Changing Times...
Productivity Software

- Word Processing
- Desktop Publishing
- Presentations
- Spreadsheets
- Database

Microsoft Office 2000

Corel®
WordPerfect® Office 2000

Lotus SmartSuite® Millennium Edition 9.5
Word Processing: Basics

- Creating & Saving a Document
- Formatting
  - Typefaces
  - Fonts
- WYSIWYG

It's well into the fourth week of school beginning to be drawn between roommates habits that your roommate never seemed suddenly begin to surface and chip away...
Word Processing: Tools

- Writing Tools
  - Spelling Checker
  - Electronic Dictionary
  - Online Thesaurus
  - Grammar & Style Checker

- Printing - E-mail - Faxing
Word Processing: Putting It to Work

- Merging Documents & Database
- Boilerplate
- Integrating Charts
- Embedded Hyperlinks
- World Wide Web
- Creating Web Pages

Yearly Sales Report

www.prenhall.com
Desktop Publishing: Freedom of the Press

Similar to word processing, but produces camera-ready documents!

Newsletters  Brochures
Business Cards  Greeting Cards
Catalogs  Menus
Flyers

Better Layout Abilities
Desktop Publishing Document Composition

- Prepare Text
- Prepare Non-text Resources
  - Clip Art
  - Photos
  - Original Art
- Complete Page Layout
- Fill Text & Picture Frames
- Fine Tune
- Print & Publish
Presentation Software: Putting on the Show

- Slides
- File Import/Export
- Templates
- Integrate Resources

Serendipitous Surfing: Humor

Courtesy of Proxima Corporation
PowerPoint Presentations

Outline
Thumbnails
Special Effects
Notes
Pages
Actual Presentation

You can then type your notes here.
**Spreadsheet: The Magic Matrix**

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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
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</tbody>
</table>

**Cell Address**

**Cell Range and Cell Entries**

**Rows and Columns**

**Spreadsheet/Database**
Spreadsheet: The Magic Matrix

- Spreadsheet Models and Templates
- What-If Analysis
- Graphics: Bar Charts and Pie Charts
Don’t worry... it gets easier...
Database: A Dynamic Data Tool

Databases vs. Spreadsheets

Serendipitous Surfing: Money Management
Database: Dynamic Data Tool

- Database
  - Fields
  - Records
  - Tables
  - Relational Databases

- Database Structure

![Database Structure Image]
Database: Dynamic Data Tool

- Entering & Editing Data
- Query by Example
  - Relational Operators: = > <
  - Logical Operators: AND, OR, NOT
- Sorting Records
- Generating Reports