

Overseas is Where I Want to Be

Description:

In this project you will be a virtual travel agent, planning all the details of an exciting international trip. The trip should last between 9-14 days, and you have a budget of \$3000. YOU choose the destination and work out the specifics.

Step 1

1. Choose an International destination and explore it using the Internet. Read articles on the country of your choice and learn more about the history, geography, climate, language, capital, and other major cities, prime attractions, and transportation. Feel free to choose an unusual destination. Keep in mind the time limits, and your budget.
2. Open a new Word document where you can keep notes about your destination. Use the Copy command to copy information (text, maps, photos, photo credits, and captions) to your Word document.
3. Arrange your facts, figures, and photos under headings that reflect the material you have gathered, such as overview, map, geography, climate, population, and special attractions, as well as any other information you find interesting and important to the traveler. This information will help with your itinerary.

Step 2

1. Create the format for your budget
2. It should resemble the following...

Travel Budget			
Budget for Two Weeks in Brazil			
Total Budget		\$2,500	
Date	Item	Cost (US\$)	Balance
29-Sep-05	Delta Airlines airfare, ATL to Rio (round trip)	1,050	\$1,450
29-Sep-05	Transport from airport to hotel	\$15	\$1,435
29-Sep-05	Hotel (panama-my share, 4 nights inc. bkfst	\$200	\$1,235
29-Sep-05	Dinner (at hotel)	\$30	\$1,205
30-Sep-05	Chair Rental (snacks at beach)	\$15	\$1,190
30-Sep-05	Shopping - Beach market (gifts, etc.)	\$50	\$1,140
30-Sep-05	Dinner (café)	\$15	\$1,125
30-Sep-05	Concert	\$25	\$1,100



... I expect to see font change, auto format, row/height change, borders and shading, and correct formulas

3. Your formulas will start under the Balance heading, and it is up to you to determine the formulas to use.
4. Don't forget to save your worksheet.

Travel starter sites:

www.expedia.com

www.travelocity.com

www.trafalgarcruises.com

www.orbitz.com

www.cruise.com

www.carnival.com

These are just some sites to get you started. You may use others at your discretion. Please document where you got your information.

Step 3:

1. Fill in the logistical details: travel to and from your destination country, travel within the country, lodging, meals, shopping, and other necessities.
2. Make sure to keep a close eye on your overall timeframe and budget as you plan.
3. Save and print your work.
4. Also print a copy showing the formulas used.

Step 4:

1. Create an itinerary to give to your client.
2. In Step 1 #3 you have already done most of the work. You need to give the client information such as: facts, figures, and photos, an overview, map, geography, climate, population, and special attractions, as well as any other information you find interesting and important to the traveler. Then you will need to list a day by day listing of scheduled events.
3. Save and print your work.

BONUS:

CREATE A CHART OF PERCENTAGES SPENT ON FOOD, HOTEL, ENTERTAINMENT, ETC. AND INCLUDE IT WITH YOUR HANDOUTS.

This is how you will be graded:

	Criteria				Points
	1-3	4-6	7-9	10	
Budget Format	Few formatting requirements used, and they are not correct.	Few formatting requirements used, but are still correct.	Most formatting requirements used and correct.	All formatting requirements used and correct.	_____
Correct Formulas	No formulas were used	Formulas were used, but they are not working correctly	Formulas used, but a couple aren't working correctly	All formulas correct and working	_____
Creativity	Did not go out of the United States.	Not very original and did not have any excursions listed.	Original, but lacked exciting adventures.	Very original with and exciting destination and excursion.	_____
Itinerary	Itinerary was very poor and did not have specific information listed in handout	Only included a few pieces of information the traveler should know. Traveler would not get by without more information.	Included some information from the handout, but not all. Traveler could still get by with the information given.	Included all information included in the handout: facts, figures, and photos, an overview, map, geography, climate, population, and special attractions.	_____
Bonus	Tried, but not correct	The percentages are not correct, but the charting of percentages you used is charted correctly.	The percentages used are correct, but the charting of percentages is not.	The entire chart is correct, including percentages and chart.	_____
				Total---->	____/50