

# Technology Proficiency



## Your Own Archeological Dig

### **PAINTING AND DRAWING**

Day 1 and 2 –Using AppleWorks Paint or MS Paint create a mural that you might find on the wall on the dig site.

### **WORD PROCESSING**

Day 3 and 4 –Using AppleWorks/MS Word write a professional business letter to possible donors. People don't dig for free!

### **SPREADSHEET**

Day 5 and 6 – Using the spreadsheet MS Excel/AppleWorks. The British Museum wants to pay for your entire budget! Create a budget that brings them home the gold. Item-Units-Cost-Sub-Total.

### **DATABASE**

Day 7 and 9 –Using the spreadsheet MS Excel/AppleWorks create a list of 20 people that are part of your dig. Include the following fields: Name-Address-Cell-Pager-Email-Job-Specialty.

### **WEBPAGE**

Day 9 and 10 –You need a website for your project. Using an existing template in AppleWorks/MS FrontPage create a website that promotes project goals and objectives. Include links to other sites, email links, and links to other people in your organization.

### **PRESENTATION**

Day 11 and 12 – Use presentation software like MS PowerPoint. Create an 8 slide presentation on the Archeological dig.

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)