

MOS End of Course Reflection



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Essential Question

🌀 How can I use Microsoft Word to create a business identity?

Logo

∞ A logo is used to quickly identify your business. It's like seeing the 'M' for McDonald's, where you know what the business is right away. Simplicity is often key. Mine is pair of glasses to signify reading.



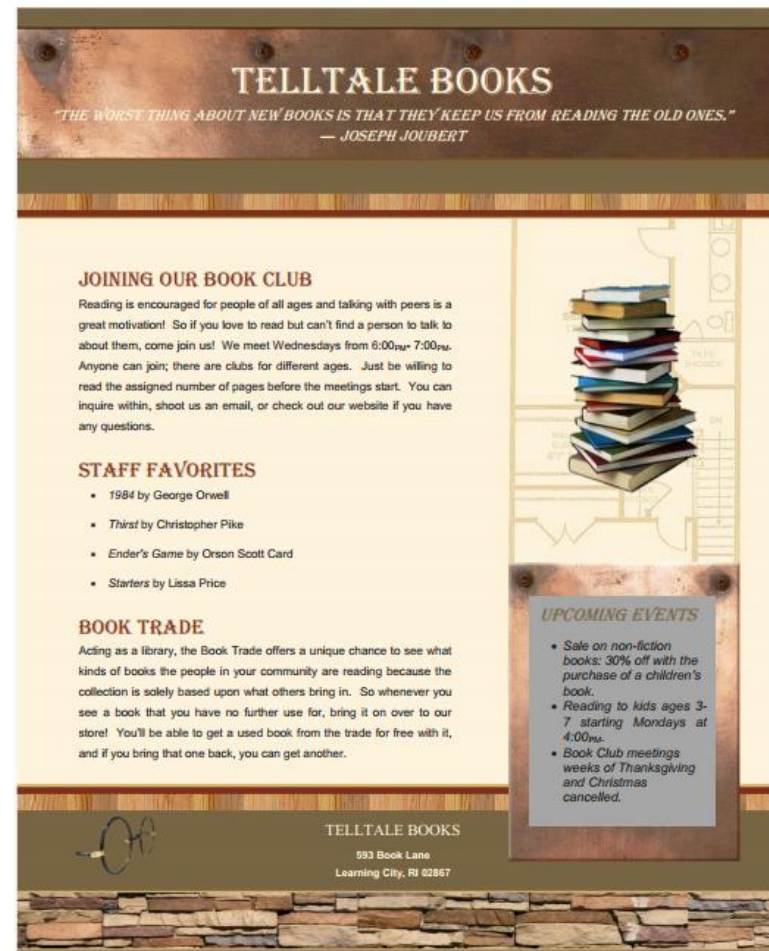
Business Card

∞ A business card gives the essential information of your business quickly. Mine has my name, the location of my business, its phone number, and website.



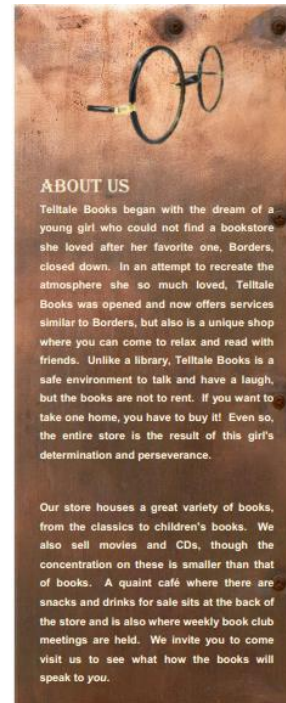
Flyer

- ✎ A flyer gives more information than a business card and is intended as an advertisement. It may have specific times and dates, like for a book club.



Brochure

- ☞ A brochure is about an organization's mission and other things it wants to get across to people who are interested. It's full of facts about the company and what it does. I included how my bookstore got started and how to apply for a job, for example.



Register

∞ A register is used to keep track of what money has been spent and gained. In excel, I recorded the cost of what my company spent, including things from office furniture to the electricity bill.

Debit (-)	Credit (+)	Balance
		\$100,000.00
\$924.00		\$99,076.00
\$49.99		\$99,026.01
\$20.77		\$99,005.24
\$12.99		\$98,992.25
\$49.99		\$98,942.26
\$78.97		\$98,863.29
\$303.98		\$98,559.31
\$204.00		\$98,355.31
\$9.90		\$98,345.41
\$29.95		\$98,315.46
\$29.90		\$98,285.56
\$9.95		\$98,275.61
\$29.90		\$98,245.71
\$27.93		\$98,217.78
\$9.95		\$98,207.83
\$9.95		\$98,197.88
\$17.94		\$98,179.94
\$20.93		\$98,159.01
\$15.96		\$98,143.05
\$9.95		\$98,133.10
\$31.92		\$98,101.18
\$14.97		\$98,086.21
\$19.95		\$98,066.26
	\$1,500.00	\$99,566.26
\$1,800.00		\$97,766.26

Checks

☞ Checks are used to pay for things. I wrote checks for everything I put in my register. If I messed up, I had to write a new one, but by the time I got done, I knew how to write a check.

