

# Technology Proficiency



## Start your own high school club

### **PAINTING AND DRAWING**

Day 1 and 2 –Using AppleWorks Paint/MS Paint create a logo or mascot for your club.

### **WORD PROCESSING**

Day 3 and 4 – Using AppleWorks Word/MS word create a flyer for your first meeting for your new campus club. Remember the flyer has to be goof if you want people to come.

### **SPREADSHEET**

Day 5 and 6 – Your club is going to need a budget to get money and raise money. Using MS Excel/AppleWorks spreadsheet create a budget for the first 3 months of operation

### **DATABASE**

Day 7 and 9 – Using database software like MS Access /AppleWorks create a list of 20 people that just joined your club. Use the following fields. Name, address, city, state, zip, phone, email, and title (if they are an officer IE president etc.). Use Park West students and fake addressed and phone numbers for this one

### **WEBPAGE**

Day 9 and 10 –You need a website for your club. In the site you need to have items for sale, email, and links to other sites.

### **PRESENTATION**

Day 11 and 12 – Use presentation software like MS PowerPoint. Create an 8 slide presentation on your club.

Each assignment is worth 2 product hours, 3 turned in on time. You may show me work on your PC screen, disk/storage device, print, or email it. [douglas.perez@pusd.org](mailto:douglas.perez@pusd.org)