# INTRODUCTION

In this report it is outlined how the Microsoft Office Suite can be used in the planning of a Field Trip to Robben Island for Tourism students. Reference is made to the integrated use of the application packages, MS Word, MS Access, MS Excel and MS PowerPoint in this planning. These documents have been used to group information, process information, store information and extract information to present the information in a suitable format.

# GATHERING OF INFORMATION

These questions were used to establish the information needed in order to plan the field trip. The information gathered was crucial to the planning of the field trip, including how events should be executed, what processes are involved, what documentation processing needs to be done and what information needs to be stored. Here is a list of the questions that were asked in order to start the planning of the field trip:

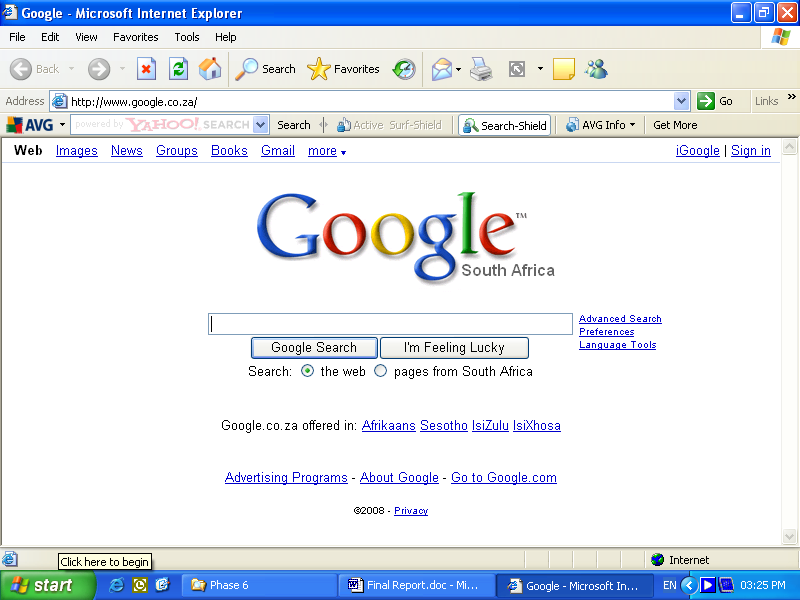
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| --- | --- |
| 1. | How many Tourism students are there? |
| 2. | How many Tourism students will be going on the field trip? |
| 3. | What is the destination of the field trip? |
| 4. | What is the itinerary for the field trip? |
| 5. | How will the students be motivated to go on the trip? |
| 6. | What will the expenses be? |
| 7. | How will the experience of this field trip benefit the students in their future? |
| 8. | What will happen if the budget, which is sponsored, is insufficient for the trip? |
| 9. | Will the experience of the field trip be different if the students went by bus or by airline? |
| 10. | What accommodation is available? |

# Information-finding strategies

Tools and strategies used to gather and access information

INTERNET: An electronic worldwide communication system of computer

networks that allows you to search for information.

All internet searches were made using the Google search engine: 

<http://www.google.com>

\* Strategies used: Effective search words and Boolean

operators ( “+”, AND, OR, NOT) were used to source the information:

Cost of the field trip

Destination

Itinerary

Accommodation

Benefits of the trip

Transportation

SURVEY: A survey was designed using Word forms. This survey was completed electronically by the learners concerned. The following information was gathered from the survey:

Name and surname of learner

Age of learner

Gender of learner

Race of learner

Place of interest

To travel by bus or airline

How long we will go for

# CONCLUSION

In this report the processes involved in the planning of the field trip to Robben Island for the Tourism students have been clearly outlined. The software applications of MS Word, MS Access, MS Excel and MS PowerPoint were extensively utilised in the planning of the field trip. Using this technology made it possible to plan, control and make informed decisions with regard to the planned excursion.