MOS End of Course Reflection



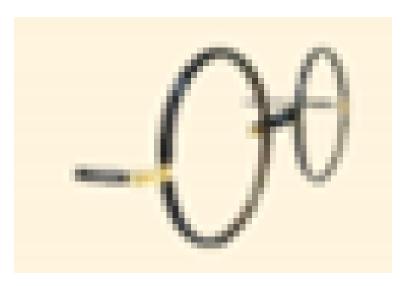
Savannah Gomes

Essential Question

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



∞ 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.



TELLTALE BOOKS

593 Book Lane Learning City, RI 02867 ph 401.555.3985 | fx 401.235.0236



www.telltalebooks.com



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.

TELLTALE BOOKS

THE WORST THING ABOUT NEW BOOKS IS THAT THEY KEEP US FROM READING THE OLD ONES." — JOSEPH JOUBERT

JOINING OUR BOOK CLUB

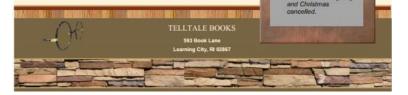
Reading is encouraged for people of all ages and talking with peers is a great motivation! So if you love to read but can't find a person to talk lo about them, come join us! We meet Wednesdays from 6:00_{PW} 7:00_{PW}. Anyone can join; there are clubs for different ages. Just be willing to read the assigned number of pages before the meetings start. You can inquire within, shoot us an email, or check out our website if you have any questions.

STAFF FAVORITES

- 1984 by George Orwell
- · Thirst by Christopher Pike
- . Ender's Game by Orson Scott Card
- Starters by Lissa Price

BOOK TRADE

Acting as a library, the Book Trade offers a unique chance to see what kinds of books the people in your community are reading because the collection is solely based upon what others bring in. So whenever you see a book that you have no further use for, bring it on over to our store! You'll be able to get a used book from the trade for free with it, and if you bring that one back, you can get another.



Sale on non-fiction

Reading to kids ages 3-

4:00_{PM}. Book Club meetings

books: 30% off with the

purchase of a children's

7 starting Mondays at

weeks of Thanksgiving

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.



ABOUT US

Teiltale Books began with the dream of a young git who could not find a bookstore she loved after her favorite one. Borders, closed down. In an attempt to recreate the atmosphere she so much loved, Teiltale Books was opened and now offers services similar to Borders, but also is a unique shop where you can come to relax and read with friends. Unlike a library, Teiltale Books is a safe environment to talk and have a laugh, but the books are not to rent. If you want to take one home, you have to buy it! Even so, the entire store is the result for the girl's determination and perseverance.

Our store houses a great variety of books, from the classics to children's books. We also sell movies and CDs, though the concentration on these is smaller than that of books. A quaint café where there are snacks and drinks for sale sits at the back of the store and is also where weekly book club meetings are held. We invite you to come visit us to see what how the books will speak to you.



TELLTALE BOOKS

APPLYING FOR A JOB

We want a person who is ready and willing to take on the task of organizing books, checking out usatomers, and helping customers around the store. No experience is required. The cafe is also a potential place of work, for dishes need to be cleaned, offers need to be made, and the floor needs to be swept. No experience required. For an application to either position, will our store org on online!

TELITALE BOOKS S93 Book Lane Learning City, R102867

h 401.555.3985 | fx 401.235.0236 | telltalebook



YOUR BOOKS WILL THANK YOU.

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

⁵⁰ 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.

- Of 593 Book Lane Learning City, RI 02867	1936
PAY TO THE ORDER OF	\$
	DOLLARS C INTE
	1000