Recipe Assignment

Integration of Microsoft Word, Excel, and Access
Learning Objective

- Review topics learned during the year
- Study successfully for final exam
Imagine...

- It’s 20 years in the future
- What have you accomplished?
- Where do you live?
- How’s your family life?
Imagine...

- In the midst of that life, you have created a cookbook!
- From that viewpoint, base this assignment...
MLA Rules Apply

- Remember that the rules for MLA reports apply *throughout* this project unless indicated otherwise!
Book Cover

• Needed to bind it together
• Any kind you purchase for this will be OK
  ❑ Just stapling it together will not work because it is too many pages
  ❑ Will count as…
    ✤ 10 points: Class Work Grade
Line Spacing Must Be Single

• Make sure in all documents that you start with single spacing!
  ❑ Select all blank space
    ✤ **Home** tab, **Editing** group, click **Select** down arrow & pick **Select All**
  ❑ On the Home tab, within the Paragraph group, click on the Paragraph Box Launcher
  ❑ Under Line Spacing, select Single
  ❑ Under Spacing, make sure it is “0” for Before and After
  ❑ Click OK
Page Numbers

- Page numbers given are approximations.
- **You** need to keep track of them for your particular book.
- They could be different for each student.
MLA Cover Page

- From (Unit 8) — Page 1 of recipe book
  - Must include computer number instead of course name
  - Date used here must match date on memo & personal business letter
  - Must be proper format for title pages
    - See Notes!!!
  - Will count as 26 points: Bell Work Grade
MLA Table of Contents

- From (Unit 15)—Page 2 of book
- Has a title “Table of Contents”
- Use Leader Tabs
  - Must go all the way to right margin so that a 1” right margin is obvious
  - Experiment with size of leader tabs
    - Refer to past assignments and what you used there
    - My suggestion is 6”
MLA Table of Contents

- From (Unit 15)—Page 2 of book
  - Lists every item in order on left of page
    - Everything must be listed including the title of each recipe
  - Lists Page Numbers in order on right side of page
  - Do *not* list the cover page nor the table of contents in the listing of the table of contents
    - As a result, “Memo” will be the first item you list
  - Will count as 22 points: Test
Memo

- Unit 7 & 14—Page 3

- **SUBJECT:** ANNOUNCING RECIPE BOOK PUBLICATION

- **TO:** Wilson Memorial High School

- Date used here must match date on cover & personal business letter

- Uses “Memo” margins

- Should be at least two (2) paragraphs
  - One sentence is not a paragraph!

- Block format

- Will count as 40 points: Test
Personal-Business Letter

- Unit 9—Page 4
  - Return address (who letter is from) must be real address of student
  - Review notes on how to format!
  - Uses “Personal-Business Letter” margins
  - Date used here must match date on memo & cover
Personal-Business Letter

- Unit 9—Page 4

  - Letter Mailing Address
    - Receiver’s Name (Dr. Doug Shifflett)
    - Search for & use WMHS street address

  - Body of Letter
    - The actual message is about thanking those who supported the creative process
    - Use proper grammar
    - Use proper capitalization
    - Is at least 3 paragraphs in length
      - One sentence is not a paragraph!
    - Letter is signed

  - Will count as 72 points: Test
Actual Recipes

- Pages 5 to 19
  - Includes 15 recipes
    - Extra credit if more than 15 recipes
  - 12 pt font
  - MLA Margins
  - Title of Recipe at top of page in WordArt
    - Center
    - Not bold
    - Mixed case
Actual Recipes

- Pages 5 to 19
  - List ingredients of recipe
    - Do not list the word “Ingredients”
      - Just start keying the ingredients
    - Single space
    - At left margin
    - DS after all ingredients are listed
  - List instructions of recipe
    - Use heading “Instructions”
      - Not bold
      - Mixed case
      - At left margin
Actual Recipes

- Pages 5 to 19
  - Single space
  - Use the numbering feature to number the steps
  - One appropriate clip art or graphic on each page
  - Recipe to be cooked is clearly marked in Word Art
    - Exact wording optional
  - Recipe marked to be cooked is actually prepared
Actual Recipes

• Pages 5 to 19
  - Will count as…
    - Actual Recipes will count as a **15 point: Bell Work Grade**
      - Recipes cannot contain alcohol ➔ 10 points off for each one that does
      - Recipes cannot be for a drink ➔ 10 points off for each one that does
    - Each recipe will count as 19 points
      - Total will count as **285 points: Test Grade**
  - Bringing in fixed recipe will count as **10 point: Bell Work Extra Credit Grade**
Access Database

- Computer Applications 7—Approximately Page 20
  - You design the database and print a Report for the cookbook
    - Open Access
    - Create Blank Database
      - Called Recipe Book
    - Create table
      - Called Recipes
Access Database

- Computer Applications 7—Approximately Page 20
  - Table must have 5 fields
    - *ID* does not count as a field because it is just an automatic number
    - **Name** ➔ data type Text
      - List the name of each recipe
    - **Main Ingredient** ➔ data type Text
      - List the main ingredient of each recipe
    - **Description** ➔ data type Text
      - Write a short description of the recipe
    - **Preparation Time** ➔ data type Text
      - Tell how long it takes to make the recipe
    - **Ranking** ➔ data type Number
      - Rank the recipes from 1 to 15
        - 1 = your favorite recipe
        - 15 = your least favorite recipe
Access Database

- Computer Applications 7—Approximately Page 20
  - Create Report Using Wizard
    - Use Design View button to go “under the hood” to edit the report to make columns wide enough so all of the words are readable
    - Copy a text box & edit it to place your MLA Page Number in the upper-right corner
    - Add color/bolding/other formatting features
  - All words must be readable
    - Adjust column widths appropriately
  - Must be in portrait orientation
  - Print copy in color to include in recipe book
  - Will count as 22 points: Class Work Grade
Excel Spreadsheet

- Computer Applications 5—Approximately Page 21
  - Make a grocery list to show all of the items needed if you were going to fix every recipe
  - Print & include the Spreadsheet in portrait orientation
    - Spreadsheet must have
      - Appropriate title
        - Title must be shaded
      - Has these 3 column headings
        - Item Needed
        - Amount of Item Needed
        - Number of Recipes Needing Item
Excel Spreadsheet

• Computer Applications 5—Approximately Page 21
  ▶ Column headings are shaded as well
  ▶ If spreadsheet goes to second page, headings are repeated on additional pages
  ▶ Each page of the spreadsheet has a MLA Style Page Number in upper-right corner of each page
    ➢ 2 page spreadsheet will mean 2 different page numbers
Excel Spreadsheet

- Computer Applications 5 — Approximately Page 21
  - Words in report are readable
  - FORMAT!!!
    - Column widths have been adjusted as needed
    - Row heights have been adjusted as needed
    - Use “Wrap Text” feature
  - Gridlines are visible
  - Center spreadsheet vertically & horizontally on page
  - Will count as 29 point: Class Work Grade
The class will vote on which recipe brought to the classroom is the best. You need to make a ballot for the recipe you are bringing to class.

Items Needed on Ballot

- Your Name & Computer #
- Recipe Name
- Description of Recipe
- Place for Vote to be Cast
  - Appropriately worded & formatted
  - You decide the words
- One graphic or clip art
Ballot

- Approximately Page 23
  - Need 4 ballots on one page
    - Use 4 text boxes
  - Use the drawing toolbar
  - Gets ballots printed & cut in advance without having to be reminded
  - Has one page of ballots printed in book
    - Ballot page in book should have properly formatted page number in upper right corner
  - Will count as **21 point: Class Work Grade**
MLA Works Cited Page

- Approximately Page 24
  - If all recipes come from the web, then you MUST have 15 references.
  - Use [http://citationmachine.net](http://citationmachine.net)
    - Select MLA
    - Enter appropriate information.
    - Click on “Submit.”
    - Copy & paste result onto Works Cited sheet.
    - Format each reference in MLA style
      - DS with hanging indent.
      - Put sources in alphabetically order by author’s last name or by book/title.
  - Will count as **30 point: Test Grade**
MLA Style Page Numbers

- Cookbook must have **MLA Style Page Numbers**
- Will count as **35 points: Class Work Grade**