

WELCOME TO



COMPUTER BUSINESS APPLICATIONS

BY: THERESA MILLER

IMPORTANT INFORMATION

- ONE SEMESTER
- FREE COLLEGE CREDIT
- REQUIRED CLASS FOR GRADUATION
- MICROSOFT CERTIFICATION



WHAT WE WILL LEARN

- WORD-WORD PROCESSING
- EXCEL-SPREADSHEET
- POWERPOINT - PRESENTATION
- ACCESS - DATABASE
- PUBLISHER - DESKTOP PROGRAM
- WIX - WEB SITE DESIGN
- HTML - HYPER TEXT MARK UP LANGUAGE



WORD

- WORD PROCESSING
 - REPORTS
 - DESKTOP PUBLISHING
 - ADDING CLIPART
 - BORDERS AND SHADING
 - COLUMNS



EXCEL

- NUMBERS
- CALCULATIONS
(FORMULAS, FUNCTIONS)
- CHARTS/GRAPHS
- BINGO



POWERPOINT



- PRESENTATIONS
 - SOUND
 - CLIPART
 - MOVIES
 - OBJECTS
 - WORD ART AND DRAWING

PUBLISHER

1. BUSINESS CARDS
2. GREETING CARDS
3. CALENDARS
4. NEWSLETTER



WIX



ACCESS

Drawing Tools

- ORGANIZING DATA
- SELECTING DATA
- SORTING DATA
- CREATING AND PRINTING REPORTS





HTML VS. XML

HYPertext MARKUP LANGUAGE

- CREATE WEB PAGES AND WEB APPLICATIONS.
 - SKELETON THAT GIVES EVERY WEBPAGE STRUCTURE.
- JAVASCRIPT

EXTENSIBLE MARKUP LANGUAGE

- SIMPLE TEXT-BASED FORMAT
- REPRESENTS STRUCTURED INFORMATION
 - DOCUMENTS
 - DATA CONFIGURATION
 - BOOKS
 - TRANSACTIONS
 - INVOICES