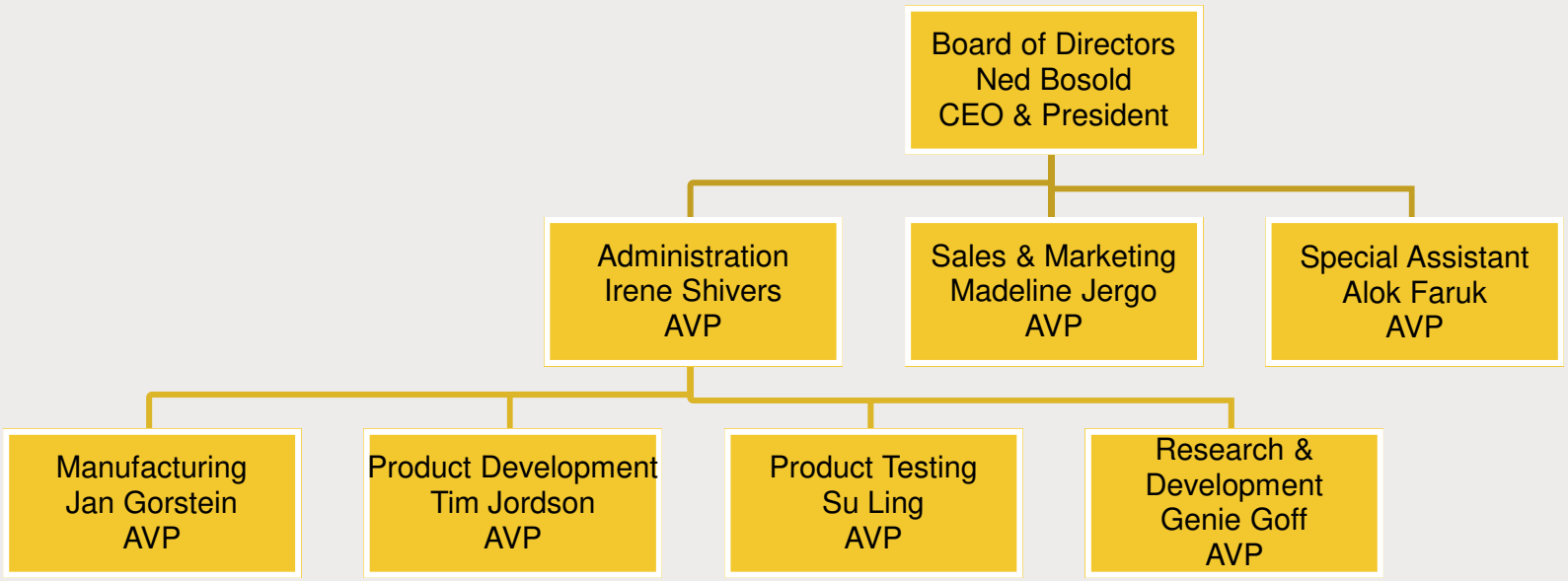
Division Budgets

Jendos Division Budgets					
Fiscal Year					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Administration	$ 89,500.00	$ 92,500.00	$ 89,500.00	$105,500.00	$ 377,000.00
Accounting	$ 65,000.00	$ 65,000.00	$ 65,000.00	$ 65,000.00	$ 260,000.00
Manufacturing	$155,800.00	$165,500.00	$185,000.00	$185,500.00	$ 691,800.00
Product Testing	$ 65,500.00	$ 75,750.00	$ 45,300.00	$ 55,300.00	$ 241,850.00
R & D	$ 25,670.00	$ 35,300.00	$ 42,500.00	$ 55,000.00	$ 158,470.00
Sales/Marketing	$ 95,740.00	$110,400.00	$105,700.00	$ 90,400.00	$ 402,240.00
Total	$497,210.00	$544,450.00	$533,000.00	$556,700.00	$ 2,131,360.00

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Divisions & Managers



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Community Development Projects - Kenya

1

Presented by

Reason2Go

Marketing Dept.

Your Name

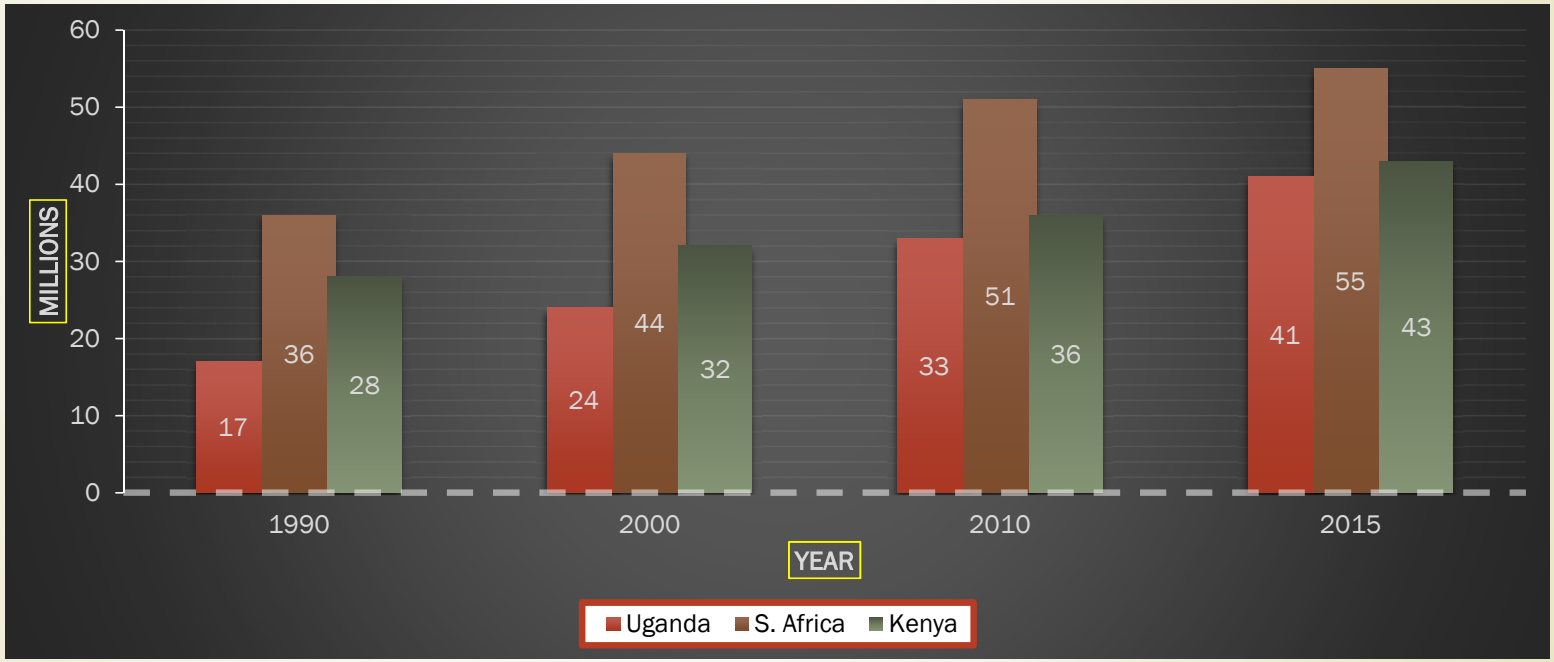
Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Kenya's Population Growth Crisis

- Kenya's population more than doubled between 1970 and 2015.
  - Reducing the average amount of fresh water per capita by more than half
  - 1640 cubic meters per person per year
- Kenya's population is growing by 2% per year
  - Roughly 3 million people per year
- Kenya's population is expected to double again in 50 years.
  - Reducing the average amount of fresh water per capita to 1100 cubic meters per year

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Population Growth Comparison



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Priority Projects

- Well water production
  - Water supply limited in quantity and quality
- Supportable farming methods
- Replanting methods
- Community health education

Clean water equals self-reliance

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Water: Developmental Essentials



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Water: The Strategic Commodity

- Economic efficiency
- Social fairness
- Sustainability
- Population demands



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Water Restructuring Policies

- Shift water away from agricultural sectors and toward communities and industrial centers
  - Controversial but critical in specific areas
  - Balance agricultural needs with population consumption
  - Determine possible political consequences within tribes and villages
  - Identify legal issues

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Efficient Technologies

- Institute drip irrigation systems nationwide
  - Drip systems deliver water directly to plant roots
  - Cuts water use by between 30% and 70%
  - Increases crop yields by between 20% and 90%
- Utilize “Fertigation” irrigation process
  - Fertigation applies fertilizer through drip irrigation system
  - Limits groundwater pollution

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Technology Considerations

Financial	Maintenance	Population
Agriculture economy	Skill level	Appropriate system
Repair expenses	Third party dependency	Water demand: rural vs. urban
Supportable technology	Repair times	

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Efficient Distribution

- Repair distribution systems that leak
- Expand central sewage systems
- Meter water connections
- Ration and restrict water usage



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Unique Travel Experience

- Exciting travel destinations
- Serve others in desperate need
- Satisfaction of helping your fellow man
- Live and work along side the people you serve



Village chief inaugurates new hand pump near Nairobi, Kenya

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Flight and Date Information

- Direct flight service to Nairobi from 20 worldwide airports
  - Flight not included in tour package price
- Tour dates
  - Choose your custom start date
  - Tour length 14-18 days

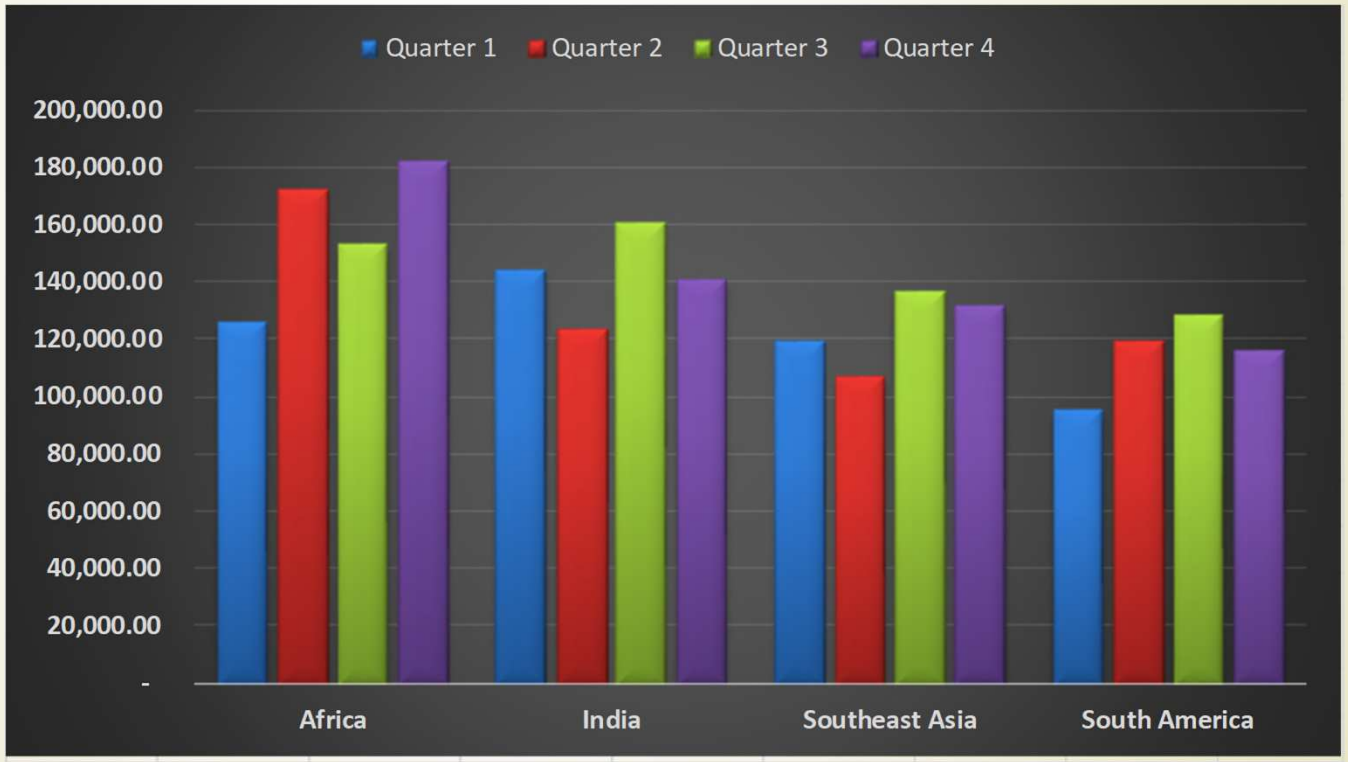
Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Accommodations

- Tour package (per person; double occupancy; meals included)
  - A: Kenyan host family - $3500
  - B: Tent camp near project site - $4000
  - C: Private hut in local village - $5500
  - D: Masai treehouse - $7000

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

R2G Sales by Region



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

R2G Revenue Comparison

Fiscal Yr. 2016					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Africa	$126,395.62	$172,472.59	$153,347.22	$182,483.55	$ 634,698.98
India	$143,947.39	$123,673.11	$161,230.47	$141,420.84	$ 570,271.81
Southeast Asia	$119,345.98	$107,488.20	$136,954.19	$131,583.62	$ 495,371.99
South America	$ 97,839.59	$119,329.08	$128,390.77	$116,295.38	$ 461,854.82
Total	$487,528.58	$522,962.98	$579,922.65	$571,783.39	**$ 2,162,197.60**
Fiscal Yr. 2015					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Africa	$110,683.29	$127,493.08	$177,903.83	$ 97,583.62	$ 513,663.82
India	$ 95,208.43	$139,592.96	$146,403.77	$116,052.64	$ 497,257.80
Southeast Asia	$132,945.40	$ 90,843.11	$105,948.50	$117,599.01	$ 447,336.02
South America	$ 60,344.62	$ 77,023.22	$101,832.74	$ 86,093.19	$ 325,293.77
Total	$399,181.74	$434,952.37	$532,088.84	$417,328.46	**$ 1,783,551.41**

Your Name

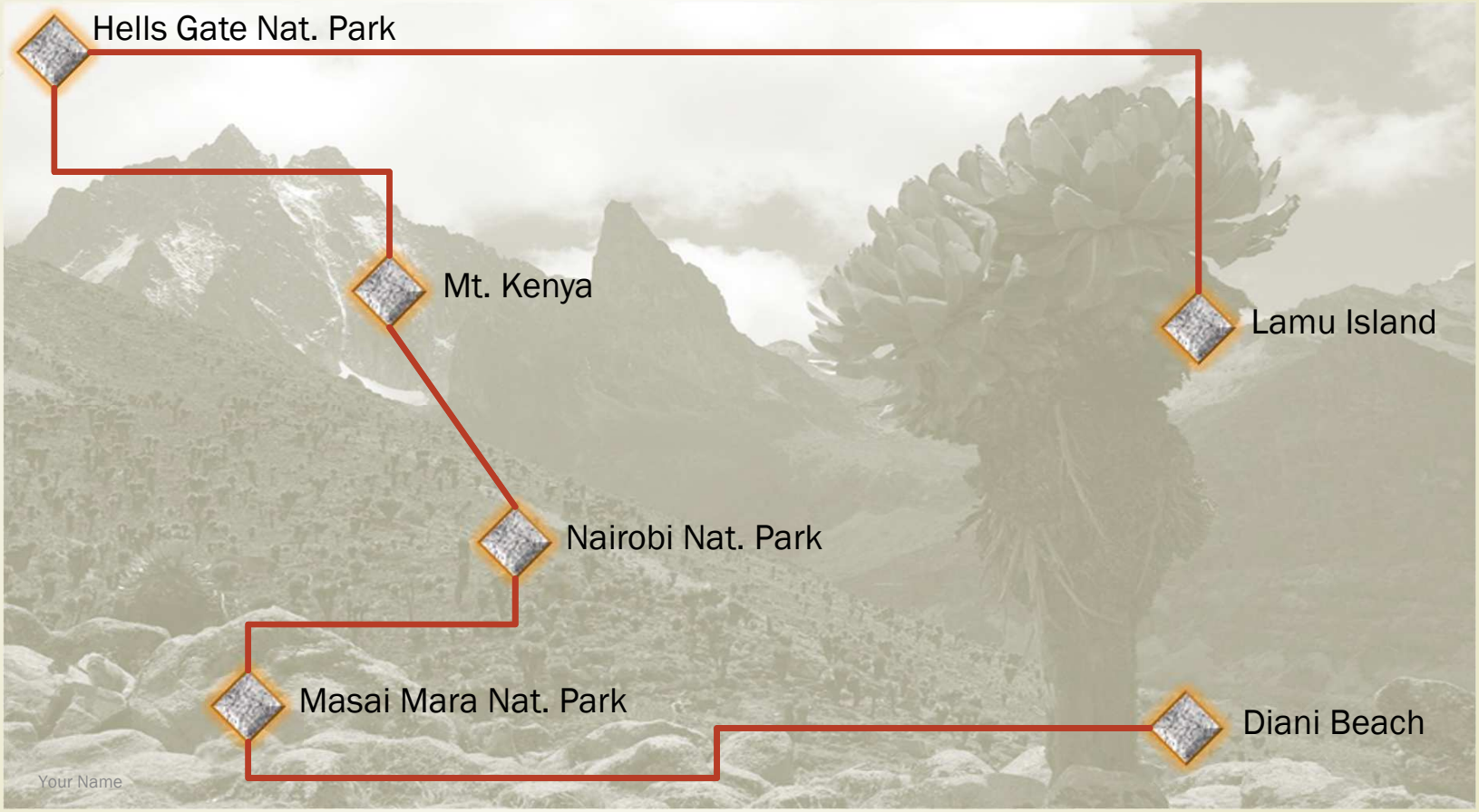
Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Suggested Itinerary

- Day 1 Arrive Nairobi, Kenya
- Day 2 Project orientation/free day
- Day 3 Explore a National Park/Reserve with private guide
- Days 4-9 Work on well project
- Day 10 Free day
- Day 11 Hike Mt Kenya, or game drive at National Park
- Day 12 Visit Lamu Island
- Day 13 Free day
- Day 14 Fly home

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Top Kenyan Attractions



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

ONLINE PC GAME REVIEW

Your School Newspaper

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

GAME CATEGORIES

- Top games in the following categories
  - Sci Fi - Battle World
  - Mythology - Queen Arcadia
  - Superhero - Zetar

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

BATTLE WORLD

- In Battle World, you walk the course of an immortal warrior with a variety of supporting characters
- You have the freedom to switch between 5 classes of characters at any time while discovering different skills and powers
- All character classes can be developed simultaneously allowing players to swap classes on the go, depending on the current game situation

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

QUEEN ARCADIA

- Great group play with a sociable community
- Top notch action based combat with human reflexes and aimed skill shots, and enemy attacks
- Political system allows for individual players to rise to the rank of Amok, ruling over areas of land
- Open PvP server available and customizable skills make for some interesting character development choices

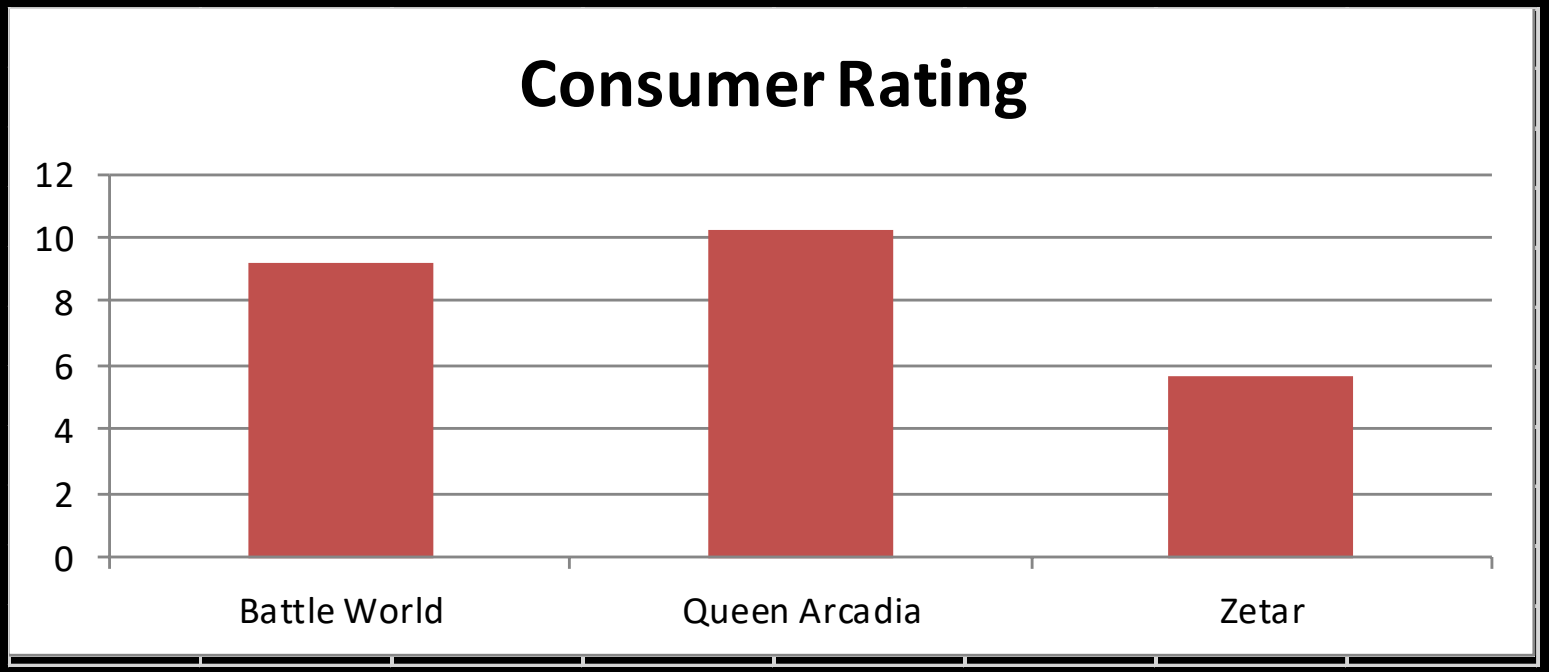
Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

ZETAR

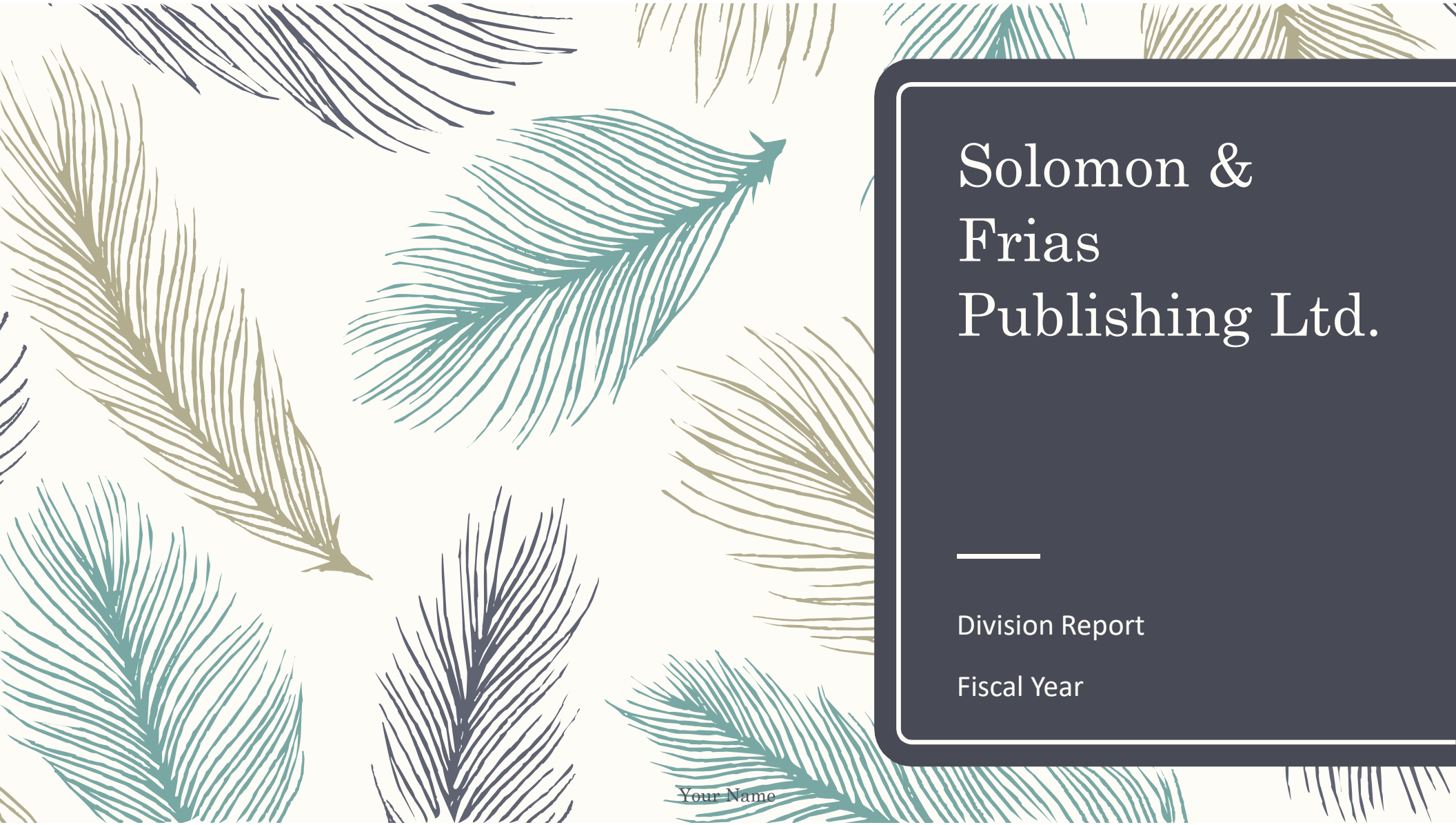
- Automatic movement to quest locations and an activity assistant based on free play time
- Blends real world and mythology to create a new mythological world with typical fantasy classes
- Can display special powerful clothes instead of armor
- Battles center around taking players souls that can power up whoever posses them
- PvP starts only in advanced levels

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

GAME REVIEWS

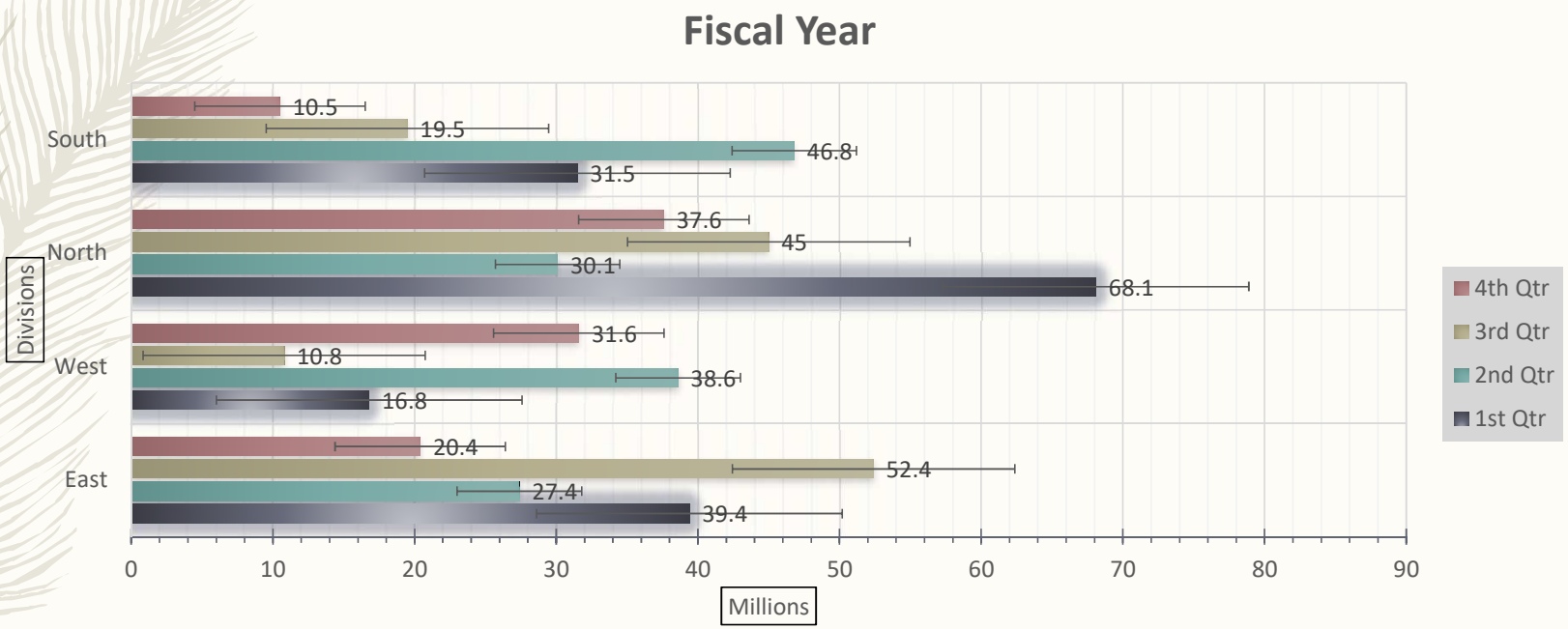


Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual



Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

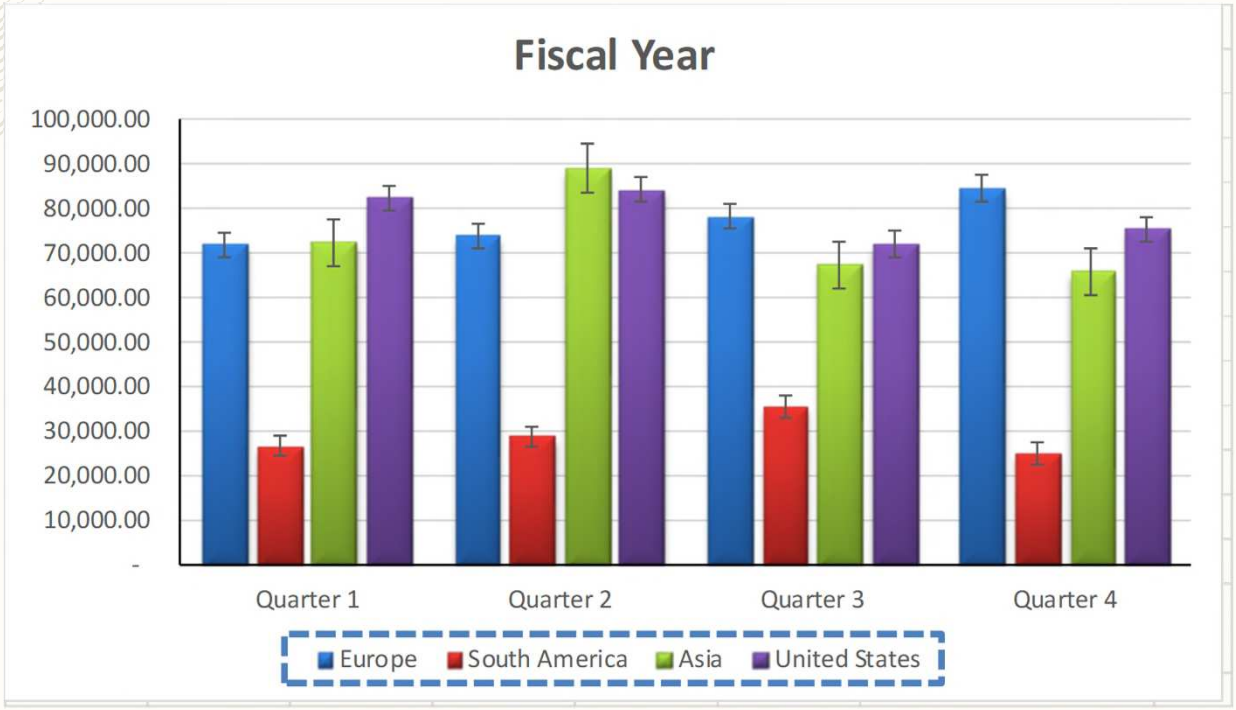
U.S. Book Division Revenue



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Worldwide Sales



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Credit Balance

Solomon & Frias Publishing					
Credit Totals					
	Quarter 1	**Quarter 2**	**Quarter 3**	**Quarter 4**	**Total**
South America	$71,939.40	$73,923.17	$78,250.47	$84,592.50	$ 308,705.54
Asia	$26,654.38	$28,909.52	$31,596.54	$25,103.18	$ 112,263.62
United States	$74,992.21	$89,090.37	$96,230.59	$65,938.43	$ 326,251.60
Europe	$82,403.56	$84,295.27	$71,950.61	$75,432.29	$ 314,081.73
Total	$ 255,989.55	$ 276,218.33	$ 278,028.21	$251,066.40	**$ 1,061,302.49**

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

VORTEC SYSTEMS

"LET US HELP YOUR BUSINESS REALIZE ITS POTENTIAL"

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

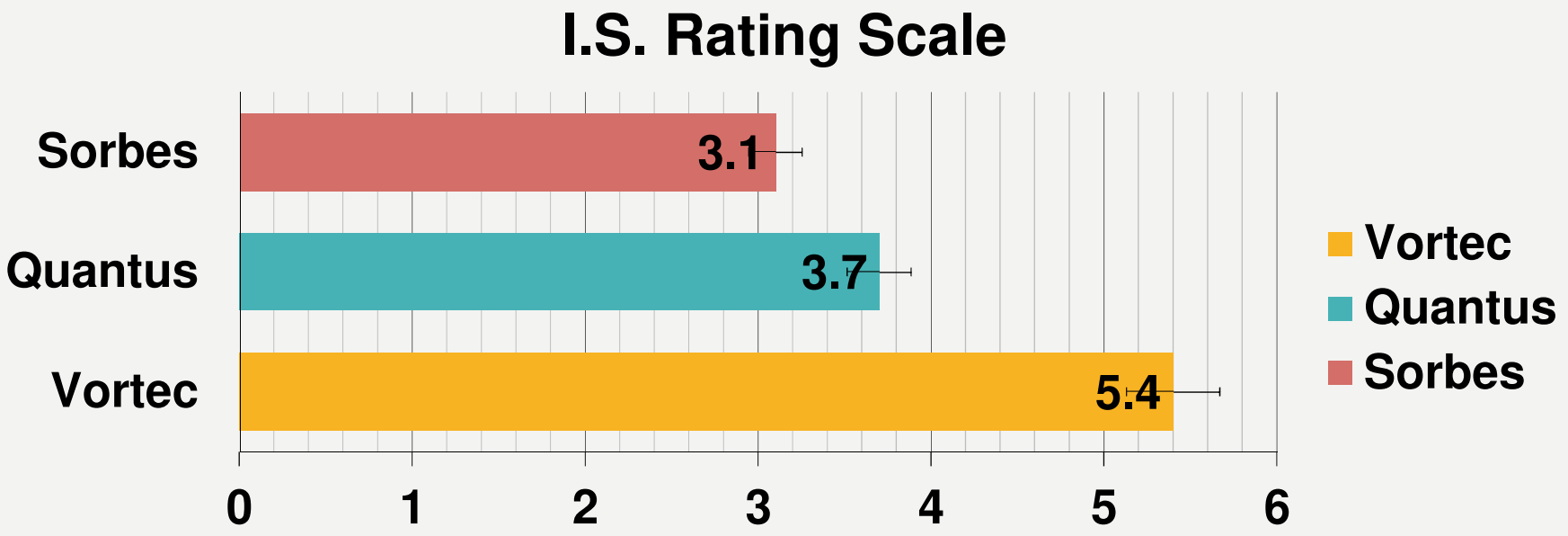
OUR COMMITMENT

- Vortec Systems is committed to:
  - client relationships based on trust
  - listening to our clients
  - improving the way our clients do business
  - our clients' success

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

VORTEC VS. THE COMPETITION



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

PHASE 1: INVESTIGATION

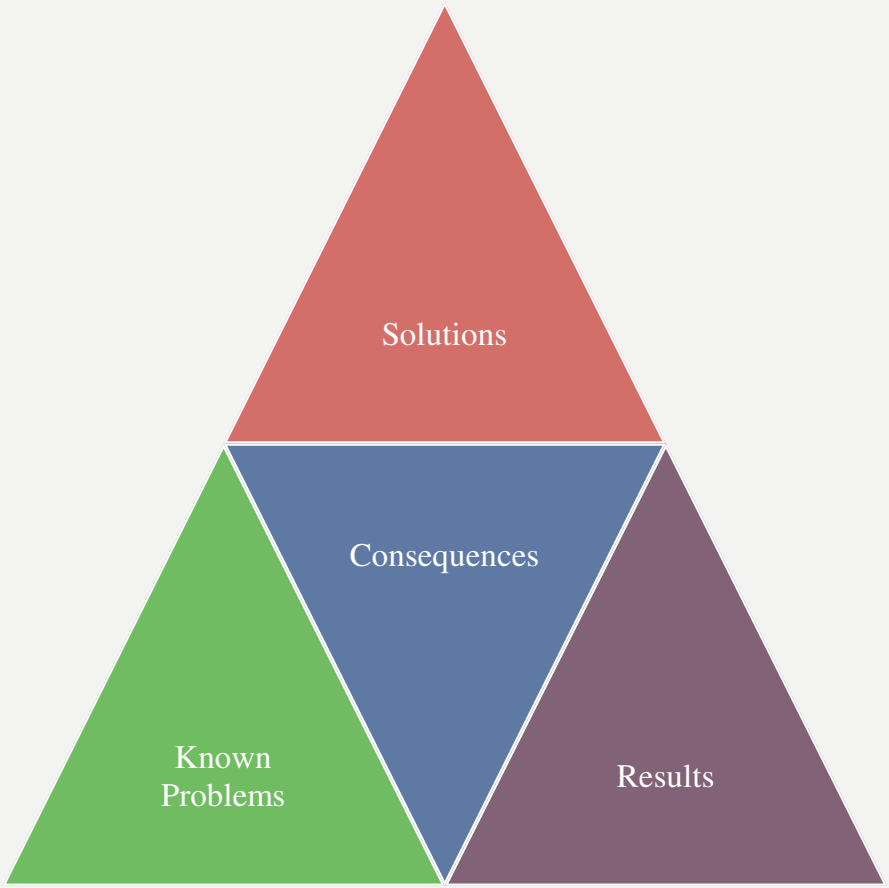
Initial Consultation
(2 days)

Complete Report
(2 weeks)

Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

PHASE 2: RECOMMENDATION



Your Name

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual

Capital Micro Systems

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Division 1	$ 82,403.56	$ 68,534.49	$ 84,295.27	$ 75,432.29	$ 310,665.61
Division 2	$ 95,167.59	$ 109,356.88	$ 62,954.08	$ 65,938.43	$ 333,416.98
Division 3	$ 26,654.38	$ 41,321.77	$ 28,909.52	$ 25,103.18	$ 121,988.85
Division 4	$ 71,939.40	$ 94,777.23	$ 56,432.88	$ 84,592.50	$ 307,742.01
Total	$ 276,164.93	$ 313,990.37	$ 232,591.75	$ 251,066.40	$ 1,073,813.45

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st edition Beskeen Solutions Manual