Bus App 2 EOC Review
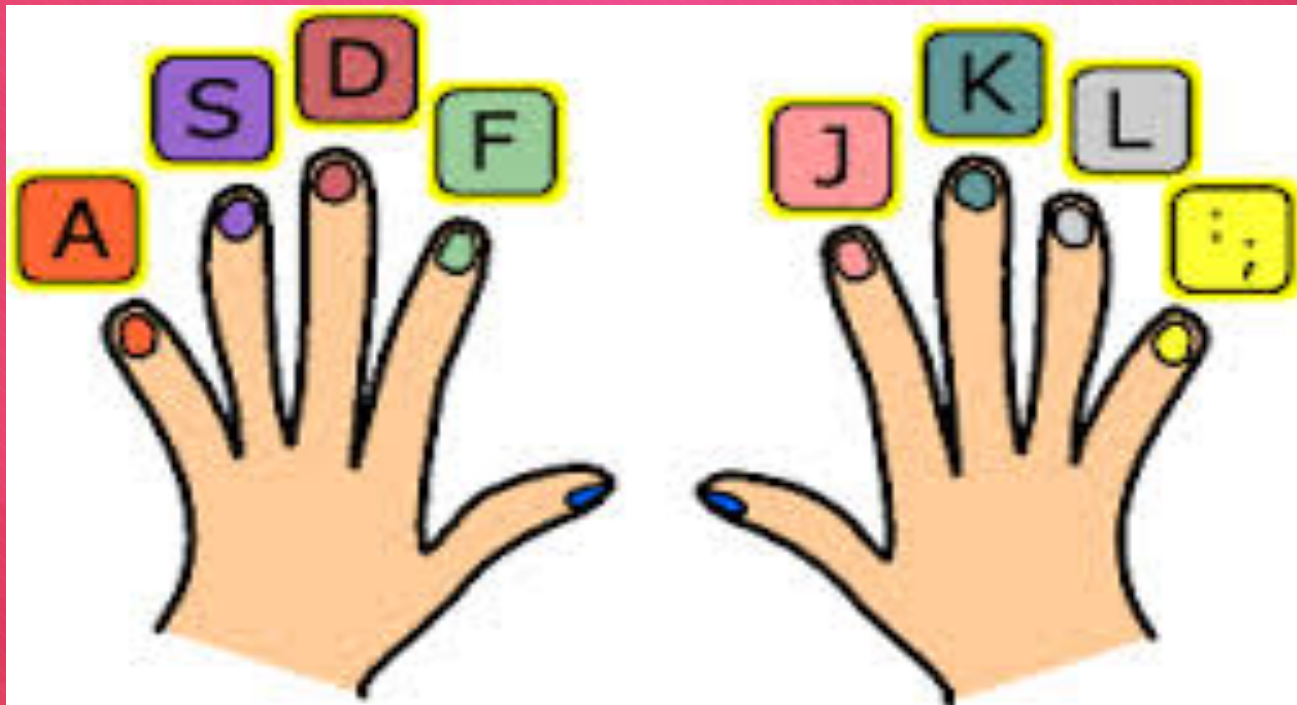
Homerow Keys

Microsoft 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

Microsoft 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