**Business App 2 EOC Study Guide**

* Homerow keys



Word

* Formatting a business document
* Proofreading skills
* Working with multiple page document: inserting page breaks
* Using templates
* Work with multiple documents

Computer Hardware:

* LAN (Local Area Networks)
	+ A group of computers connected within a confined geographic area.
* WAN (Wide Area Networks)
	+ Consists of two or more LANs that span a wide geographic area.

Worldwide Web

* Boolean operators
	+ **Boolean operators** – symbols or words used to narrow Internet search results by including or excluding certain words or phrases from the results
	+ **Common operators:**
* AND, OR, NOT, NEAR, FAR, BEFORE, ADJ (adjacent)
	+ Plus sign ( + )
	+ Minus sign ( - )
	+ Brackets ( [ ] )
	+ Quotation marks ( " " )
	+ Asterisk ( \* )
	+ Period ( . )
* How to evaluate the creditably of a website

Business Skills

* Why a positive attitude is necessary in the workplace
* Problem solving skills

Excel

* Insert and delete rows
* Fill in the same data in adjacent cells
* Fill data series in adjacent cells
* Hide and unhide column and rows
* Freeze and unfreeze column rows
* Sort data
* Change the page setup and margins
* Create a pie chart, on a spate sheet, using the chart wizard

PowerPoint

* Create a document from a template
* Apply layout and color scheme

Information technology tools

* Functions of a web browser
* Different types of search engines
	+ Information portals
	+ Google, Yahoo, Bing
* Internet based communication

Communication features of information technology

* Threats from hackers and viruses