Integration Assignments

When you finish the Integration module assignments, the files below should be in the Integration folders. Instructions for creating these files are in the chapter reading (in ebook). Below are the names of the files you should save in the Integration Module folders when you finish assignments in the weekly checklists.

Module 1:

☐ Job Seeker Survey Results.xlsx

☐ Job Seeker Survey Report.docx

☐ Hot Careers.xlsx

☐ Career Opportunities.docx

☐ Garden Gourmet Price List.xlsx (Visual Workshop*)

☐ Garden Gourmet Information.docx (Visual Workshop*)

* Visual Workshop assignments are in textbook (ebook) at end of Integration Module 1. There are no start files in the Integration folders for Visual Workshop assignments. Follow instructions in the book to create the files for Visual Workshop assignments. Save files in the Integration Module 1 folder.

Module 2:

☐ Top Clients.xlsx

☐ Top Clients Data.accdb

☐ Top Corporate Revenue.xlsx

☐ Benton Engineering.accdb (Visual Workshop*)

☐ Benton Engineering Travel Expenses.xlsx (Visual Workshop*)

* Visual Workshop assignments are in textbook (ebook) at end of Integration Module 2. There are no start files in the Integration folders for Visual Workshop assignments. Follow instructions in the book to create the files for Visual Workshop assignments. Save files in the Integration Module 2 folder.

Module 3:

☐ Corporate Outline.docx

☐ Corporate Presentation.pptx

☐ Jobs Data.accdb

☐ Jobs by Sectors.xlsx

☐ New Zealand Hotels.accdb (Visual Workshop*)

☐ New Zealand Hotels Data.xlsx (Visual Workshop*)

☐ New Zealand Hotels Presentation.pptx (Visual Workshop*)

* Visual Workshop assignments are in textbook (ebook) at end of Integration Module 3. There are no start files in the Integration folders for Visual Workshop assignments. Follow instructions in the book to create the files for Visual Workshop assignments. Save files in the Integration Module 3 folder.