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https://www.technokids.com/store/middle-school/technotravel/tourism-lesson-plans.aspx

TECHNO Travel

Teacher Guide

Lessons for Elementary Students: Grades 6-12

Technology Course for

PowerPoint

Promote a weekend getaway.

In this course, students become travel agents. They create an advertisement for a weekend getaway. To start, students use the Internet to research the destination. Afterwards, they design an informative advertisement in Microsoft PowerPoint that will entice tourists to take the trip. The vacation is then promoted to customers.

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Introduction

This section provides valuable information about teaching TechnoTravel. It includes an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

TechnoTravel Overview

TechnoTravel Course Outline

Technology Integration Ideas

TechnoTravel Overview

In this course, students become travel agents. They create an advertisement for a weekend getaway. To start, students use the Internet to research the destination. Afterwards, they design an informative advertisement in Microsoft PowerPoint that will entice tourists to take the trip. The vacation is then promoted to customers.

Students complete the following tasks:

- In Session 1, students become travel agents. They plan a weekend getaway. To start, students consider how travel has changed the way people live and work. Next, they study a sample travel advertisement to get ideas for their trip. Afterwards, students use the Internet to research facts about the location. This information is organized under headings in a Microsoft Word document. Finally, students use the Internet to save pictures and a map of the travel destination. At the end of the session, students should have the information they need to create a travel advertisement for the weekend getaway.

- In Session 2, students begin to create their travel advertisement for a weekend getaway. To start, they are introduced to the Microsoft PowerPoint environment. Once familiar with the location of commonly used commands, students learn how to customize the slide master to make a unique design for their advertisement. Upon completion, students use the slide master to create a title and introduction slide.

- In Session 3, students create a travel itinerary that outlines the activities, site seeing trips, and events planned for the weekend getaway. Using a table, students organize the activities for each day. The table is formatted to look great.

- In Session 4, students create slides to describe each event or site that tourists will see on the weekend getaway. Students will use Normal View and Outline View to create the slides. At the end of the session, each activity in the travel itinerary should have a slide in the travel advertisement.

- In Session 5, students complete the content of the travel advertisement. To start, they insert a map of the destination on a slide and use shapes to highlight the city. Afterwards, students create a slide that contains hyperlinks to websites on the Internet that tourists will find helpful.

- In Session 6, students promote the weekend getaway to tourists. To begin they edit the content and layout of each slide. Using the Spelling command students identify and correct spelling errors. Afterwards, they view the presentation in Slide Sorter View to adjust the order of the slides. Next, students release the travel advertisement in various formats that are suitable for advertising purposes. The slideshow is prepared for a kiosk and a handout is printed. The travel advertisement is shared with viewers to entice tourists to go on a weekend getaway.

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TechnoTravel Course Outline

Purpose: Organize a weekend getaway and promote the trip to tourists.

Objectives: (see Appendix A: Skill Summary)

- research facts about a destination
- create an advertisement to promote a trip
- customize a slide master
- organize trip details onto slides
- provide advice about visiting a location
- schedule an itinerary of activities
- pinpoint the location of a place on a map
- connect tourists to additional information
- design an interactive street map (optional)
- calculate travel costs (optional)
- compare airfare or room rates (optional)

Preparation:

- Install Microsoft 365
- Share *Travel* folder with students
- Download Flashcards and Tool Summary from TechnoHub (optional)

Materials:

- Assessment: Checklists, Reviews, Marking Sheets, Skill Summary
- Sample: Travel Advertisement
- Sample: Travel Costs
- Parent Letter and Certificate (optional)
- Flashcards and Tool Summary (optional)

Summary of Activities:

- Gain insight into the reasons people travel.
- Become a travel agent. Learn about the profession. Watch a promotion for a weekend getaway.
- Use suggestions to pick a travel destination.
- Research a travel destination and organize information on a Fact Sheet in Microsoft Word.
- Gather images for the travel advertisement. Respect copyright when saving files.
- Learn about the PowerPoint window and commands.
- Customize the slide master to produce a unique design and layout.
- Test the layout and design of the slide master by making a title and introduction slide.
- Complete the introduction slide by adding content and a picture. Explore formatting options.
- Plan a travel itinerary of activities.
- Design an itinerary using a table. Format the style to make the information easy to read.
- Create an activity slide for an activity in the itinerary. Crop an image to improve the appearance.
- Create another activity slide in Outline View. Add variety to the text using the thesaurus.
- Complete the itinerary slides. Use a checklist to edit the content and layout.
- Mark a map to show the travel destination using symbols and WordArt.
- Provide tourists with additional information by linking slide objects to travel guides.
- Edit the travel advertisement. Spell check the text. Rearrange slide order.
- Set up the advertisement in kiosk mode. Add transitions and adjust slide show settings.
- Print the advertisement as a flyer or brochure. Edit the handout master and set print settings.
- Export the advertisement as a video. Explore sharing options.
- Advertise the weekend getaway.

Extension Activities:

- Book Flight or Accommodations: Compare airfares and room rates to find the best deal.
- Create a Fancy WordArt Style: Edit the title on the slide master to create a unique design.
- Calculate Travel Costs: Use Microsoft Excel to calculate the cost of the activities in the itinerary.
- Animate the Travel Advertisement: Animate slide objects and set the timing to automatically play.
- Design an Interactive Map: Mark each activity on a map with links to related websites.
- Make a Video Clip: Record a video of a tourist or testimonial. Insert into the advertisement.

Assessment:

- Self-Evaluation Checklists: Research and Images Checklist, Slide Master Checklist, Travel Advertisement Checklist
- Reviews: About Tables, Outline View and Normal View, Hyperlinks and Hotspots
- Teacher Evaluation: Travel Research Marking Sheet, Travel Advertisement Marking Sheet, Travel Skill Summary

Notes:

- This course requires students to research facts about a destination. If time is a constraint you may wish to pick a familiar location.
- Students customize the slide master. If this skill is too advanced, skip Assignment 7.

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Technology Integration Ideas

TechnoTravel integrates into curriculum. Students organize a weekend getaway for tourists. The advertisement they create to promote the trip blends technology skills with geography concepts. Select a topic based on an area of study. Need inspiration? Refer to these ideas:

- *Showcase a Destination*: Organize a trip to a popular city or town. Select events and attractions that are a must-see for tourists. When creating the itinerary be sure to include time for souvenir shopping.
- *Be a Hometown Hero*: Recognize the value of your local community. Design a trip that highlights the main attractions in your city or town. Use your insider knowledge to include the best places to eat, shop, or have fun.
- *Celebrate Cultural Differences*: Feature a place and its people. Plan a trip that has tourists experience the local culture and environment first-hand. Include festivals, folklore, history, and unique dining experiences.
- *Cruise the Waterways*: Sail along a coastal region. Visit beaches, reefs, and places along the shore. Include water-based activities that will entice tourists.
- *Hop Off the Beaten Path*: Escape the routine of daily life. Find a place that is remote or lesser known. Decide how tourists will reach the secluded location. Coordinate outings that travelers who prefer less touristy areas will enjoy.
- *Escort Tourists on a Bus Trip*: Outline a round-trip tour of a region that lasts two days. Use a road map to plot a driving route. It should take tourists from one destination to another until finally returning to their starting point. Include opportunities to socialize with travel companions.
- *Plan a Biking or Walking Tour*: Examine a road map of a city or town. Chart a realistic route that tourists will either walk, hike or bike over a two-day period. The trip should provide an opportunity to learn about the local area with scheduled stops along the way.
- *Jump Aboard a Train*: Select a railroad line through an interesting location. Study the train schedule. Choose several points where travelers will stop at a station to explore an area and then hop back on to continue with their journey.
- *Promote Environmental Stewardship*: Help people develop a greater understanding of the importance of protecting nature. Create an ecotour that takes tourists into natural areas. Infuse education into the activities to cultivate an appreciation for the environment.
- *Have an Outdoor Adventure*: Escape the city to a wilderness retreat. Select an area to explore by trekking, climbing, or paddling. Design a memorable excursion that allows people to connect with the landscape and wildlife.
- *Indulge a Hobby:* Design a trip that caters to enthusiasts. It can be based on a hobby, sport, or an area of intense interest. The vacation should include sites, events, and dining experiences that relate to tourists' passion.
- *Visit a Historical Site*: Come face to face with history. Pick a place that is historically significant. Tour the area to see famous buildings, monuments, memorials, landmarks, or museums.
- *Follow a Famous Route*: Walk in the footsteps of an explorer. Choose a section of their route or expedition. Visit locations that emphasize historical moments, hardships overcome, or the importance of their discoveries.

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- *Transport Back in Time*: Pretend you have a time machine. Arrange a trip to an ancient civilization. Apply knowledge of the class structure, housing, diet, values, beliefs, and daily activities to form a unique experience for tourists.
- *Explore the Undiscovered*: Imagine a trip to an unexplored part of the universe using futuristic technology. Visit a celestial body in the solar system or plunge to the deepest depths of the ocean. Use facts collected from probes or other scientific investigations to organize trip details.
- *Recount a Person's Story*: Remember the life of a famous person such as an artist, musician, politician, or scientist. Create a two-day tour that highlights their accomplishments. Visit where they were born, worked, overcame an obstacle, or made an important discovery. Be sure to honor their achievements by stopping by a memorial.
- *Trace Your Ancestry*: Pretend you are planning a reunion. Research your family's history by interviewing relatives and studying photographs. Design a two-day tour that pinpoints important places in an old neighborhood. Recreate family photos or special moments such as a picnic or party.
- *Reproduce a Family Vacation*: Use your personal experience to plan a weekend getaway. Think about a trip that you have taken in the past. Arrange your favorite parts of the holiday into a two-day vacation for families.
- *Make a Difference*: Combine volunteering with tourism. Design a trip package that has volunteers offer their services and skills to benefit a community. For example, tourists may take part in a sports program, orphanage, building project, farming practice, or environmental protection effort. During free time, arrange for sightseeing activities.
- *Unleash the Inner Artist*: Blend sightseeing with art instruction. Pick a scenic location that inspired a famous artist or provides an inspiring landscape. Offer workshops such as sketching, watercolor, oil painting, or photography. Tourists create their own artwork under the guidance of a tutor.
- *Dream Up an Imaginary World*: Invent your own place. Determine the landscape, climate, population, language, currency, capital city, and other important features. Based on these decisions, build a one-of-a-kind tourist experience.
- *Map a Novel*: Highlight the setting of a story. Take a tour of places where the main characters live, work, learn, play, or travel. Fill the itinerary with events that showcase meaningful activities from the story.
- *Immerse in a Movie or Show*: Guide tourists to recognizable locations from a favorite show or movie. Have them follow in the steps of a favorite character or recall a memorable scene. Use the storyline to select accommodations, restaurants, and sources of entertainment.
- *Participate in an Unforgettable Event*: Pick an occasion such as a concert, game, conference, or festival. Organize a weekend getaway for attendees that revolve around the event. Choose accommodation and activities that are close to the venue.

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Session 1
Select a Travel Destination

In this session, students become travel agents. They plan a weekend getaway. To start, students consider how travel has changed the way people live and work. Next, they study a sample travel advertisement to get ideas for their trip. Afterwards, students use the Internet to research facts about the location. This information is organized under headings in a Microsoft Word document. Finally, students use the Internet to save pictures and a map of the travel destination. At the end of the session, students should have the information they need to create a travel advertisement for the weekend getaway.

Assignment 1: About Travel and Tourism

Assignment 2: Become a Travel Agent

Assignment 3: Pick a Travel Destination

Assignment 4: Research a Travel Destination

Assignment 5: Gather Images for the Travel Advertisement

Session 1 Extension Activity: Book Flight or Accommodations

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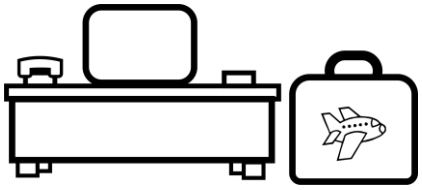
SAMPLE

Assignment 2 Become a Travel Agent



You are going to become a travel agent. A travel agent is a person that provides travel and tourism services. Learn more about this profession.

How Does a Travel Agent Help People Travel?

1. A travel agent is a person whose job it is to plan trips for other people. Check the job duties you would enjoy doing.

	✓
listen to customers and make recommendations based on their interests and needs	
research a location to learn about places to stay, visit, or eat	
promote trips to customers	
provide advice about visiting the location such as things to bring or safety tips	
schedule an itinerary of things to do such as excursions or day trips	
calculate travel costs and pick options that fit within a budget	
arrange transportation to and from a location	
reserve accommodations	
make alternative arrangements if travel plans unexpectedly change	

Imagine Yourself as a Travel Agent

2. Invent a name for your travel agency.

3. You are going to plan a weekend getaway. What type of trip would you like to plan?

☐ family fun ☐ school outing ☐ business conference
☐ ecotour ☐ outdoor adventure ☐ bus or rail trip
☐ river cruise ☐ bike or walking tour ☐ destination wedding
☐ seniors retreat ☐ other:

4. Describe the person that would take this trip. For example, what is their age, gender, hobbies, or interests?

5. You will plan a two-day itinerary. Which activities would tourists on the getaway like? Check all that apply.

☐ shop for souvenirs ☐ watch a performance ☐ visit an aquarium or zoo
☐ tour a building or site ☐ take part in a festival ☐ go to a theme park
☐ attend a sporting event ☐ visit a museum or gallery ☐ hike or bike ride
☐ connect with nature ☐ other:

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Watch a Travel Advertisement and Answer the Questions

Travel agents promote trips to customers. You are going to create an advertisement for a weekend getaway using Microsoft PowerPoint. View the sample to get ideas.

- ▷ Open the *Travel* folder. *(Ask your teacher where this is located.)*
- ▷ Open the file *travel advertisement*.

- ▷ Watch the advertisement.
- ▷ When finished, press the ESC keyboard key.

6. What information was included in the advertisement?

map, facts about destination, climate information, travel itinerary,
details about each site or event in the travel itinerary, pictures,
hyperlink to websites on the Internet about the destination

7. What site or event in the advertisement would you like to do?

8. Each slide has a similar design. Why is it a good idea to have a consistent look for each slide?

It makes the advertisement look professional.

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SAMPLE

Assignment 4 Research a Travel Destination

One of the duties of a travel agent is to learn about an area. They research a location to identify places tourists will enjoy.

In Assignment 3 you picked a travel destination. In this assignment, you research the location. Follow the instructions to organize the facts using Microsoft Word. You will use the information in upcoming assignments to arrange trip details.

SUGGESTED RESEARCH QUESTIONS:

- Where is the destination located?
- What is the climate?
- What sites or attractions can tourists see when they visit?
- What events or activities can tourists participate in during their stay?
- What facts make the location interesting to tourists?
- Which websites have the best travel advice for visitors to the area?

Create a Fact Sheet in Microsoft Word

▷ Open Microsoft Word.
Click *Blank document.*

▷ Click *File* and choose *Save*.

▷ Go to the place where you save your work.
Name the file *Destination* Fact Sheet.

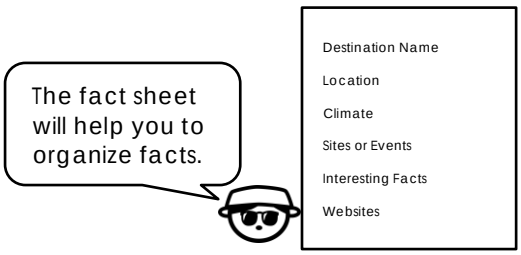
▷ Click *Save*.

Organize the Fact Sheet

▷ Type the title *Destination Name*. Press ENTER twice.

▷ Type research headings. Leave space to add facts.

- Location
- Climate
- Sites or Events
- Interesting Facts
- Websites



▷ Format the headings to make them stand out. Select the first heading. On the Home tab, find the Font group, and use the checklist below to format each heading.

- ☐ Change the font. Calibri (Body)
- ☐ Change the font size. 11
- ☐ Make the letters look darker. B
- ☐ Make the letters *slant*. *I*
- ☐ Put a line under the letters. U

SAVE TIME! Copy the formatting:

1. Format one heading. Select it.
2. Double click *Format Painter*.
3. Click and drag over top of each of the remaining headings.
4. Press the ESC key when done.

Research Facts About the Destination

Use the Internet to learn about your travel destination. It is a good idea to collect more information than you need. That way you can pick and choose which sites, events, or interesting facts you want to include in your travel advertisement.

To arrange trip details, you will need the following information:

- country where the travel destination is located
- useful facts about the climate (temperature, rainfall, weather patterns, seasons)
- information about two sites or events that tourists will enjoy
- two interesting facts about the destination that will entice tourists to visit

▷ LEAVE THE FACT SHEET OPEN.

▷ Open a web browser.
Type www.google.com. Press ENTER.

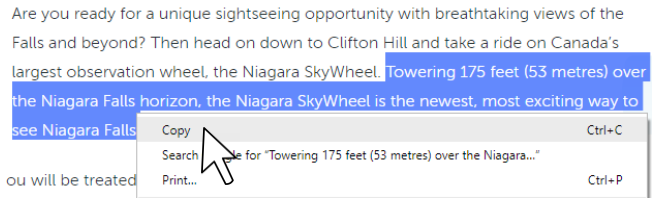
▷ In the search box, type *destination name* tourist information.
Click *Search* or press ENTER.

> *destination name* **tourist information**

▷ Pick a search result about your topic.

▷ Scan to find a fact you need.

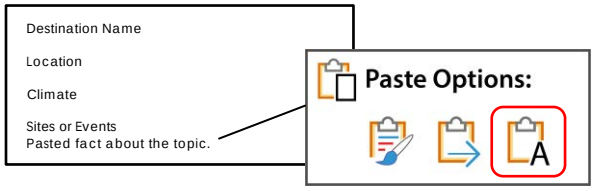
▷ Click and drag to select the fact. Right click and select *Copy*.



ABOUT PLAGAIRISM
Plagiarism is when you copy someone else's work and pretend it is your own. You will be changing the information you are collecting into YOUR OWN WORDS when you organize the facts into a travel advertisement.

▷ Return to the fact sheet by clicking the Word icon in the taskbar.

▷ Click below the correct research heading to position the cursor.
Right click and choose *Keep Text Only* from the Paste options.



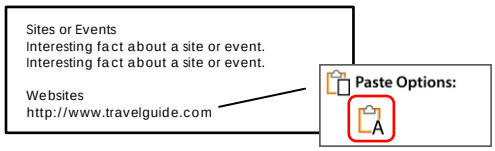
▷ Use your skills to continue to gather facts about the travel destination.

Gather Tourism Website Addresses About the Destination

Tourists may want to learn more about the destination. Find two websites that have information that visitors to the area will find helpful. Look for an official site by a local tourism agency or an online travel guide. Copy the website address and paste it under the *Websites* heading.

- ▷ Use your skills to find a website with travel tips for tourists.
- ▷ Click and drag to select the website address in the address bar of the browser.
- ▷ Right click on the selection. Click *Copy*.

- ▷ Return to the Word document and click below the Websites heading.
- ▷ Right click and choose *Keep Text Only* from the Paste options.



OPTIONAL - Collect More Website Addresses:
Use your skills to copy websites related to the sites or events you researched in the previous step. This will allow you to return to them later to gather more facts or images. You can also use them in the travel advertisement to create hyperlinks that connect customers to additional information.

Complete the Research Checklist

Use the checklist to make sure you have all the facts you need to arrange trip details. If you discover important information is missing, do more research.

	✓
I understand where the destination is located.	
I know the climate and can use the facts to offer advice or pick an ideal travel time.	
I have information about two sites or events that tourists will enjoy.	
I found two interesting facts that will entice tourists to visit the destination.	
I gathered two websites with helpful tourist information.	
OPTIONAL	
I collected additional information on the destination that will allow me to choose from a variety of options when planning a trip itinerary or creating an advertisement.	

Save the Fact Sheet and Close Open Programs

- ▷ Click *Save* on the Quick Access toolbar in Microsoft Word.
- ▷ Close all open programs.

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SAMPLE

Session 1 Extension Activity: Book Flight or Accommodations

A travel agent arranges transportation to and from a destination. They also reserve accommodations. Pretend a customer is interested in the weekend getaway. Locate a suitable flight and hotel.

Explore Flight Options

The customer must fly to reach the destination. You can pick their starting point. It could be your hometown or elsewhere. However, be practical. A person will only fly so far for a weekend getaway. Find the customer a flight.

Use the Internet to obtain airfares to your destination. You may want to use the website www.expedia.com.

Use the Internet to find airfare quotes. At the website select:

- *type of flight* – The customer will need a *return flight*, which means a person will fly to the destination and then back home after the visit.
- *dates for flight* – It is a weekend getaway. Pick dates when the person will leave for the vacation and when they would like to fly home. Will they arrive on Friday or Saturday morning? Will they leave Sunday night or Monday?
- *departure airport* – Find an airport that is close to your hometown.
- *destination* – Type in a city close to the location of the weekend getaway. You may need to pick from a list of airports.
- *number of people* – Select one adult.

1. Look at the airfares.
   a. What is the price of the most expensive quote?
   b. What is the price of the least expensive quote?

2. Compare the most expensive quote to the least expensive. Why do you think there is a difference? Consider the following factors:
   - Does time of day make a difference?
   - Are meals included on the more expensive flight as compared to a "light snack" on the cheaper flight?
   - Is there an in-flight movie?
   - Is the more expensive flight a direct flight or does it have a transfer or stopover partway through the trip?
   - What type of plane is booked for the trip? Is it a single engine private jet or a commercial jet airliner?

3. What would be the best value when comparing the fares? Why?

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Price Accommodations

Where will tourists stay? Pick a campground, bed and breakfast, motel, or hotel that is central to the location of the planned activities in the itinerary. How much per night will it cost to stay?

Use the Internet to find suitable accommodations.

At the website select find a room:

- *check-in date* –Pick a date when the person will arrive. Will it be Friday or Saturday?
- *staying nights* – Pick a date when the person will leave. Will it be Sunday or Monday?
- *number of people* – Select one adult.

4. Compare the room rates:

   a. What is the price of the most expensive room?

   b. What is the price of the least expensive room?

5. Compare the most expensive quote to the least expensive. Why do you think there is a difference? Consider the following factors:

   - Does the room have extra features such as a jacuzzi or balcony?
   - Does the size or number of beds make a difference?
   - Are there services such as Wi-Fi or laundry?

6. What would be the best value when comparing the rates? Why?

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This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Session 3
Build a Travel Itinerary

In this session, students create a travel itinerary that outlines the activities, site seeing trips, and events planned for the weekend getaway. Using a table, students organize the activities for each day. The table is formatted to look great.

Assignment 10: Plan a Travel Itinerary

Assignment 11: Design a Travel Itinerary

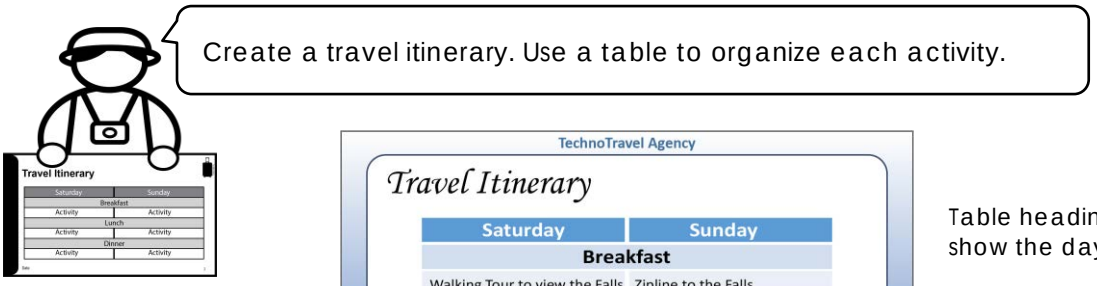
Session3 Review: About Tables

Session 3 Extension Activity: Calculate Travel Costs

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Assignment 11 Design a Travel Itinerary



Sites and events are organized in a table.

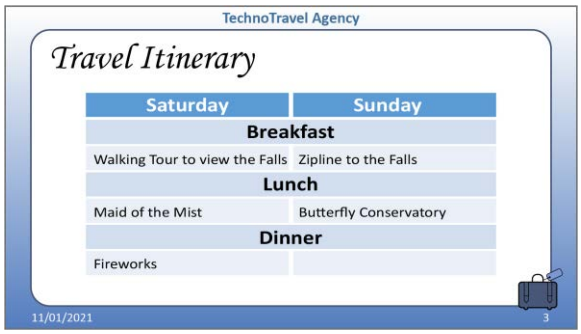


Table headings show the day.

Itinerary includes time for tourists to eat.

Events that last longer are put into multiple cells.

Open the Travel Advertisement in Microsoft PowerPoint

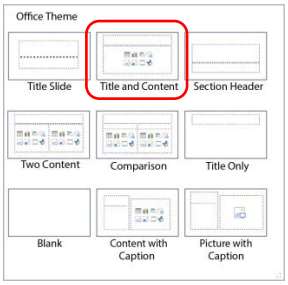
- ▷ Go to the place where you saved your work.
- ▷ Open the Travel presentation.

View Slide 2

- ▷ To move to Slide 2 press the PAGE DOWN key on the keyboard or click the Slide 2 thumbnail.

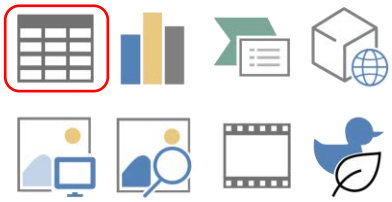
Insert an Itinerary Slide

- ▷ On the Home tab, click the *New Slide* arrow. Choose *Title and Content*.

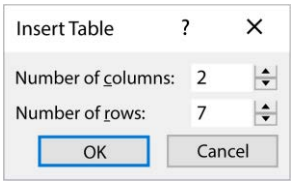


Make a Table for the Travel Itinerary

- In the *Click to add title* placeholder type Travel Itinerary.
- Click *Insert Table* from the content placeholders.

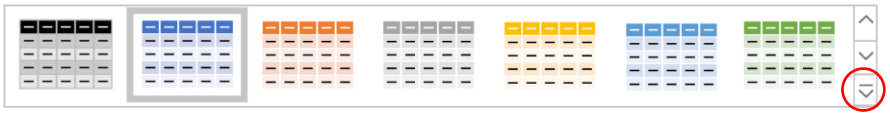


- Set the number of columns to 2 and the rows to 7.
  Click *OK*.



Apply a Table Style

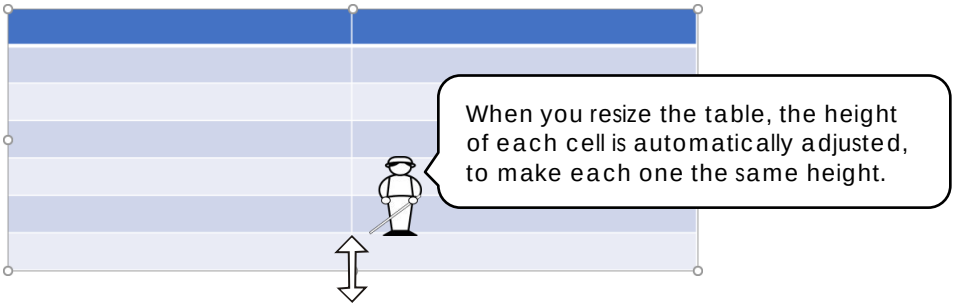
- Click the *Table Design* tab.
- On the *Table Styles* group, click *More* to see more designs.



- Click on a style you like.

Resize the Table

- Place the mouse pointer over the bottom sizing handle.
- Click and drag downwards to make the table larger.



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Add Table Headings to the Top Row

Add the headings Saturday and Sunday to the top row of the table. You will then change the alignment of the cells to make the headings look great.

- Click inside the top left cell. Type Saturday.
  Press TAB.
- In the top right cell, type Sunday.
- Place the mouse pointer beside the top row. When the mouse pointer changes to a black arrow, click the mouse to select the row.

- Click the *Table Layout* tab.
- Explore the following alignment tools in the Alignment group.

  Align the words to the left side of the cell.

  Align the words in between the left and right side of the cell.

  Align the words to the right side of the cell.

  Align the words to the top of the cell.

  Align the words in between the top and bottom of the cell.

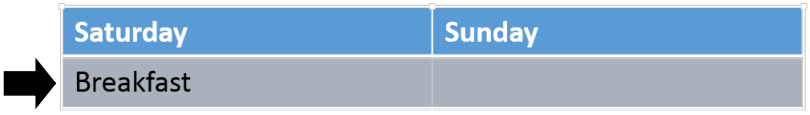
  Align the words to the bottom of the cell.

- Use your skills to align the words in the cells.

Arrange Dining Times in the Table

Add the words Breakfast, Lunch, and Dinner to the table. These words will be centered in the middle of the table by merging the cells in a row to create one large cell.

- Add dining times to the table:
  - In the second row, type Breakfast.
  - In the fourth row, type Lunch.
  - In the sixth row, type Dinner.
- Move the mouse pointer to the outside of the second row. When the pointer changes to a black arrow, click to select the entire row.

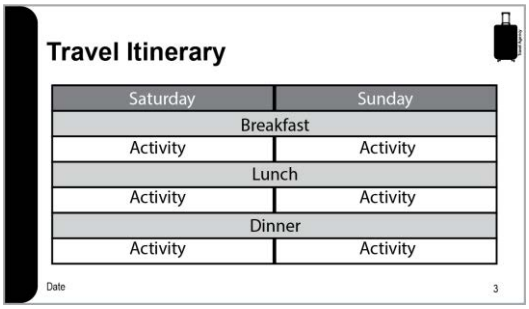


- Click the *Table Layout* tab, and from the Merge group, click *Merge Cells*.
- Use your skills to merge the cells in the Lunch and Dinner rows. Align the words in the cells.

Organize Activities in the Table

Add the names of the events or sites that tourists will visit when they are on the weekend getaway. Use the information from Assignment 10.

- Click inside the first empty cell below Breakfast.
  Type the *Activity Name* into the table.
- Use the TAB key, or the mouse to move to each empty cell and complete the itinerary.
- Use your skills to make the table look great.



Complete the Itinerary Slide Checklist

Use the checklist to edit the itinerary slide. Do you need to make changes?

	✓
Does the title describe the information on the slide?	
Does the table have headings that are easy to read?	
Does the travel itinerary have dining times including breakfast, lunch, and dinner?	
Are the activities selected for the travel itinerary suitable for tourists?	
Are the activities arranged in a practical way that gives tourists enough time?	
Does the table have a style that makes the information easy to read?	
Is the information aligned in the table cells?	

Save Changes and Close Microsoft PowerPoint

Session 3 Review: About Tables

Pick the command to do the job.

1. You want to insert a table onto a slide.

   a)

   b)

   c)

2. You want to align words in a cell to the bottom.

   a)

   b)

   c)

3. You want to merge two cells together to make one big cell.

   a)

   b)

   c)

4. You want to align words in a cell to the left side.

   a)

   b)

   c)

5. You want to see more table styles.

   a)

   b)

   c)

/5

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Answer the question about using a table.

6. Why is it a good idea to use a table to organize information?

it makes the information easy to read

it makes the information easy to understand

it makes the information look good

/2

How do you do it? Pick the correct method.

7. How do you select a row?

a) Put the mouse beside the row. Click when the pointer changes to a black arrow.

b) Put the mouse pointer above the column. Double click when the mouse pointer changes to a black arrow.

c) Double click the table.

8. How do you resize a table?

a) Double click the table.

b) Click and drag a sizing handle on the table.

c) Click and drag on the center of the table.

9. What keyboard key moves the cursor to the next cell in a table?

a) TAB

b) ENTER

c) SPACEBAR

/3

TOTAL /10

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Appendices

Refer to the appendices for additional resources:

- Appendix A: Assessment Tools
  - Research and Image Checklist
  - Slide Master Checklist
  - Travel Research Marking Sheet
  - Travel Ad Marking Sheet
  - TechnoTravel Skill Summary
- Appendix B: Contact Information

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Travel Advertisement Marking Sheet

Slide Master Design		
• design is unique • color scheme is attractive • text formatting is easy to read	• placeholder layout is balanced • title slide does not have a header or footer • date, slide number, and travel agency name are on each slide	/6
Slide Content		
Title Slide		
• title identifies travel destination	• slide includes student name	/2
Information Slide		
• title attracts attention • facts entice tourists to visit	• facts about climate provide useful information • picture is formatted to look attractive	/6
Itinerary Slide		
• dining times are included • activities are suitable for tourists • activities are practically arranged	• headings organize information logically • table style makes information easy to read • information is aligned in table cells	/6
Activity Slides		
• activities are clearly described • pictures showcase the activities • slides have a balanced layout	• wording persuades tourist to take the trip • various slide layouts add interest to the advertisement	/10
Map Slide		
• map shows the location of the trip • label identifies the location	• symbol correctly marks the destination • formatting choices create an eye-catching slide	/4
Learn More Slide		
• text links to a helpful tourist website • hyperlinks work correctly	• hotspot links to a helpful tourist website • formatting choices create an eye-catching slide	/4
Presentation		
• spelling is correct	• slide order is logical	/2
Travel Advertisement Output Options		
Advertisement in Kiosk Mode		
• transitions are between slides	• slide show plays automatically and loops	/2
Advertisement as a Flyer or Brochure		
• handout has customized headers and footers that create a unique design • print layout options produce an attractive handout		/2
Advertisement as a Video		
• slide advancement allows all information to be read easily		/1
Comments:		/45

RESOURCE

This course includes a sample of a completed project. Teachers can use this resource for demonstration purposes or as a source of inspiration.

Weekend Getaway
Niagara Falls

Travel Agent: Jake Rayner

Visit Niagara Falls

Escape to Niagara Falls

- Gaze at a true wonder of the world.
  - Niagara Falls is the second largest waterfall on the globe.
  - Admire the rushing water as it plunges 54m from the top of the falls to the river below.

- No matter the season, this is a fabulous vacation destination.
  - In the winter, as the temperatures drop below freezing you can marvel at the naturally forming snow sculptures at the base of the Falls.
  - In the summer as the temperatures climb to 30ºC enjoy the beauty of the rushing water.

Butterfly Conservatory

- Marvel at the exotic butterflies as they soar through the conservatory.
- Wander the pathways to see hundreds of fluttering butterflies.
  - Go beyond the conservatory to enjoy the Botanical Gardens.

Maid of the Mist

- Take a boat ride to the base of the waterfall.
- Soak in the excitement as you explore the roar of the Falls.

Fireworks

- Enjoy the thrill of a fireworks display over the Falls. As the sun disappears, the light show begins.

Zipline to the Falls

- Experience the breathtaking thrill of gliding to the base of the Horseshoe Falls.
  - Soar down 67 metres with an outstanding panoramic view of the gorge.
  - ‘Fly’ alongside your friends on 4 parallel ziplines.

Travel Itinerary

Saturday	Sunday
Breakfast	
Walking Tour to view the Falls	Zipline to the Falls
Lunch	
Maid of the Mist	Butterfly Conservatory
Dinner	
Fireworks	

Learn More

- Learn more about Niagara Falls.
- Visit http://www.niagarafallstourism.com/

Click the picture to visit **Tourism Niagara**