

This is a three-part project that will result in three separate files.

First do the research

Decide on the country and gather info on trip expenses.

A site that may help is state.gov, the State Department website which provides travel information for citizens wanting to go abroad. Just click either students or travelers and choose the country. Other resources such as links to airlines are provided on the state.gov site.

This project is about working the career of your choice in another country in addition to planning a trip to that country, so your research should include information such as

- The job - Job opportunities are available in that country
 - Duties and responsibilities of the job
 - Employers and where are they located
 - Job information such as salary, and benefits
 - Vacation time, travel expenses back to US, living expenses
- The trip - An itinerary of places to visit, both job-related and personal entertainment.
 - Where
 - When
 - Number of days to stay
 - Travel documents needed
 - Transportation to and within the country
 - Lodging and meals during the visit
- Costs of the trip

Create sketches for each part

Once you've done the research, you can create the sketch for whichever aspect of the project you are creating:

- Word document (you are asked to create a flyer announcing a trip to your chosen country)
 - Include items such as
 - where (city),
 - when, (number of days to stay)
 - travel documents needed,
 - transportation to and within the country,
 - where to stay,
 - what places of interest or companies to see (minimum 2 maximum 4) and
 - general costs of the trip
- Excel spreadsheet (you are asked to create a trip budget, to include transportation to and within the country, hotel or hostel expenses, meals including tips, and incidentals, which may include costs such as laundry, parking fees, equipment rentals, wi-fi access expense, forgotten personal hygiene items, snacks, etc.)
- PowerPoint Presentation (you are asked to create a presentation that uses elements of both the flyer and the spreadsheet in a presentation)

Consult each specific assignment for the data to be included on each part of the project. Check off each requirement as you add it.

Word Flyer

Requirements

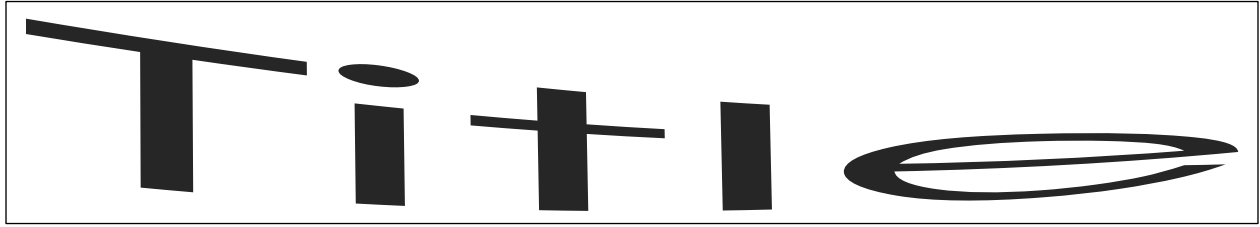
1. One Page (5 points)
2. Page Border (5 points)
3. Shape (5 points)
4. Smart Art Graphic (5 points)
5. Use a minimum of one modification from the Font Grouping. (Click the dialog launch button to see the potential features)(5 points) This can be a style (Bold, Italic, Underline or Text Effect)
6. Use a minimum of one modification of the Paragraph Grouping. (Click the dialog launch button to see the potential features.) (5 points) (Line spacing, tabs, etc.)
7. A description of the trip must be placed on the flyer and easy to read. This should include date of departure and return (use June 1 - 8, 2022), who and what you will visit(companies, schools, tourist sites, at least 2; not more than 4)(25 points), and the overall cost
8. Image that communicates the desirability of that country as a place to visit, work or live. (10 points)
9. Image must be formatted in a minimum of two ways using the Picture Tools Format Tab (10 points)
10. Overall Completeness of the flyer (10 points)
11. Creativity (10 points)
12. Professional Look to the flyer(5 points)

Please note: Puerto Rico is a territory of the United States, not a foreign country. Same for areas such as American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands. These are inhabited, and the population are US citizens, each having one representative in the US House.

The example below may help as a guide. Treat it as if it were a template. In other words, do not copy what you see, either in whole or in part. Start with a blank document and add your own ideas and elements from there. You can sketch out your elements on a blank sheet of paper. Do not forget to credit your sources for any pictures, and by using footnotes if you use any numeric data, such as costs, population and industry figures, etc.¹ The general trip cost on the flyer, since it is an estimate in round figures does not need to be cited. Specifics used in the PowerPoint presentation should provide footnotes.

¹ The document is a flyer, so citations are likely not needed, just captions noting source on pictures. The text will include relevant details, but statistics, etc. are not likely.

You may want to create a word document with your research notes, that way you can use the references tab to manage sources.

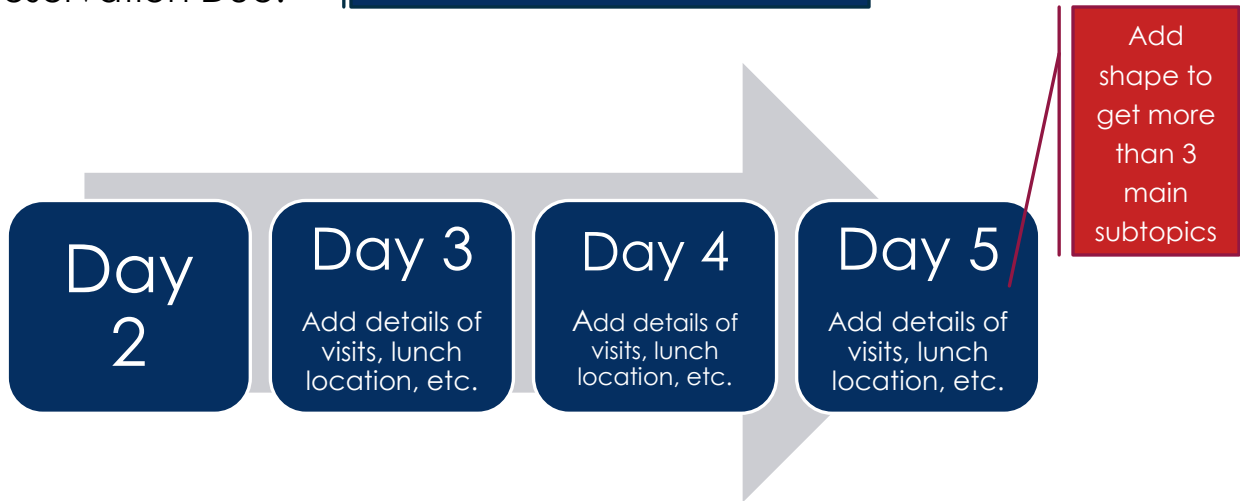


Where:

When:

Cost per Person:

Reservation Due:

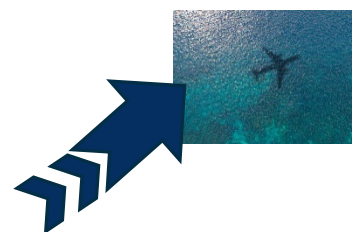


What to Expect:

- We will visit (*name one to three companies*)
- The visit will include an hour-long tour and shadowing an employee filling (XYZ job) – 3 hours
- After lunch (provided by the companies), you may tour your choice of (*name cultural points and landmarks*)

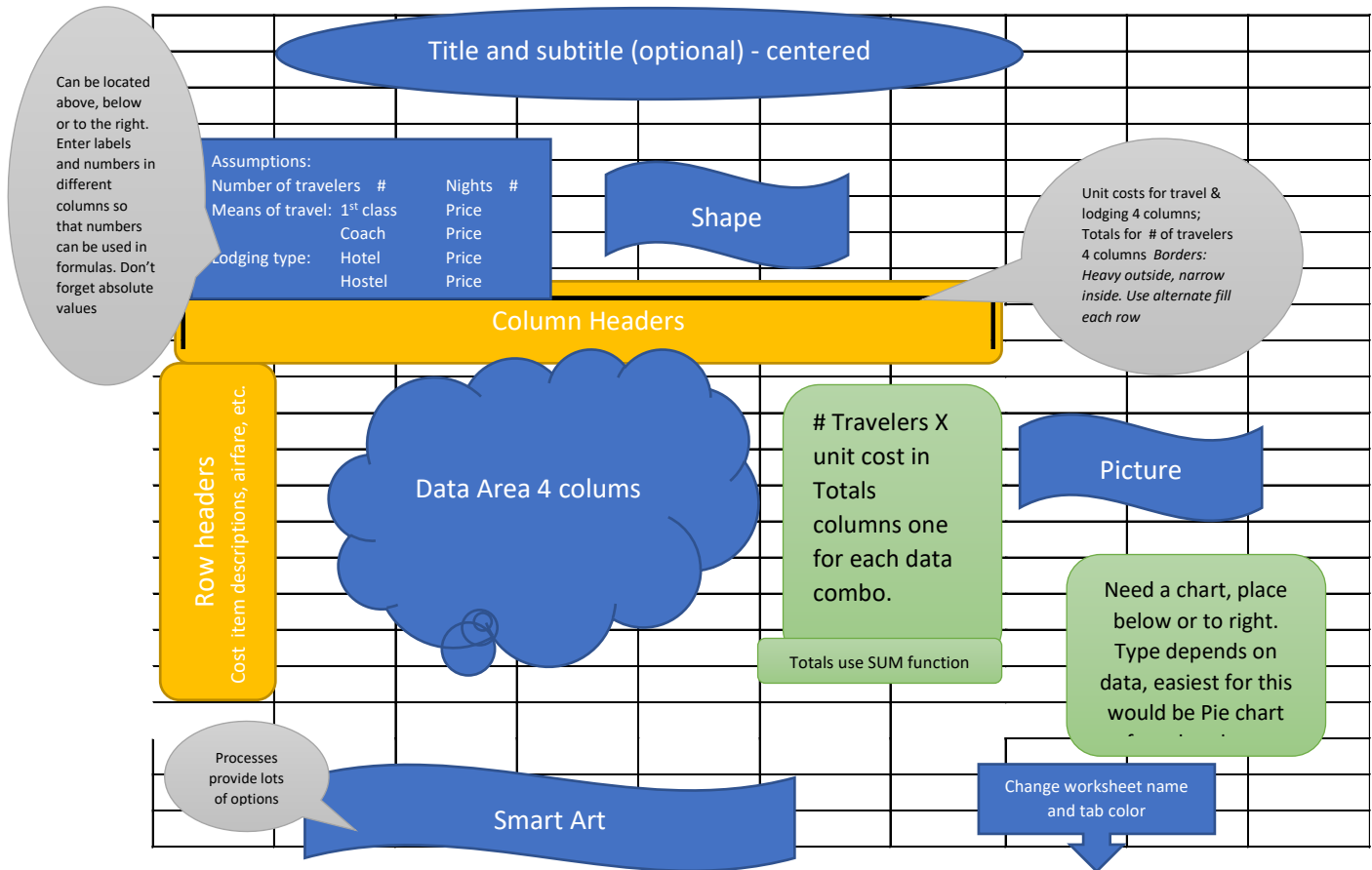
1. Insert picture from sites and entertainment here - Image must be formatted in a minimum of two ways using the Picture Tools Format Tab (10 points)

- Maintain groups of two to four people with your guide
- Dinner will be on your own by group
- The last two days (*to stretch the tour to one week*) will include (*a visit to recreation area or city*)
- **Make sure you bring your passport!**



Excel Global Project

When you start a project such as this one, it is a good idea to do a sketch of what you want to represent. While you don't have to use anything except a blank piece of paper and a pencil, it wouldn't hurt to use a grid. I am using the Word program so it will be neat and legible to the reader



Suggestion would be to decide on the country and gather info on trip expenses. A site that may help is state.gov, which provides travel information for citizens wanting to go abroad. Just click either students or travelers and choose the country. Other resources such as links to airlines are provided. You have to decide what data you can use and how you will present it. This will determine the rows and columns you will need for your data, and to some extent will also dictate the formulas or functions to be used, and the charts that can be used. You can then start to build your spreadsheet.

1. Figure out the labels (title, row and column headings etc.) Add markers on your sketch to represent where these items will go, and where your raw data will go.
2. Go to your list of requirements and add notations, such as the fact that the Spreadsheet title should be centered across the columns in the worksheet
3. Continue down the list until you have a placeholder and possible description for every item on the list of requirements.

PowerPoint Global Project

Research

Remember this project was about working the career of your choice in another country in addition to planning a trip to that country, so your research should include information such as

- Job opportunities are available in that country
- Duties and responsibilities of the job
- Employers and where are they located
- Job information such as salary, and benefits
 - Don't forget vacation time, travel expenses, living expenses

From there, you can create the sketch. The idea is to figure out which information goes on which slide, so

On a piece of paper draw out rectangles. Your minimum is 10; maximum is 14. You have 3 required slides, title, introduction, and conclusion, so fill in those first. Then decide how you want to arrange the information you discovered. Use the 7 X 7 rule. For bullet points, that means no more than 7 bullets, 7 words per bullet. A good presentation shows what you want people to remember. They won't remember anything if you use long sentences or continuous paragraphs. You can replace a bullet or two with graphics, but don't clutter up the slide with a bunch of them. Pick a graphic that emphasizes your point, and move on. More is not always better!

As with Excel, pick a theme that uses a color group and one or two fonts. Constantly changing up themes and fonts is distracting so follow the KISS method (no, not the rock band).

For more information, see [Design Pickle: How to Improve PowerPoint Presentations: 15 Proven Tips](#) or [GFC Global: Simple rules for better PowerPoint presentations](#).