

Vocabulary:

Cell	Column	Data Labels
Data Type	Database	Download
Field	Formula	Graphic Tablet
Horizontal axis	Legend	Network
Query	Record	Row
Spreadsheet	URL	Vertical Axis
Virus		

Create a database using Access to record the following information about your favorite restaurant. Please research 10 of your favorite restaurants within the United States. Save your database as your last name review (EX: smithreview)

Field Names should be as follows:

- ❖ Name of Restaurant
- ❖ Website address
- ❖ City of closest location to Gaylord
- ❖ Menu Included (Yes/No)

Review Restaurants			
Name of Restaurant	Web Address	City (location) closest to Gaylord	Menu Included
Outback Steakhouse	www.outback.com	Traverse City	Yes

Payroll Worksheet:

Employee	Hourly Rate	O.T. Rate	Hours Worked	Regular Pay	O.T. Pay	Gross Pay	FICA Tax 7.2%	Medicare Tax 2.45%	Net Income
Andy	\$5.95		25						
Kenny	\$9.55		35						
Susie	\$6.85		40						
Beth	\$9.95		18.5						
Tim	\$6.00		51						
TOTAL									

Microsoft Word

Create a table in Word. Make it 2 columns and 2 rows.

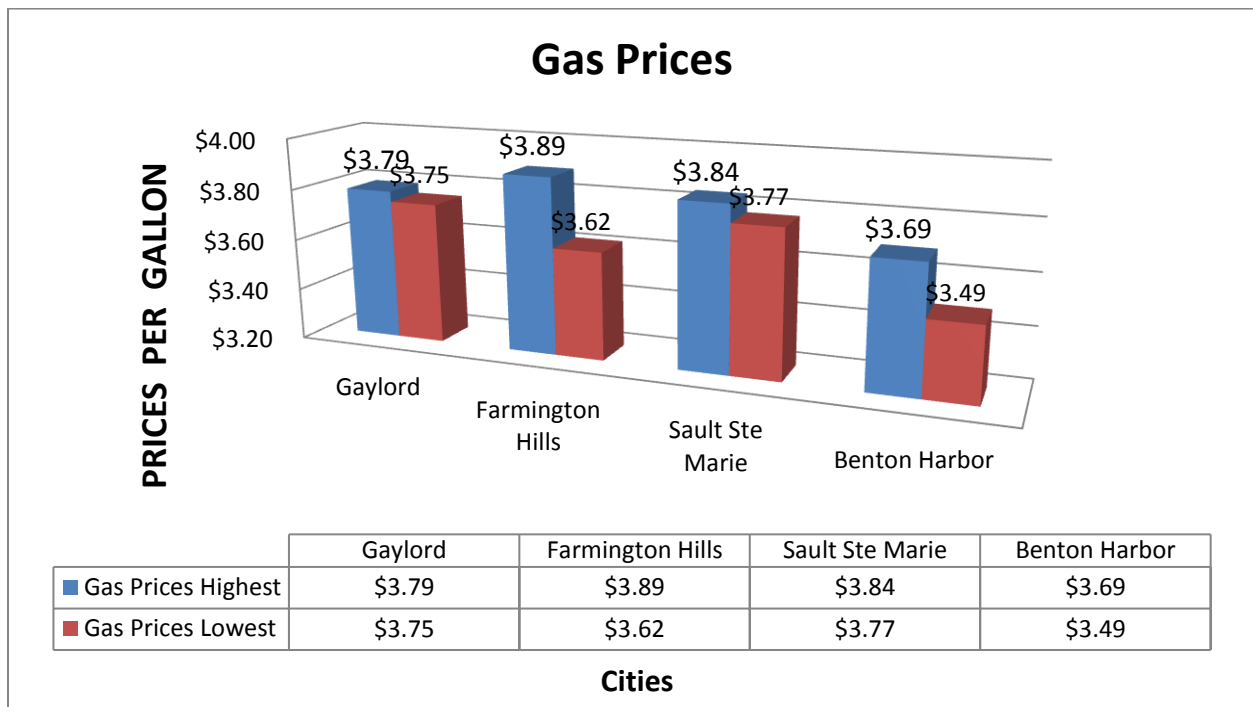
List 4 peripherals you researched during the semester. Just insert the name.

#1	#2
#3	#4

Microsoft Excel

Create a chart in Excel using the following information:

Gas Prices	Highest	Lowest
Gaylord	3.79	3.75
Farmington Hills	3.89	3.62
Sault Ste Marie	3.84	3.77
Benton Harbor	3.69	3.49



You will need to insert the chart and then format the chart to look like the chart above using:

1. Chart Tools – Design
2. Chart Tools – Layout
3. Chart Tools - Format