Assignment: Create an Industry Analysis

For this assignment, you will create a Word document and PowerPoint presentation that each integrate Excel. Follow the directions below, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

You have been tasked with creating an industry analysis of the major retailers in the U.S. in both PowerPoint and Word. Follow these steps to accomplish the task.

1. Download the retail report document in Word, the retail slides in PowerPoint, and the retail data file in Excel. Save all three files to the Rowan folder on your desktop..

2. Open the PowerPoint presentation. Save it to the Rowan folder on your desktop as **BA132_LastName_RetailAnalysis.pptx**, replacing "LastName" with your own last name. (Example: BA132_Hywater_RetailAnalysis). It is a good idea to save your work periodically.

3. Insert two additional slides at the end of the presentation that will each contain a title and content. On slide 3, add the title "Top Ten Retailers". Copy and paste the table from the Excel retail data file

(columns A, B, and C, and rows 1-10).

4. Format the table how you would like to make it more attractive. You may want to move the table, resize the table, increase the font size, format the headers, and change the colors or style of the table.
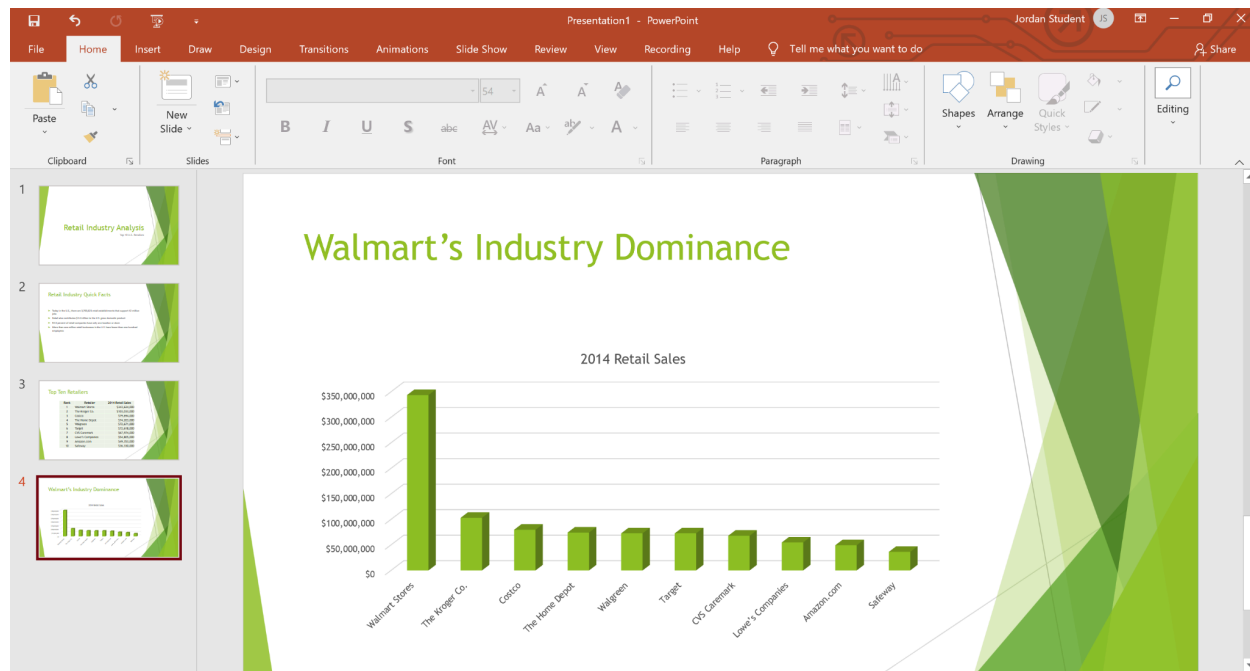
Here is one example of what your table might look like.

5. On slide 4, add the title "Walmart's Industry Dominance". Copy and paste the bar chart from the Excel retail data file into the slide. Again, format the table how you like to make it more attractive.

Save your PowerPoint presentation again.

6. Open the Word document. Save it to the Rowan folder on your desktop as **BA132_LastName_IndustryAnalysis.docx**, replacing "LastName" with your own last name. (Example: BA132_Hywater_IndustryAnalysis).

7. Below the text, "The top ten are listed in the table below", copy and paste the table from the Excel retail data file (columns A, B, and C,

and rows 1-10).

8. Below the table, insert a new paragraph and type the following sentence: "You can see the scale of Walmart's sales compared to the other top nine retailers in the chart below." Then copy and paste the bar chart from the Excel retail data file below the

additional text.

9. At the bottom of the document, add a sentence that says "Click here for slides related to this content." Then add a hyperlink to the words "slides related to this content" that links to your updated

PowerPoint presentation file.
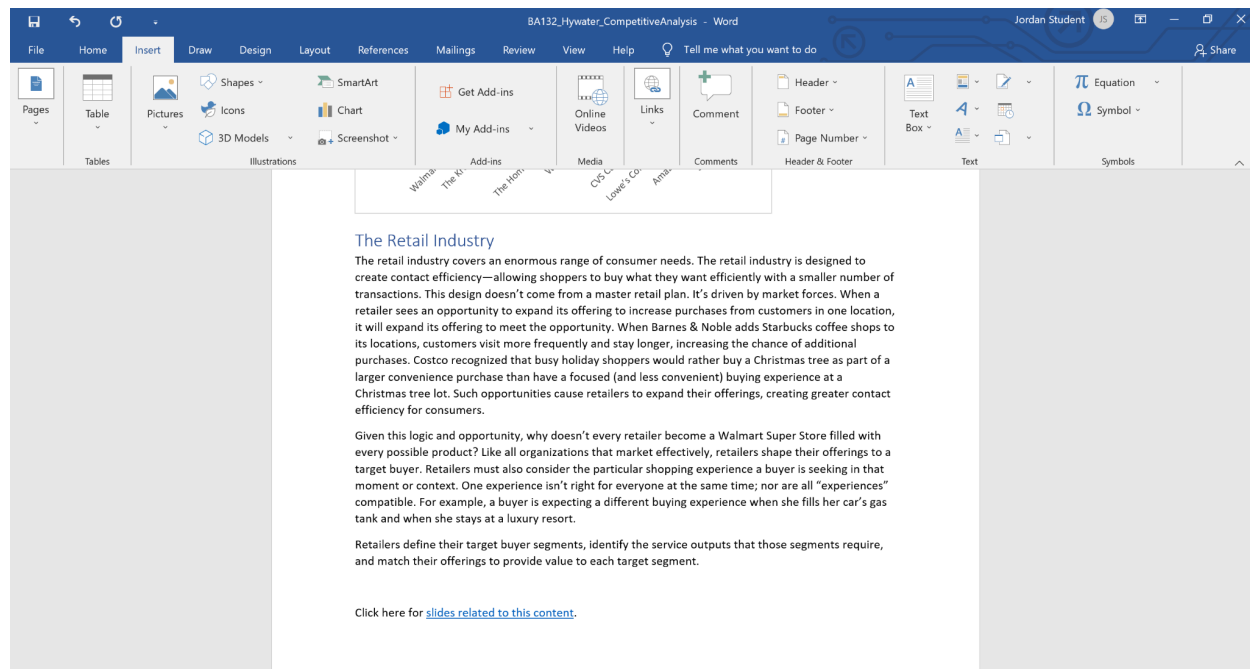
10. Save your document again. Submit both the PowerPoint presentation and the Word document in your course online.