**Enhancing Business Communication Business Information Management II**

**Formal Assessment Assignment**

* **Conditional Formatting Assignment #1**

Students will conduct Internet research on the nutritional data of fast food restaurants. They are to create a spreadsheet containing data such as: the name of at least three fast‐food restaurants, calories for at least five comparable items from each restaurant, and at least one other criteria, such as fat grams or protein amounts for those comparable menu items. The students will determine the conditional formatting rule they will use (for example, highlight cells rule possibly with calories greater than a certain amount, or icon sets for the same type of data).

* **Web Query Assignment #2**

Students will perform a web query on any appropriate topic they choose and create a chart of their choice displaying pertinent data. For example, they can create a web query using fast food statistics, salary statistics, or college statistics. The chart they create will be included in a one‐page, organized report on the topic they select. The reference for the data they get from the Internet must be included as a caption for the chart in the one‐page report.

* **Financial Function Assignment #3**

Students will research the price of at least five different automobiles. They will create a spreadsheet containing the following columns: Car Make and Model, Car Price, Number of Payments, Interest Rate, Down Payment, and Monthly Payment. They should also check several banks online to determine their auto loan rates; these will be good indicators. Then enter your findings in the spreadsheet under the column headings. When you begin to fill in the blanks under the Monthly Payment column, click in the appropriate cell and Insert Functions, and type in or click PMT. Fill in the appropriate blanks by clicking on the correct cells (do not type in values), making sure that for interest and nper (number of periods), you divide by 12. When you get to the blank with PV, click on the first cell under the Price label and make sure you type in a negative sign before the cell address, for example, ‐B3. This is because a loan payment is a liability and your spreadsheet program will think of it as a negative number because it is subtracted from your income. Copy the formula to the cells below. At the bottom of your spreadsheet, summarize which car is the best buy for you and why. Make your spreadsheet attractive and easy to read.