Computer Applications Escape Room

Use this sheet to guide you through the Escape Room. Make sure to write down the clues you discover so that, if you don’t finish, you can open it tomorrow and enter the codes you got to get to where you left off—you cannot save a Word document.

**Clue #1: Word Processing**

Clue #3

(#words)

Clue #2

(bullets)

Clue #1

(word)

1. Answer the first two questions.
2. Then, open the Word document in your folder.
3. Click View, Edit Document to make it editable
4. Follow all the directions to the right of the page in red.

**Clue #2: Spreadsheets**

1. Answer the first two questions and enter the clue within the parenthesis in front of the answers here:
2. Open the Excel sheet. Here are some tips to make sure you get it right:
	1. Perform the math equations from left to right, starting with A and then B
	2. Do not just type in answers or use numbers in your formulas—do it algebraically. A4\*B4
	3. You cannot autofill down—each row has a different type of operation.
	4. Use the \* for multiplication and the / for division
	5. Use the autosum button to add the numbers together—otherwise the clue will not appear.
3. When the clue appears, enter it. Then combine the answers for the final.
4. Combine all the answers in the boxes into one line with no spaces:

**Clue #3: Databases**

1. Make sure to click on the link to get to the Database. You will have to download it into your folder and then open it.
2. Here are the directions as given on the Google Form so you don’t have to go back and forth:
* Go to Create, then Query Wizard, and choose Simple Query Wizard
* Create a query by choosing first a **Table: Customers** and pull over **ID**, **Last Name**, and F**irst Name**.
* Then choose **Table: Orders** and pull over **Customer ID**, **Shipped Date**, and **Status ID**. Keep pressing next until your query results comes up. Answer the questions below. You click on the titles at the top to sort the data.
1. You can alphabetize each column of info at the top of that column by clicking on the arrow and choosing A-Z.

|  |  |  |  |
| --- | --- | --- | --- |
| **“New” Status** | **Great Wakadoodle** | **Elizabeth Anderson** | **June 8, 2006** |
|  |  |  |  |

**Final Code**:

**Clue #4: Databases**



1. To sort through the layers, remember to use the  icon to make the above layer invisible so you can see the layer below it.
2. You can click and drag to re-order them.

Answer to Riddle:

1. Order of colors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clue #5: PowerPoint**

|  |  |  |
| --- | --- | --- |
| Number of Entrances: |  | Slide # |
| Number of Motion Paths: |  | Bullet # |
| Number of Exits: |  | Word # |
| Total: |  |  |

**Clue #6: Video Editing**

Cut at: 44:30, 47:17, 1:53, 2:02, 2:36, 2:39. Delete sections 1,3,5,and 7

|  |  |  |
| --- | --- | --- |
| **Word 1** | **Word 2** | **Word 3** |
|  |  |  |

**Clue #7: Desktop Publishing**

1. The three dots look like this: 

1. The green guideline looks like this:

|  |  |
| --- | --- |
| **Hypenated Word** | **Second to last word** |
|  |  |