

# DREAM VACATION: ITINERARY REQUIREMENTS

## Setup Requirements

- Save As: **LastNameFirstInitialItinerary**
- Change Styles to No Spacing (Home>Styles>No Spacing)
- Margins: Top 1", Bottom .5", Left & Right .5"
- Header – Choose Blank
  - Center Aligned
  - Title – Give your trip a name (ie. A Munich Getaway)
    - Apply Text Effects to the Font (Shadow/Outline/Reflection/Glow)
    - Font Size: 20pt
  - Label: Trip Itinerary (Format text using text effects or color, size 14 pt)
  - Date of your trip (16pt font size, bold)
  - Insert two pictures, format with a picture style and change text wrapping (In Front of Text). Resize and position to fit in the header.
  - Apply a Bottom Border to your header
- Spelling and Grammar

## Trip/Destination Details (Page 1)

- Insert a 2x1 table for your trip details (you may change layout as you go)
- Format outside border with line style and color
- Create headings to stand out for your different sections of information
  - Travelers: List your name first
  - Flight info (Departing & Return flight info, ticket costs, ticket type, airport codes)
  - Hotel information (name, address, phone, email/website, room type, cost)
  - Currency & Conversion
  - US Embassy/Consulate address & contact number
  - Average weather for your time of visit (high, low, rain, snow)
  - Helpful Websites
- Spacing: Information is formatted and spaced to fill the page
- Modes of transportation during vacation & cost (if applicable)

## Planned Activities (Page 2)

- Insert a 2x12 table for your planned activities
- Row 1: Fill color (shade) and font color should be changed
- 8-10 planned activities
- Each activity is formatted to stand out
- Use bullet points for activity information: Hours, location, contact info, ect.
- Cost for tickets and admissions: list individual ticket/admission prices in foreign currency. (Convert daily totals to US dollars and list for each activity)
- Your last row is for your total cost of activities
  - Shade the row and add a text effect of your choice to the information
  - Total costs in foreign currency and USD.

## Organization & Attractiveness

- Some text should be Bold, Italic, and Underlined (Can apply to different text)
- Fonts are legible and easy to read
- Change the font color of some text
- Add additional images and format
- Use the Text Highlight Color to make some information stand out

## DREAM VACATION: ITINERARY RUBRIC

Requirement	Points Possible	Points Earned
<b>Setup</b>	<b>20</b>	
Filename	2	
No Spacing Style & Margins	2	
Title: Center, Title, Text Effect, Size	4	
Label: Text Effect, Size	2	
Date: Size, Bold	2	
Pictures in the Header, Format w/ Picture Style	4	
Bottom Border for Header	2	
Spelling & Grammar	2	
<b>Page 1: Trip Details Table (2x1)</b>	<b>20</b>	
Border Formatting (Style & Color)	2	
Shade a Cell	1	
Headings: Formatted to Stand Out	2	
Flight Info: Departing & Return Flight Info, Ticket Type, Cost	4	
Hotel Info: Address, Phone, Room Type, Cost	4	
Currency & Conversion	2	
US Embassy/Consulate Address & Contact Number	2	
Weather Information	1	
Spacing: Information formatted and spaced to fill space	2	
<b>Page 2: Planned Activities Table (2x12)</b>	<b>20</b>	
Table Row Headings: Text formatted and cells shaded	2	
Each activity is labeled and formatted to stand out	2	
Bullet points for planned activities information	2	
8-10 planned activities with supporting information	10	
Total Row: Shade, Text Effect, Foreign and US Currency	4	
<b>Organization &amp; Attractiveness</b>	<b>10</b>	
Text: B/I/U	3	
Change font color of some text	2	
Additional images, formatted	1	
Fonts are legible and easy to read	2	
Use the Text Highlight Color to make some info stand out	2	
<b>TOTAL</b>	<b>70</b>	