

Restaurant Assignment – Part 1

Internet & Web Design

In this assignment, you will be creating files for a new restaurant that you will be opening soon. Think what type of restaurant you would like to open and think of a name for your business. Complete the following steps to create the files for your business. Go to the following web site and research different types of restaurants.

<http://www.opentable.com>

Create a Folder for Your Business

1. Open My Computer and click on your network drive
2. Pull down the **File** menu, choose **New**, and then **Folder**
3. Name the folder **My Restaurant** and press **Enter**

Create a Logo in Microsoft PowerPoint – (50 points)

1. Start **Microsoft PowerPoint** and change the **layout** to a **blank slide**.
2. Find a clip art graphic to use as a logo for your restaurant. You may also use the **drawing tools**, especially the Freeform tool to **draw a logo for your business**. If your Drawing toolbar isn't open: View menu, Toolbars, Drawing. To find the Freeform tool: click on AutoShapes tool, Lines, and then Freeform. You can also add the Freeform tool to your toolbar if you remember how.
3. **Group** your drawing: **Select** all of the pieces, **right-click** on them, and choose **Grouping**, and then **Group**.
4. **Save** the drawing as a Picture: **Right-click** on the drawing and choose **Save as picture**. Name the picture **Logo** and save to your **My Restaurant folder**.
5. **You will use this Logo in all of the Microsoft Publisher assignments below.**

Business Card – (50 points)

1. Start **Microsoft Publisher**.
2. Create a **business card** for your business. Be sure to include the following information:
 - a. Logo
 - b. Company Name
 - c. Your name and title (Eg. Owner, President, Manager)
 - d. Address
 - e. Phone
 - f. Email
 - g. Web address
3. **Save** the file as **Business Card** to your **My Restaurant folder**. From the File menu, select Print Setup. Choose the One page per Sheet option. Print it and hold on to it until you are finished with all of the Publisher assignments for your business.

Letterhead – (50 points)

1. In **Microsoft Publisher** create a **Letterhead** for your business. Be sure to include the following information:
 - a. Logo
 - b. Company Name
 - c. Address
 - d. Phone
 - e. Email
 - f. Web address
2. **Save** the file as **Letterhead** to your **My Restaurant folder**. Print it (portrait view) and hold on to it until you are finished with all of the Publisher assignments for your business.

Flyer – (50 points)

You decide to have an Open House party to introduce your business to the surrounding neighborhoods. Use Publisher to create a Flyer about the Open House to post around the area.

1. In **Microsoft Publisher** create a **Flyer** for the Open House. Be sure to include the following information:
 - a. Logo
 - b. Company Name
 - c. Address
 - d. Open House
 - e. Date and Time of the Open House
 - f. A little information about what your company does, if it isn't obvious
 - g. Promise some kind of food (Eg. Cookies and punch, hors d'oeuvres, cake)
 - h. Door prizes
2. Insert phone tear-offs at the bottom by doing the following:
 - a. **Insert** menu, **Design Gallery Object**
 - b. Choose **Phone Tear-off**
 - c. Click on **Insert Object** button and click **Yes**
 - d. Click on the **first tear-off** and press **F9** function key to zoom in on it.
 - e. Type the following:
 - i. **Company Name**
 - ii. **Phone number**
 - iii. **Web address**
 - f. **Click** in the **second tear-off** and you'll notice that the information you typed in the first tear-off is automatically copied to the other tear-offs.
3. **Save** the file as **Flyer** to your **My Business folder**. **Print** it and hold on to it until you are finished with all of the Publisher assignments for your business.

Thank You Notes (Greeting Card)

You want to send thank you notes to the people who attended your open house. Use the steps below to create them.

1. In **Microsoft Publisher** choose the **Greeting Cards** design and then choose **Thank You**.
2. On **Page 3**, do the following:
 - a. **Select** the current **text box** and **delete** it.
 - b. Insert a coupon by doing the following:
 - i. **Insert** menu, **Design Gallery Object**
 - ii. Click on **Coupon**
 - iii. Click on **Insert Object button** and click **Yes**
 - iv. Insert your desired information on the coupon.
3. Look at the other pages in the card. Be sure to include the following items in your card:
 - a. Thank You for Attending the Open House
 - b. Logo
 - c. Company Name
 - d. Address
 - e. Phone
 - f. Email
 - g. Web address
4. **Save** the file as **Thank You Note** to your **My Business folder**. Select the File menu and Print setup. Select the Side Fold, Quarter Page option. Print Preview it to make sure that all pages will be printing to one sheet. Print it and hold on to it until you are finished with all of the Publisher assignments for your business.

Hand In Printed Items

1. **Arrange** your printed files as follows:
 - a. **Business Card (50 points)**
 - b. **Letterhead (50 points)**
 - c. **Flyer (50 points)**
 - d. **Thank You note (50 points)**
2. Using Microsoft PowerPoint, create a **cover sheet** for your assignment with your name, your restaurant name and Web Design written on it. Print it in portrait view. **(50 points)**
3. **Logo** will also be graded – **50 points**
4. **Staple** them and **hand them in**.