

Word Processing Material

1. Open a word processor and type in the following text. On completion, save and close the file and then close the word processor down.

Become a skier in less than a week with our Introduction-to-Skiing programme.

If you've been wondering what it is that makes a skier fall in love with skiing, there is no better time or place to find out than this season at Mount Vergil. We've spent years developing programme that teaches not only the basic skills of the sport, but allows instructors to share the excitement, joy and adventure that skiing can bring. Our successful Introduction-to-Skiing programme is the result of these efforts. We are proud to be known around the world for our ability to instil a lifelong love of skiing in new skiers - in just one short week!

Introduction-to-Skiing/Snowboarding plans

[WHEN CREATED THE SPREADSHEET WILL BE INSERTED HERE]

[NEW PAGE]

Plan your ski fun dates

[WHEN CREATED THE DATABASE SAMPLE WILL BE ENCLOSED HERE]

Compare prices and plan your budget

[WHEN CREATED THE BAR CHART WILL BE ENCLOSED HERE]

See you soon

The Mount Vergil Team

[YOUR NAME]

Spreadsheet Material

- Using the following material create a small spreadsheet showing the cost of ski lessons. It should look something like this:

Plan begins daily	1 Day	2 Day	3 Day	
Adult Rate	45	90	135	
Junior/Senior Rate	30	60	90	

Database Material

- Use the following data to create a small database. On completion filter or query out dates with more than 220 ski days. This query will be used in the final leaflet.

Ski Season	Open/Close Dates	Ski Days	Total Snowfall in inches.	Base Depth on 01 March
1999/2000	October 3 - June 4	214	182	64
1998/1999	October 1 - June 9	243	279	70
1997/1998	October 1 - June 1	229	300	99
1997/1998	October 21 - June 14	226	206	48
1997/1996	October 27 - May 28	208	198	39
1996/1995	October 13 - May 21	211	202	42

Graph Material

- Using the same data as in the spreadsheet, create a bar chart comparing the daily rates for Adults compared to Juniors/Seniors. Label the Y axis "Cost" and the X axis "Number of Days".

5. When you have done all of these various tasks and saved your work, re-load the original word processed document and insert the appropriate objects at their respective places.
6. Add a new sentence to the paragraph relating to the database stating that you have decided to omit dates with less than 220 ski days from your database list.
7. Change the font size for the entire document to a suitable size for the finished document to fill two pages. (This includes the tables.) Re-align the tables if necessary.
8. The document is now almost complete. Just insert your name as a header and insert page numbers, centered, in a footer.