This assignment may be completed **in pairs or groups of three**. You will prepare an Excel Workbook and related PowerPoint Presentation for an existing or fictional organization of your choice presenting company information and statistics such as:

* inventory
* human resources
* sales and revenue
* budgets
* financial analysis and forecasting
* **other topics** as discussed with your Professor

Refer to the Projects on **SAM** for examples. Both documents must be created from scratch. The documents will be submitted electronically using Blackboard.

**Please discuss your group members, organization and topic with your Professor as soon as possible.**

**Topics will be accepted on a first-come, first-served basis.**

**Requirements:**

**Consistency across Excel & PowerPoint Documents**

* use the same Theme for both documents **(2 marks)**
* consistent content, organization, positioning and formatting across both documents **(5 marks)**
  + they look clean, professional and uncluttered

**Higher Marks** for proper use and presentation/explanation of one or more of the following **(up to 5 marks):**

* What-If Analysis (Goal Seek)
* 3d References
* functioning Data Table(s)
* Amortization Table(s)
* Named Reference Formulae

**Excel Document**

* includes at least two Tables **(1 mark)**
  + on separate sheets presenting different information **(1 mark)**
  + properly formatted, labeled and titled **(2 marks)**
  + a non-default Table Style is applied to each **(2 marks)**
* includes at least two different types of Charts **(2 marks)**
  + on separate sheets presenting different information **(1 mark)**
  + properly formatted, labeled and titled **(2 mark)**
  + a non-default Chart Style is applied to each **(1 mark)**
* use of proper Cell Styles and Borders **(3 marks)**
* use of Structured (Named) References where appropriate **(2 marks)**
* include at least three different AutoFunctions in your tables (Sum, Average, Min, etc. Using the same function multiple times will consider as one) **(3 marks)**
* includes at least three, different, hand-written Formulae of at least intermediate complexity in your tables **(5 marks)**
  + formulas should display
    - complex calculations using multiple operations and parentheses and/or
    - non-AutoFunction Formulae (If, PMT, FV, Match, CountIf, etc.)
* make sure that Formulae and other information is properly produced in Series by using the Fill Handle **(2 marks)**
* use at least three different Number Formats (Accounting, Currency, Dates, etc.) correctly and consistently in your Tables **(3 marks)**
* use Conditional Formatting at least twice in your Tables **(2 marks)**

**PowerPoint Document**

* include at least 8 well-organized and Spell Checked Slides (not including the Title Slide) **(2 mark)**
* include an Agenda slide **(1 mark)**
* include a slide introducing your organization, yourselves and your positions (by Title ( ex. Vice President of Human Resources) **(1 mark)**
* include the organization’s logo and at least three other Images with Picture Styles applied **(3 mark)**
* Insert and properly Link your Excel Tables into your Slides **(2 marks)**
* Copy, Insert and properly Link your Excel Charts into your Slides **(2 marks)**
* Transitions appear between every Slide **(1 mark)**
* Slide elements are Animated on at least three slides **(3 marks)**
* your names and your organization name should be included in the Slide Footer area **(1 mark)**

**MARK /60 (worth 20% of Final Grade)**