Integrated Project
Proposal
C O M P U T E R   T E C H N O L O G Y

S t e p   1   P r o p o s a l — 3 0   p o i n t s . Choose another class in your school schedule for which you will create a project using your computer technology skills. Get the teacher from that class to sign that you are doing this project for an assignment in that class as well as Computer Technology. Choose **one** type of project from the three possibilities below.

REPORT – WORD
Create a report with a title page and references in Microsoft Word. Consider page layout, line spacing, grammar, spelling, indentation, font changes, and automatic features such as bullets and numbering.

PRESENTATION – POWERPOINT
Create an electronic presentation in Microsoft PowerPoint using these elements: storyboard; variety of slide layouts; graphics; auto-advance with suitable timing; transitions; animations; font, color, and theme to support good design; proofreading for grammar; and correct spelling.

SPREADSHEET WITH CHART – EXCEL
Create a spreadsheet in Microsoft Excel that uses text, numbers, and formulas. Format it in ways that improve the presentation, including font changes, borders, shading, number category, and alignment. Create a chart from the data. Format the chart to enhance its presentation.

S t e p   2   C r e a t e   t h e   P r o j e c t — 1 0 0   p o i n t s . You may work on the report, electronic presentation, or spreadsheet during Computer Technology any day that you have completed your other daily work.

Name: _____

I will create a project for this class: _____

My project will be a:

☐   **Report (Word)**   ☐ **Presentation (PowerPoint)**   ☐ **Spreadsheet with Chart (Excel)**

The topic that I will use for this project is: _____

The name of the teacher for my other class is: _____

Teacher Approvals: _____   _____

Mrs. Bekkemellom   *Mr. or Ms.* (   )

I M P O R T A N T   D A T E S

Deadline for **Proposal:**   Anytime before or on   Oct 31

Deadline for **Completed Project:**   Anytime before or on   Dec 13