



# Basic Application Software

## Chapter 3

## Competencies (Page 1 of 2)

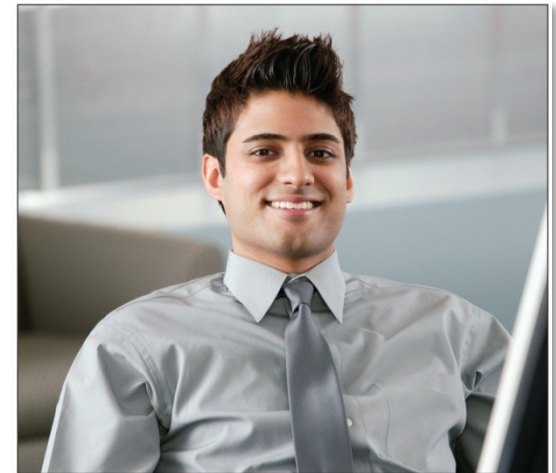
- Discuss common features of most software applications.
- Discuss **word processors** and word processing features.
- Describe **spreadsheets** and spreadsheet features.
- Discuss **database management systems** and database management features.

## Competencies (Page 2 of 2)

- Describe presentation graphics and presentation graphics features.
- Discuss integrated packages.
- Describe software suites including office suites, cloud suites, specialized suites, and utility suites.

# Introduction

- Not long ago, trained specialists were required to perform many of the operations you can now do with a microcomputer.
- Competent end users need to understand the capabilities of basic application software including:
  - Word processors
  - Spreadsheets
  - Database management systems
  - Presentation programs





# Basic Applications

- Basic applications are used in nearly every discipline and occupation.
- Common types
  - Word processors
  - Spreadsheets
  - Database management systems
  - Presentation graphics

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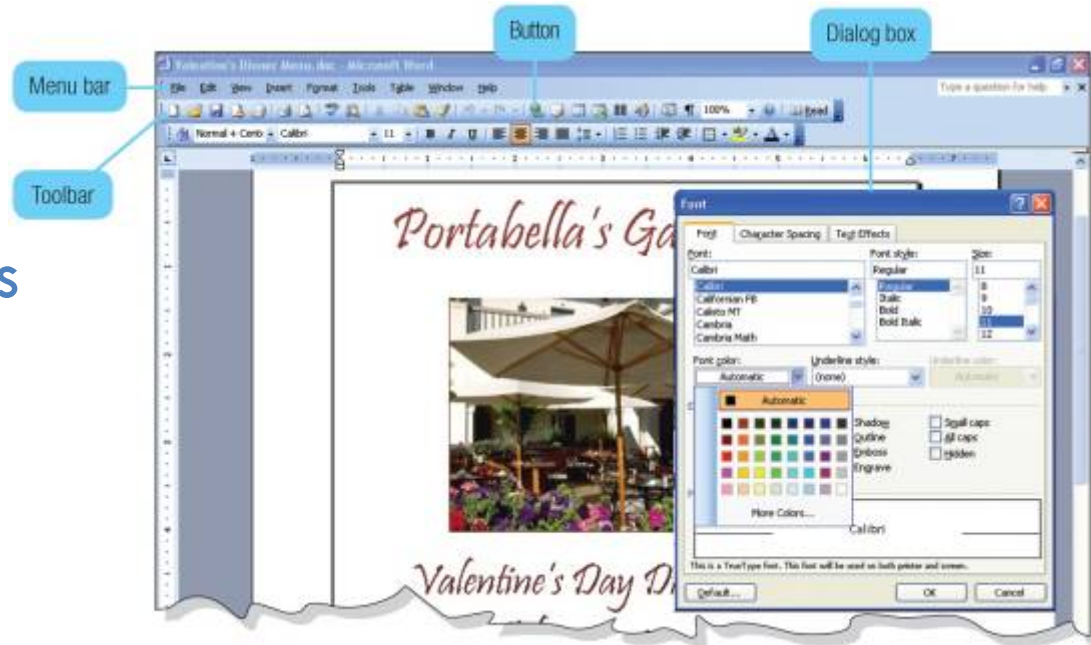
# Specialized Applications

- There are thousands of programs more narrowly focused on specific disciplines and occupations
- Includes:
  - Graphics programs
  - Audio and video editors
  - Multimedia authoring programs
  - Web authoring programs
  - Virtual reality programs

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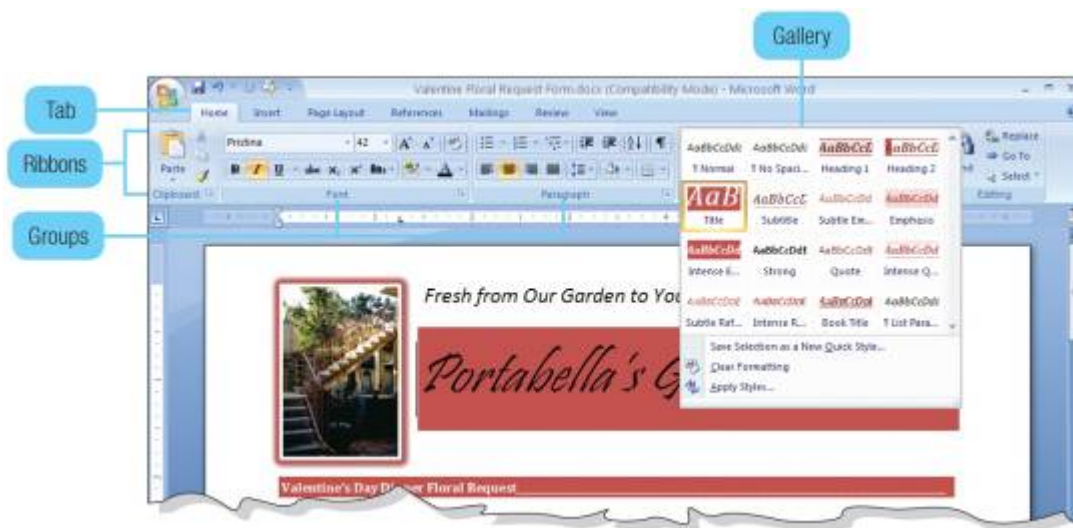
# Common Features

- Graphical User Interface (GUI)
- Menus
- Toolbars
- Dialog Boxes
- Icons
- Windows



# Microsoft Office 2010

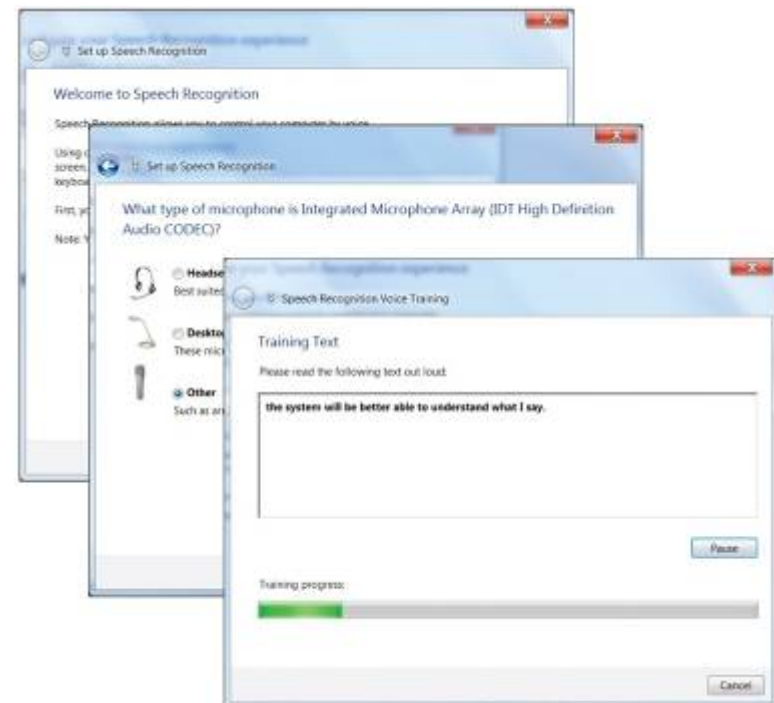
- Office 2010 is the latest version of Microsoft Office
  - Ribbons
  - Tabs
  - Galleries



# Making IT Work for You

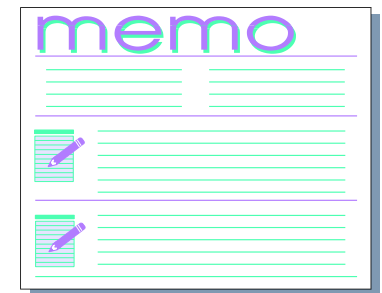
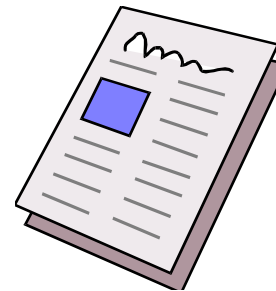
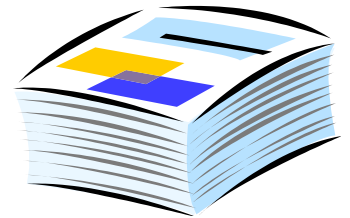
## Speech Recognition

- Allows your voice to control application software
- Use your voice along with your mouse and keyboard
  - Train the software
  - Control a program
  - Dictate a document



# Word Processors

- Used to create text-based documents
  - Memos, letters, and faxes
  - Newsletters, manuals, and brochures
- Word processing programs
  - Microsoft Word
  - Corel WordPerfect
  - Apple Pages



# Word Processor Features

- Word Wrap
- Editing
  - Thesaurus
  - Find and Replace
  - Spelling and grammar checkers
- Formatting
  - Font and font sizing
  - Character effects
  - Bulleted and numbered lists

Font	Sample
Calibri	A B C a b c
Impact	<b>A B C a b c</b>
Cambria	A B C a b c
Broadway	<b>A B C a b c</b>

# Word Processor Case

- Creating a Flyer
- Creating a Report



# Creating a Flyer

## Spelling Checker

Correcting spelling and typing errors identified by the **spelling checker** creates an error-free and professional-looking document.

## Center-Aligning

**Center-aligning** all of the text in the flyer creates a comfortable, balanced appearance.

## Adventure Travel Tours New Adventures



Attention adventure travelers! Attend an Adventure presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are offering four new tours:

- India Wildlife Adventure
- Inca Trail to Machu Picchu
- Safari in Tanzania
- Costa Rica Rivers and Rainforests

Call Student Name at 1-800-555-0004 for presentation locations, full color brochures, itinerary information, costs, and trip dates.

## Fonts and Font Size

Using interesting **fonts** and a large **font size** in the flyer's title grab the reader's attention.

## Word Wrap

The **word wrap** feature automatically determines where to end one line of text and to begin the next.

## Character Effects

Adding **character effects** such as bold and color make important information stand out and make the flyer more visually interesting.

## Grammar Checker

Incomplete sentences, awkward wording, and incorrect punctuation are identified and corrections are offered by the **grammar checker**.

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# Creating a Report

**Captions and Cross-References**  
Identifying figures with **captions** and using **cross-references** in a report make the report easier to read and more professional.

**AutoCorrect**  
As you enter text, you occasionally forget to capitalize the first word in a sentence. Fortunately, **AutoCorrect** recognizes the error and automatically capitalizes the word.

**Citations**  
The sources of information you used in developing the report appear in **citations**.

**Header or Footer**  
Page numbers and other document-related information can be included in a **header or footer**.

**Footnote**  
To include a note about Mt. Kilimanjaro, you use the footnote feature. This feature inserts the **footnote** superscript number and automatically formats the bottom of the page to contain the footnote text.

**Tanzania & Peru**

**Tanzania**

**Geography and Climate**

To the reader of a great wilderness, full of wild beasts, I should have a moment covered with a dazzling white cloud light on the left. This is how I believe King, the first minister to witness the splendor of Africa's highest mountain, described Kilimanjaro. The peak was not, though the white clouds be "fused" to the view the dense layer of snow that coats the mountain.

Tanzania is primarily a plateau that slopes gently downward into the country's five bounded states of Indian Ocean coastline. Nearly three-quarters of Tanzania is the savannah, so much so that the landscape and the central plateau is a mix, creating "wilderness." Stretching through these lands is the Great Rift Valley, which forms a narrow and shallow lake at its long path. Several of these great lakes form a belt-like chain of green vegetation. Contrasting with the serenity of the plateau are the coastal areas, which are both with single rainfall. In the north the plateau slopes dramatically into Mt. Kilimanjaro.

**Ngorongoro Conservation Area**

Some of Tanzania's most distinguished geographical features are found in the Ngorongoro Conservation Area. The park is composed of many craters and gorges, as well as lakes, forest, and plains. Among these features is the crater, the Ngorongoro Crater. The Crater is a large depression, extending more than one hundred square miles. On the Crater's floor, grasslands, shrubs, and evergreen, lakes, rivers, and woodlands. Also within the Conservation Area is a perimeter at the Choke Gorge, commonly referred to as the "Crater of Mankind," where in 1911 the world

Photo: STEPHEN DEGENET

1 Mt. Kilimanjaro is 19,341 feet high, making it the third-highest mountain in the world.

2 The Conservation Area is a national park representing 3,000 square miles.

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# Spreadsheets

- Programs that organize, analyze, and graph numeric data
- Spreadsheet programs
  - Microsoft Excel
  - Corel Quattro Pro
  - Apple iWork's Numbers

The diagram shows a spreadsheet with the following data:

	A	B	C	D	E	F	G
1							
2							
3							
4		Income					
5		Wages			1800		
6							
7		Expenses					
8		Food		425			
9		Rent		350			
10		Loan Payment		220			
11		Car Insurance		450			
12		Car Expenses		120			
13		Total Expenses			1565		
14							
15		Net				235	
16							

Labels and callouts in the diagram:

- Row numbers (1-16)
- Column letters (A-G)
- Worksheet (the entire grid)
- Label (points to the 'Net' label in cell B15)
- Food Expense (points to the 'Food' label in cell B8)
- Value calculated using the function SUM(D8:D12) (points to the value 1565 in cell E13)
- Value calculated from the formula E5-E13 (points to the value 235 in cell F15)
- Range from D8 to D12 (points to the range of expense values in column D)
- Cell D8 (points to the value 425 in cell D8)

# Spreadsheet Features

- Workbook vs. worksheet
- Formulas
- Range
- Analytical graphs or charts
- Recalculation
- What-if Analysis

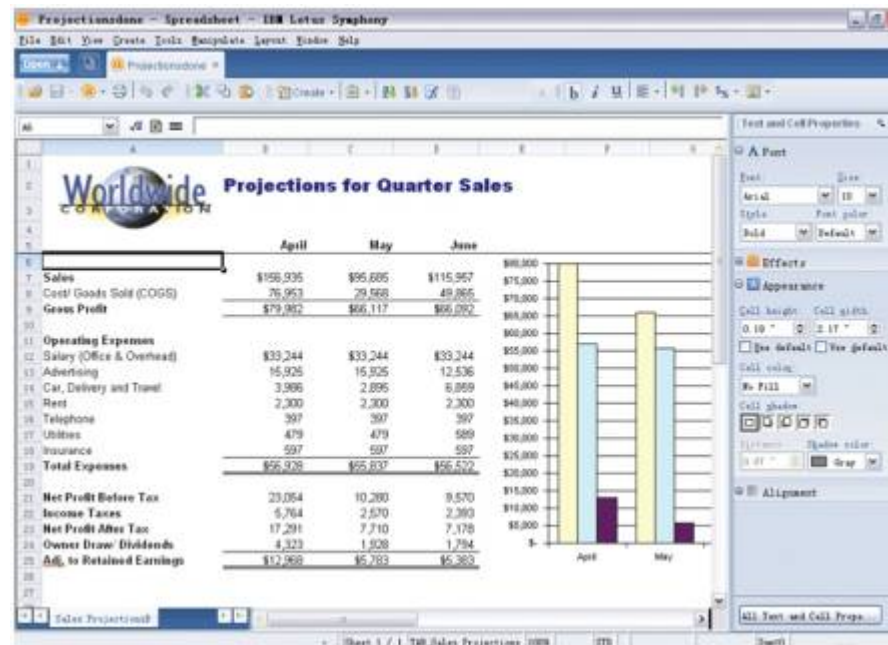
# Spreadsheet Features

- Functions
  - Prewritten formulas

Type	Function	Calculates
Financial	PMT	Size of loan payments
	PV	Present value for an investment
Mathematical	SUM	Sum of the numbers in a range of cells
	ABS	Absolute value of a number
Statistical	AVERAGE	Average or mean of the numbers in a range of cells
	MAX	Largest number in a range of cells
Logical	IF	Whether a condition is true; if true, a specified value is displayed; if not true, then a different specified value is displayed
	AND	Whether two conditions are true; if both are true, then a specified value is displayed; if either one or both are not true, then a different specified value is displayed

# Spreadsheet Case

- Creating a Sales Forecast
- Creating a Chart
- Analyzing Your Data




# Creating a Sales Forecast

## Worksheets

**Worksheets** are used for a wide range of different applications. One of the most common uses is to create, analyze, and forecast budgets.

## Text Entries

**Text entries** provide meaning to the values in the worksheet. The rows are labeled to identify the various sales and expense items. The columns are labeled to specify the months.

	A	B	C	D	E	F
1		<b>Downtown Internet Café</b> <i>First Quarter Forecast</i>				
2						
3						
4						
5						
6		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>TOTAL</b>	<b>AVG</b>
7	<b>Sales</b>					
8	Beverage	\$ 13,600	\$ 14,600	\$ 15,600	\$ 43,800	\$ 14,600
9	Food	\$ 7,100	\$ 7,300	\$ 7,400	\$ 21,800	\$ 7,267
10	Internet	\$ 4,000	\$ 4,300	\$ 4,500	\$ 12,800	\$ 4,267
11	Merchandise	\$ 3,100	\$ 3,200	\$ 3,300	\$ 9,600	\$ 3,200
12	<b>Total Sales</b>	\$ 27,800	\$ 29,400	\$ 30,800	\$ 88,000	\$ 29,333
13	<b>Expenses</b>					
14	Cost of Goods	\$ 6,950	\$ 7,300	\$ 7,600	\$ 21,850	\$ 7,283
15	Payroll	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500	\$ 7,500
16	Computers	\$ 6,400	\$ 6,400	\$ 6,400	\$ 19,200	\$ 6,400
17	Lease	\$ 5,500	\$ 5,500	\$ 5,500	\$ 16,500	\$ 5,500
18	Marketing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	\$ 1,000
19	Miscellaneous	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500	\$ 1,500
20	<b>Total Expenses</b>	\$ 28,850	\$ 29,200	\$ 29,500	\$ 87,550	\$ 29,183
21	<b>Income</b>					
22	<b>Net Income</b>	\$ (1,050)	\$ 200	\$ 1,300	\$ 450	\$ 150
23	<b>Profit Margin</b>	-3.78%	0.68%	4.22%	0.51%	
24		<b>Income Year-To-Date</b>			\$ 450	

## Cells

**Cells** can contain labels, numbers, formulas, and functions. A cell's content is indicated by the row and column labels. For example, cell D15 contains a number for the Payroll expense expected for March.

## Functions

One advantage of using **functions** rather than entering formulas is that they are easier to enter. In this case, cell C20 (Total Expenses for February) contains the function `SUM(C14:C19)` rather than the formula `=C14+C15+C16+C17+C18+C19`.

## Formulas

**Formulas** provide a way to perform calculations in the worksheet. In this case, cell C22 (Net Income for February) contains the formula `=C12 (Total Sales for February) - C20 (Total Expenses for February)` contains a number for the Payroll expense expected for March.

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# Creating a Chart

## Chart Titles

Including a **chart title** and subtitle as well as titles along the x-axis and y-axis make the chart easier to read and understand.

## Chart Types

To display the monthly expenses over the quarter, you consider several different **chart types** before selecting the 3D column chart. The 3D variation of the chart provides an interesting depth perception to the columns.

## Chart

Once data is in the worksheet, it is very easy to **chart** the data. All you need to do is to select the data to chart, select the chart type, and add some descriptive text.



## Legend

The **legend** defines each sales type by a color. Legends are essential to charts that depict more than one set of data.

## Data Labels

**Data labels** draw the viewer's attention to selected pieces of information in the chart.

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# Analyzing Your Data

## Workbook

The first worksheet in a **workbook** is often a summary of the following worksheets. In this case, the first worksheet presents the entire year's forecast. The subsequent worksheets provide the details.

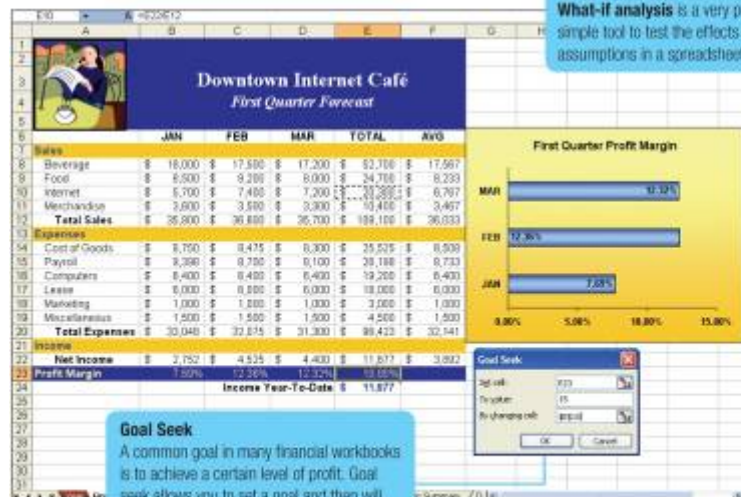
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>Sales</b>									
Beverage	\$18,000	\$17,500	\$17,200	\$18,038	\$17,940	\$19,014	\$18,993	\$18,999	\$12,909
Food	\$8,500	\$8,200	\$8,000	\$8,123	\$8,231	\$7,001	\$6,512	\$5,500	\$8,700
Internet	\$5,700	\$7,400	\$7,200	\$8,021	\$8,751	\$5,781	\$4,519	\$8,231	\$7,811
Merchandise	\$3,600	\$3,500	\$3,300	\$3,388	\$3,294	\$3,560	\$1,677	\$3,300	\$2,987
<b>Total Sales</b>	<b>\$35,800</b>	<b>\$36,600</b>	<b>\$35,700</b>	<b>\$38,573</b>	<b>\$38,212</b>	<b>\$34,448</b>	<b>\$34,692</b>	<b>\$39,840</b>	<b>\$32,407</b>
<b>Expenses</b>									
Cost of Goods	\$8,750	\$8,475	\$8,300	\$8,750	\$8,475	\$8,300	\$8,750	\$8,475	\$8,300
Payroll	\$3,388	\$3,700	\$3,100	\$3,388	\$3,700	\$3,100	\$3,388	\$3,700	\$3,100
Computers	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400
Lease	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Advertising	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Miscellaneous	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
<b>Total Expenses</b>	<b>\$23,048</b>	<b>\$23,075</b>	<b>\$21,300</b>	<b>\$23,048</b>	<b>\$23,075</b>	<b>\$21,300</b>	<b>\$23,048</b>	<b>\$23,075</b>	<b>\$21,300</b>
<b>Income</b>									
Net Income	\$2,752	\$4,525	\$4,400	\$2,752	\$4,525	\$4,400	\$2,752	\$4,525	\$4,400
Profit Margin	7.69%	12.36%	12.32%	7.13%	11.84%	12.74%	7.89%	12.30%	13.55%
Quarter Profit Margin	11.88%								
Income Year-To-Date	\$11,877								

## Sheet Name

Each worksheet has a unique **sheet name**. To make the workbook easy to navigate, it is a good practice to always use simple yet descriptive names for each worksheet.

## What-If Analysis

**What-if analysis** is a very powerful and simple tool to test the effects of different assumptions in a spreadsheet.



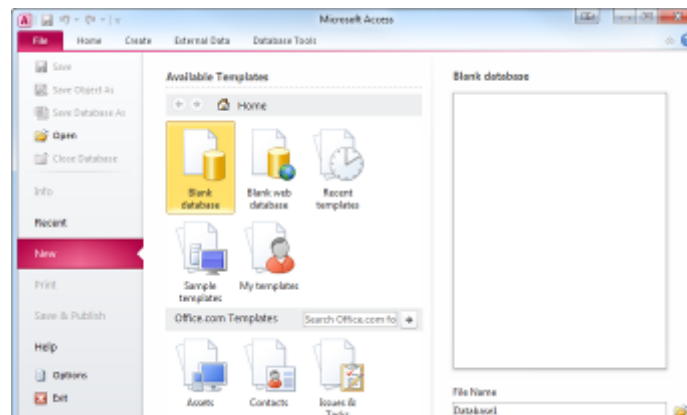
## Goal Seek

A common goal in many financial workbooks is to achieve a certain level of profit. **Goal seek** allows you to set a goal and then will analyze other parts of the workbook that would need to be adjusted to meet that goal.

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# Database Management Systems (DBMS)

- A collection of related data
- Electronic equivalent of a file cabinet
- Comprised of tables, queries, forms, and reports
- Microsoft Access is the most popular desktop database management software



# Database Features

- Relational
- Table
  - Record
  - Field
- Query
- Form
- Report

Employee ID	Last Name	First Name	Address	City	State	ZIP Code	Home Phone	Gender	Birth Date	
12920	Larson	Alicia	345 W. Mill Ave.	Maldin	CA	92121-3740	(941) 555-7717	F	6/21/1983	(10)
13416	Lembi	Damon	4389 S. Rita Ln.	Landis	CA	92120-3741	(941) 555-4747	M	9/12/1979	(10)
11747	Lettow	Ryan	358 Maple Dr.	Maldin	CA	92121-3740	(507) 555-2805	M	11/15/1981	(10)
22085	Lindau	Kristina	1947 E. Watson	Landis	CA	92120-3741	(941) 555-6363	F	2/24/1977	(10)
03406	Lopez	Mina	4290 E. Alameda Dr.	Maldin	CA	92121-3740	(507) 555-5050	F	2/25/1977	(10)
04731	Marchant	Roberta	564 Palm Avenue	Landis	CA	92120-3741	(507) 555-6707	F	5/13/1980	(12)
13543	Martinez	Jolie	1920 First Ave.	Maldin	CA	92121-3740	(941) 555-1044	F	12/10/1982	(10)
13635	Martinez	Juan	7115 E. Roosevelt Dr.	Maldin	CA	92121-3740	(507) 555-2935	M	12/10/1983	(10)
22407	Mazeau	Rebecca	7383 Oak Dr.	Landis	CA	92120-3741	(941) 555-1093	F	9/23/1979	(10)
03225	Morgan	Dan	564 S. Lemon Dr.	Maldin	CA	92121	(507) 555-5567	M	3/5/1975	(10)
99999	Name	Student	1234 N. Fifth St.	Chesterfield	CA	92122-1268	(507) 555-1234	F	4/1/1982	(10)
00617	Nichols	Cathy	75 Brooklea Dr.	Landis	CA	92120-3741	(507) 555-0001	F	5/19/1965	(10)
00907	Pennington	Mark	23 Mill Ave.	Landis	CA	92120-3741	(507) 555-3313	M	7/7/1969	(10)
12194	Polonsky	Mitch	8701 E. Sheridan	Maldin	CA	92121-3740	(507) 555-1018	M	3/13/1980	(10)
12247	Rath	Kathy	87 E. Aurora Ave.	Chesterfield	CA	92122-1268	(507) 555-9797	F	5/30/1978	(10)
12594	Reddie	Mark	900 W. Campus Dr.	Maldin	CA	92121	(507) 555-1139	M	11/5/1983	(10)
12230	Reddie	Suzanne	932 E. Parkway Dr.	Landis	CA	92120-3741	(507) 555-1191	F	7/14/1978	(10)
13005	Reilly	Emily	125 N. Marigold St.	Maldin	CA	92121-3740	(941) 555-6532	F	5/21/1985	(10)
12612	Richards	Melissa	5522 W. Marin Lane	River Mist	CA	92123	(507) 555-7789	F	9/30/1978	(10)
06000	Robertson	Kirk	832 S. William Ave.	Maldin	CA	92121	(507) 555-3730	M	4/5/1974	(10)
22297	Rogondino	Patricia	7583 Turquoise	Chesterfield	CA	92122-1268	(941) 555-7539	F	8/10/1977	(10)
07287	Roman	Anita	2348 S. Bala Dr.	Maldin	CA	92121-3740	(507) 555-9870	F	3/15/1981	(10)
12918	Ruiz	Carlos	10101 First St.	Maldin	CA	92121-3740	(507) 555-5125	M	7/27/1980	(11)
08391	Ruiz	Enrique	35 Palm St.	Chesterfield	CA	92122-1268	(507) 555-0091	M	12/10/1973	(10)
04321	Sabin	Greg	90 E. Rawhide Ave.	Chesterfield	CA	92122	(507) 555-4455	M	9/30/1977	(10)
00212	Schiff	Chad	235 N. Cactus Dr.	Chesterfield	CA	92122	(507) 555-0010	M	3/9/1962	(10)
22114	Schneider	Paul	1731 Jackson Ave.	Landis	CA	92120-3741	(941) 555-7440	M	2/23/1980	(10)
01421	Spehr	Timothy	90 Royal Dr.	Maldin	CA	92121-3740	(507) 555-1038	M	9/9/1972	(10)
12366	Stacey	David	737 S. College Rd.	Chesterfield	CA	92122-1268	(507) 555-7784	M	9/30/1978	(10)
13497	Steele	Jeff	1011 E. Holly Ln.	River Mist	CA	92123-2232	(941) 555-1912	M	4/9/1980	(10)
12668	Stueland	Valerie	34 University Dr.	Maldin	CA	92121-3740	(507) 555-1845	F	11/19/1979	(10)
12583	Sullivan	Marie	78 Omega Drive	Chesterfield	CA	92122-1268	(507) 555-7890	F	3/15/1981	(10)
12867	Tallic	Evels	21 Oasis St.	River Mist	CA	92123-2232	(941) 555-5585	M	6/10/1981	(10)
03890	Thi	Erona	7867 Forest Ave.	River Mist	CA	92123	(507) 555-1089	F	5/10/1976	(10)
22304	Torchia	Peter	904 S. Dorsey Dr.	Chesterfield	CA	92122-1268	(941) 555-9870	M	5/14/1975	(10)
22100	Vaccaro	Louis	289 E. Heather Ave.	River Mist	CA	92123-2232	(941) 555-3758	M	9/23/1982	(10)

# Database Case

- Creating a Database
- Creating a Query

# Creating a Database

## Primary Key

The primary key is the unique employee identification number. You considered using the last name field as the primary key but realized that more than one employee could have the same last name. Primary keys are often used to link tables.

## Fields

Fields are given field names that are displayed at the top of each table. You select the field names to describe their contents.

## Table

Tables make up the basic structure of a relational database with columns containing field data and rows containing record information. This table records basic information about each employee, including name, address, and telephone number.

## Record

Each record contains information about one employee. A record often includes a combination of numeric, text, and object data types.

Employee ID	Last Name	First Name	Address	City	State	ZIP Code	Home Phone	Gender	Birth Date
12620	Larson					92123-3740	(941) 555-7717	F	6/26/1983
11488	Lembi					92126-3741	(941) 555-4787	M	9/12/1979
11747	Lettow					92123-3740	(507) 555-2805	M	11/25/1985
22885	Lindau					92126-3741	(941) 555-6363	F	2/24/1977
01400	Lopez					92121-3740	(507) 555-5050	F	3/25/1977
04711	Marchant					92126-3741	(507) 555-6707	F	5/13/1980
13543	Martinez	Julie	1520 First Ave.	Malden	CA	92123-3740	(941) 555-1044	F	12/30/1982
11635	Martinez	Juan	7135 E. Roosevelt Dr.	Malden	CA	92123-3740	(507) 555-2035	M	12/30/1983
22407	Martinez	Rebecca	7183 Oak Dr.	Landis	CA	92126-3741	(941) 555-1003	F	9/23/1979
01225	Morgan	Dan	564 S. Lemon Dr.	Malden	CA	92123	(507) 555-5567	M	8/5/1975
00999	Name	Student	1234 N. 11th St.	Chesterfield	CA	92122-3288	(507) 555-1234	F	4/1/1982
00657	Nichols	Cathy	75 Brookline Dr.	Landis	CA	92126-3741	(507) 555-0001	F	5/19/1965
00907	Pennington	Mark	21 Mill Ave.	Landis	CA	92126-3741	(507) 555-5555	M	7/7/1969
12294	Pokorsky	Mich	8703 E. Sheridan	Malden	CA	92123-3740	(507) 555-1018	M	3/13/1980
12247	Rath	Kathy	87 E. Aurora Ave.	Chesterfield	CA	92122-3268	(507) 555-9767	F	5/30/1978
12594	Reddie	Mark	900 W. Campus Dr.	Malden	CA	92123	(507) 555-1139	M	11/5/1983
12230	Reddie	Suzanne	932 E. Parkway Dr.	Landis	CA	92126-3741	(507) 555-1191	F	7/54/1978
11005	Reilly	Emily	125 N. Marigold St.	Malden	CA	92123-3740	(941) 555-0532	F	5/21/1985
12612	Richards	Melissa	5522 W. Marin Lane	River Mist	CA	92123	(507) 555-7789	F	9/30/1978
06000	Robertson	Kirk	852 S. William Ave.	Malden	CA	92123	(507) 555-3730	M	4/5/1974
22297	Rogers	Patricia	7583 Turquoise	Chesterfield	CA	92122-3288	(941) 555-7536	F	8/30/1977
02282	Roman	Anita	2148 S. Bala Dr.	Malden	CA	92123-3280	(507) 555-9870	F	3/15/1980
12938	Ross	Carlos	10320 First St.	Malden	CA	92123-3740	(507) 555-5125	M	7/27/1980
08393	Ross	Enrique	35 Palm St.	Chesterfield	CA	92122-3288	(507) 555-0091	M	12/29/1973
04326	Sabin	Gary	90 E. Roskilde Ave.						
00212	Schiff	Chad	215 N. Cactus Dr.						
22334	Schneider	Paul	1731 Jackson Ave.						
01421	Spehr	Timothy	90 Royal Dr.						
12966	Stacy	David	717 S. College Rd.						
13497	Steele	Jeff	1011 E. Holly Ln.						
12668	Stanford	Valerie	34 University Dr.						
12583	Sullivan	Marie	28 Omega Drive						
12897	Talk	Elvis	21 Oasis St.						
01890	Thi	Erena	2867 Forest Ave.						
22364	Trochala	Reyer	904 S. Denney Dr.						
			289 E. Heather Ave.						

## Form

Like printed paper forms, electronic forms should be designed to be easy to read and use. This form makes it easy to enter and view all employees' data, including their photographs.

## Employee Records

Employee ID: 12918

First Name: Carlos

Last Name: Ruiz

Address: 1520 First St.

City: Malden

State: CA

ZIP Code: 92123-3740

Home Phone: (507) 555-5125

Gender: M

Birth Date: 7/27/1980

Photo/Resume: 

Records: 1 of 42 of 55

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# Creating a Query

## Query

Your query requests the names, addresses, and telephone numbers of all employees living in Maldin or Chesterfield who work in Landis.

## Joined

Since the query involves three tables, they must be linked or joined by common fields. You chose to link the tables by the key field Employee ID.



## Criteria

The query criteria to produce the car pool list require that both the Employee Records table and the Jobs table be consulted. The criteria identify all employees who work at Landis and live either in Maldin or Chesterfield.

## Report

From a variety of different report formats, you selected this format to display the names, addresses, and telephone numbers of all employees who might commute from either Maldin or Chesterfield to Landis.

## Sorted

To make the report easier for employees to locate other employees who live in the same city, you sorted the query results alphabetically by city.

Maldin to Landis Car Pool Report				
First Name	Last Name	Address	City	Home Phone
Chris	Lewis	882 E. Ludema Dr.	Maldin	(807) 555-8112
Joan	Martinez	1820 First Ave.	Maldin	(807) 555-2014
Don	Morgan	564 S. Lennon Dr.	Maldin	(807) 555-5567
Student	Nunez	1234 N. Fifth St.	Maldin	(807) 555-5533
Alison	Player	234 S. Summers	Maldin	(807) 555-5532
Patricia	Reginaldson	7183 Tarquaine Rd.	Chesterfield	(807) 555-7419
Chad	Schell	215 N. Canton Dr.	Chesterfield	(807) 555-0010
Marta	Sullivan	78 Omega Drive	Chesterfield	(807) 555-7890

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# Presentation Graphics

- Programs that combine a variety of visual objects to create visually interesting presentations
- Presentation programs
  - Microsoft PowerPoint
  - Corel Presentations
  - Apple Keynote

# Presentation Graphics Features

- Slides or pages
- Design templates
- Content templates
- Animations
- Transitions
- Master slide

# Presentation Graphics Case

- Creating a Presentation
- Updating a Presentation

# Creating a Presentation

## Customize the Template

You customize the presentation by replacing the sample text and modifying the design as needed. This includes inserting and deleting slides as needed, rearranging slide order, and inserting graphics and pictures.

### + How Does The Foundation Help?

- Provide temporary homes
- Provide obedience training
- Provide veterinary care
- Find loving permanent homes

### + Who Is An Animal Angel?

- Believes unwanted pets deserve a home
- Believes you can teach an old dog new tricks
- Believes you can retrain animals to be good

## Templates

Templates provide an excellent way to quickly create a presentation by providing predesigned styles and layouts as well as suggested content based on the type of template you select.



Join Animal Angels

Animal Rescue Foundation

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# Updating a Presentation

## Document Theme

To make your presentation more professional and eye-catching, you select a document theme, built-in sets of colors, fonts, and effects that can be quickly applied to your entire presentation.

## How Does The Foundation Help?

- Provide temporary homes
- Provide obedience training
- Provide veterinary care
- Find loving permanent homes

## Who Is An Animal Angel?

- Believes unwanted pets deserve a home
- Believes you can teach an animal
- Believes you can retrain a

## Rehearse

Now that the presentation is nearly complete, you rehearse it by running it electronically on the computer screen and planning what you want to say to supplement the information on the slides.

## Animation

To provide additional emphasis to items or show the information on a slide in phases, you add **animation** to text and objects. Finally, you use slide **transition** effects to animate the transition from one slide to the next.



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# Integrated Packages

- A single program that provides the functionality of a word processor, spreadsheet, database, and more
  - Advantages
    - cost and simplicity
  - Disadvantages
    - limited functions



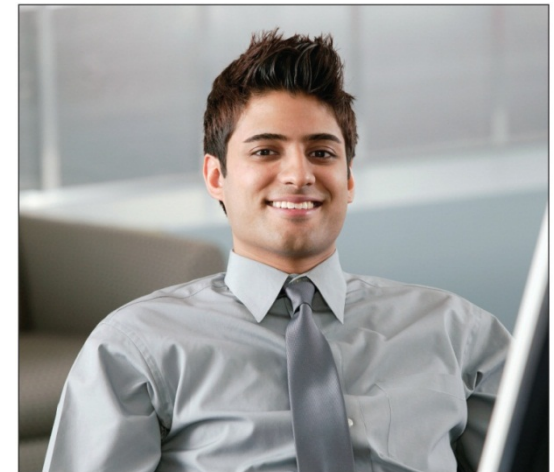
# Software Suites

- Collection of separate application programs bundled together and sold as a group
- Productivity suites or office software suite
  - Microsoft Office
- Cloud suites or online office suites
  - Google Docs, Office365
- Specialized suites
- Utility suites
  - Norton Internet Security suite



# Careers In IT

- Computer trainers instruct new users on the latest software or hardware
- Attributes
  - Good communication skills
  - Teaching experience
  - Detail oriented
  - IT Experience
  - Comfortable speaking to groups
- Earning potential of \$25,000 to \$50,500 annually



# A Look to the Future

- Agents will help write papers, pay bills, and shop on the Internet
  - Intelligent programs that can understand your needs and act to fulfill them.
  - Currently primitive agents exist, but next generation agents may provide the most efficient way to locate information on the Web



# Open-Ended Questions (Page 1 of 2)

- Explain the difference between general-purpose and special-purpose applications. Also discuss the common features of application programs, including those with traditional and ribbon graphical user interfaces.
- Define word processors and discuss their basic, editing, and formatting features.
- Discuss spreadsheets and define workbook files, worksheets, cells, text entries, formulas, functions, ranges, graphs, recalculation, and what-if analysis.

## Open-Ended Questions (Page 2 of 2)

- What are databases and database management systems? Define relational databases, tables, sorting, filtering, querying, forms, and reports.
- What are presentation programs and what are they used for? Define slides, design templates, content templates, animation, and transitions.
- What is the difference between integrated packages and software suites? Discuss productivity, cloud, and specialized suites.