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# Virtual Field Trip

*(Because learning can take place outside of the classroom!)*



## Virtual Field Trip Summary

<b>Description:</b>	You are planning a virtual field trip for your class. Use the Web and <i>Microsoft Office</i> to make your trip a winner.
<b>Internet Explorer:</b>	Use <i>Internet Explorer</i> to scout the Web and find a great place to take your class on a field trip. Try virtual zoos, museums, aquariums, amusement parks, theme parks, etc.
<b>Word:</b>	Create a cover page. Write introductions and descriptions. Write an itinerary. Create a list of “must see” items. Write a memo (Merge).
<b>Excel:</b>	Create a chart survey. Create a budget.
<b>PowerPoint:</b>	Design a slide show about the field trip.
<b>Access:</b>	Create a database table of students. Create database forms, reports, and queries.
<b>Publisher:</b>	Tri-fold brochure on your field trip destination.
<b>FrontPage:</b>	Create a Web site to showcase your project.
<b>E-mail:</b>	E-mail your teacher E-mail for additional information about your trip.
<b>Outlook:</b>	List due dates, tasks, and contacts
<b>Other:</b>	

# Virtual Field Trip (cont.)

## Introduction:

Forget the classroom—it's time for a field trip! Your class is having a contest to see who can plan the best field trip. Use your research skills on the Internet and your *Microsoft Office* skills to make your field trip a winner. This project should be done to the best of your ability and be of high quality.

## You Should Keep the Following in Mind:

- You have a budget of \$500 to spend on this field trip. The students must pay any further costs.
- The place you choose for your field trip must be of some educational value. Can you explain it?
- How will you get there?
- Where will you stay if needed?
- How or where will you and your classmates eat?
- Your trip can only be one or two days long.
- What are you going to show people from your field trip? Pictures and information! Bookmark or keep the address of any Web sites that have good pictures or information that you may want to return to in the future.

## What You Need to Provide:



### Calendar

Enter the due dates for this assignment on your calendar and create a list of things to do on your tasks list.



### Web Browser

Search the Internet for a place to take your class on a field trip. Once you decide on a place, gather as much information on it as possible.



### E-mail

E-mail your teacher and tell him or her where you are going on your field trip and why.