Utah Desert Golf Classic
Information Processing Simulation
Created by Carl Lyman

1 - Utah Desert Golf Classic - Tournament Letterhead

Introduction
Use the information provided to create a letterhead for the **Utah Desert Golf Classic.**

Instructions

1. Create a folder in your Cobra Drive named **Period#LastNameUTGolf** to save all your files in.
2. The letterhead needs to be within the top 2 inches of the page
3. Use a large decorative font (18-24 points) for the organization's name – **Utah Desert Golf Classic**.
4. On the line(s) underneath the organization's name or in the footer area in a normal sized font (10-14 points) write the address, the phone number, and additional information.
5. Include an appropriate logo or graphic.
6. Add a horizontal line to separate the organizations name from the rest of the letter.
7. Save as **Period#LastNameLetterhead** and keep open for next assignment.

Use this information for your letterhead:

Utah Desert Classic
High School Coed Golf
Your Name, Golf Pro
PO Box 342
Dog Valley, UT 84784

1-801-857-9103

2 - Utah Desert Golf Classic - Invitational Block Letter

Introduction
In this exercise you will use the letterhead you created and key in a block style letter. (No indenting)

Instructions

1. Use the letterhead you created in the first exercise.
2. Save as **Period#LastNameInviteLetter** to your **Period#LastNameUTGolf** folder on Cobra.
3. Before you begin typing, change the style (HOME Tab) to "No Spacing"
4. Write a block style letter to Coach Robert Jones (see address below) inviting his golf team to the **Utah Desert Classic.**
5. Change your margins to 1.25 inches on the right and left sides.
6. Use font size 11 points and Calibri font.
7. Use today's date, include your initials as the typist, and any other notations as needed (Enclosure).
8. Insert the three-column schedule following the first paragraph.
9. The letter is from **YOU – type your name in the appropriate section.** You are responsible for following directions and making sure your letter is able to be mailed.
10. Proofread and save your letter.

Current Date

Coach Robert Jones
Tule View High School
PO Box 79
Swazey Springs, UT 84685

Dear Coach Jones:

(Paragraph 1) You and your golf team are invited to the first annual **Utah Desert Classic**, a High School Coed Golf Tournament will be held on the following days at the following locations:

Date	Course	Town
Friday, Sept. 12	Sunset View	Delta
Thursday, Sept. 18	Thunder Bird	Mt. Carmel
Saturday, Sept. 27	Sunbrook Golf Club	St. George

(paragraph 2) Thanks for considering our invitation. *Please contact me by September 1* if you plan on participating in this tournament. Enclosed are a sign-up sheet and a promotional flyer.

Yours truly,

Your Name

Enclosure

3A - Utah Desert Golf Classic - Golf Scores Worksheet

Introduction

Use the information given below to create a spreadsheet that totals up the two rounds of golf from the tournament and also finds the low score.

Instructions

1. Start Excel and create a blank workbook. Enter the information below into your spreadsheet.

Top Five Players			
Utah Desert Golf Classic			
Prepared by Student Name			
Player	**First 9 Holes**	**Second 9 Holes**	**18 Hole Total**
Aaron Black	41	35	
Ben Jenson	32	40	
Jose Barrera	36	43	
Candy Finlinson	41	38	
Melisa Snow	38	37	
Low Score			
High Score			
Average Score			

2. The titles (1st 3 rows) need to be bolded and merged and centered.
3. Use italics on the "Prepared by...." line (put your name).
4. Leave one blank row between the Titles and the Column Headings.
5. Column headings need to be bolded, underlined, and aligned appropriately.
6. Format numbers to whole numbers – no decimals.
7. Use a formula to add the first nine holes to the second nine holes for the 18 hole total.
8. Use a function to find the low score, high score, and average score from the five scores in each column.
9. Proofread and save as **Period#LastNameTop5Scores** to your **Period#LastNameUTGolf** folder on Cobra.

3B - Utah Desert Golf Classic – Column Chart of Scores

Use the information from the spreadsheet of **Utah Desert Classic** to create a column chart of the scores (NOT the total, low, high, or average scores).

Instructions

1. Use the **Top 5 Golf Scores** worksheet to create a chart.
2. Create a column chart using the golfer's name and the scores for both sets of 9 holes. (Do not include the 18 hole totals or low, high, average)
3. Drag the chart below the spreadsheet data.
4. Add a title **Top Five Golf Scores**. Change the font for the title to about 20 points.
5. Include **Players Name's** on the X-axis.
6. Add an appropriate title for the horizontal and vertical axis.
7. Make any additional adjustments to prepare a well-designed graph.
8. Proofread, preview (make sure you Scale Sheet to One Page – change orientation if needed) and save to your **Period#LastNameUTGolf** folder on Cobra .

4 - Utah Desert Golf Classic - Promotional Flyer

Introduction

Use the information provided to create a promotional flyer for **Utah Desert Golf Classic**. Four elements need to be included in the flyer. (1) A page border around the outside, (2) A large title, (3) A picture or graphic item, and (4) Details about the event.

Instructions

1. Start Word.
2. Add a border around the outside. (Borders & Shading – Page Border) You may use a single line, a bold line, shadowing, or a decorative border.
3. Add a title **Utah Desert Golf Classic** in the top third of the flyer. Change the font for the title to about 48-72 points in a decorative font.
4. Add a graphic or picture in the middle third of the flyer. Use a golf ball, golfer, or a scenic Utah picture. Adjust the size if needed.
5. Add the details in the bottom third. Use a font of your choice in about a 24 point size. Include one of the following dates and sites:

   Friday, Sept. 12 Sunset View Delta
   Thursday, Sept. 18 Thunder Bird Mt. Carmel
   Saturday, Sept. 27 Sunbrook Golf Club St. George

6. Add the following information to the details.

   High School Coed Golf
   Contact (Your Name), Golf Pro
   PO Box 342
   Dog Valley, UT 84784
   1-801-857-9103

7. Make any additional adjustments as needed to create a well-designed flyer.
8. Proofread and save as **Period#LastNameFlyer** to your **Period#LastNameUTGolf** folder on Cobra.

5 - Utah Desert Golf Classic - Golf Pass Tickets

Introduction

Golf pass tickets need to be created for each player who will attend the Utah **Desert Golf Classic**. One ticket will be created.

Instructions

1. Start Word (you can use a "ticket" template for this assignment or start from scratch)
2. File – New – in the search box, type "tickets" – select a design you like
3. Add the information needed (see below) – delete any unnecessary graphics and insert a new one (golf related).

   High School Coed Golf
   Tournament Pass
   Name _____
   2016 Season

4. Make any additional adjustments as needed to improve the layout of the ticket.
5. Save as **Period#LastNameGolfPassTicket** to your **Period#LastNameUTGolf** folder on Cobra.
6. Copy the ticket and paste it until you have a whole page of tickets (if necessary).
7. Proofread and save.

6 - Utah Desert Golf Classic - PowerPoint

Introduction

Create a PowerPoint Presentation about the Utah Desert Golf Classic and include some of the materials you have created.

Instructions

1. Create an 8 slide PowerPoint presentation and include the following information:
   a. Title Slide – Utah Desert Golf Classic – Your Name
   b. Slides 2 – 4 – Anything about the Golf Classic you wish to add
   c. Slide 5 – Copy and paste the graph you created in Excel
   d. Slide 6 – Insert the Invite Letter you created in Word
   e. Slide 7 – Insert the Promotional Flyer you created in Word
   f. Slide 8 – Conclusions – use Word Art for Utah Desert Golf Classic
2. Save as **Period#LastNameUtah** to your **Period#LastNameUTGolf** folder on Cobra.
3. When finished with content, add the following:
   a. Insert an appropriate graphic to each slide.
   b. Add transitions between all slides (animations tab).
   c. Apply a nice Design Theme.
4. Save again.

WHEN FINISHED WITH ALL REVIEW MATERIALS
- Copy your ENTIRE "**Period#LastNameUTGolf**" folder to the "**ClassHandin**" folder for credit.