

EOC Review

Bus App3

EOC Review

- + Characteristics of positive attitude in the workplace
 - + Smiling
 - + Friendly
 - + Confident
 - + Hard working
- + Grooming standards in the workplace
- + Brainstorming techniques
 - + Cluster maps
 - + Blind Writing
 - + This can be used for just about any type of issue, not just writer's block. Forcing yourself to simply put pen to paper for a minimum of 10 minutes will open up new ideas. The only rule is you have to keep writing, even if it's to jot down, "I don't know what to write about." Eventually you'll come up with something. Whether or not it's a "winner" doesn't matter
 - + Reverse Storming
 - + Consider what most people would assume in your situation, and then figure out ways to do the opposite. One way is to ask yourself, "How could I stop this goal from happening." It's a way you look at new methods and approaches assuming its your only option.

EOC Review

+ Difference between a prepared and impromptu presentation

- + The key difference between a prepared and impromptu speech is the amount of time given to the speaker to rehearse and prepare.
- + An **impromptu speech** is one where the speaker is given no preparation time at all.
- + A **prepared speech** is one where the speaker is given the topic well in advance and the speaker is given time to research it and rehearse the speech.

EOC Review

+ Sources of employment

- + Internet
- + Newspaper
- + Walk-in

+ Appropriate procedures for changing jobs

- + Give 2 weeks notice in a written note
- + Finish any projects you are working on
- + Train new employee if there is time

EOC Review

- + Being prepared to complete a job application
 - + Contact info
 - + Work/education history
 - + 3 References

EOC Review

- + Microsoft Excel
 - + Apply cell borders and shading
 - + Add header and footer
 - + Rotate text in a cell
 - + Create a formula using subtraction, multiplication, division
 - + =sum(cell#-cell#)
 - + =sum(cell#*cell#)
 - + =sum(cell#/cell#)
 - + Create a formula using more than one function
 - + =(cell#+cell#/(cell#+cell#))
 - + Create a formula for finding maximum, min, average
 - + Format a chart changing the font size, colors, and rotation of a pie chart
 - + Insert a picture in a worksheet
 - + Insert graphic from file

EOC Review

- + **Microsoft Access**
 - + Identify parts of a database screen
 - + Create a table using a wizard
 - + Sort data in datasheet view
- + **Describe necessary hardware and software to connect to the Internet**
 - + 6 elements
 - + Computer
 - + Operating system
 - + TCP/IP
 - + Client software
 - + Internet connection (direct through an ISP)
 - + Internet address
 - + Hardware
 - + Modem
 - + Router
 - + Network card
 - + Web browser

EOC Review



- + **Difference between a web browser and a search engine**
- + **Client/Server Model**
 - + **Client**-an individual computer connected to a network
 - + **Server**-A computer in a network that manages the network resources and provides, or serves, information to clients

EOC Review

+ Copyright laws

- + **copyright:** a law that protects your control over the creative work you make so that people must get your permission before they copy, share, or perform your work
- + **Creative Commons:** a kind of copyright that makes it easier for people to copy, share, and build on your creative work, as long as they give you credit for it
- + **license:** a clear way to define the copyright of your creative work so people know how it can be used



EOC Review



+ File formats

File Name Extension	Description
.txt	Plain (ASCII) text file; does not support formatting or images
.pdf	Format that supports formatting and images that can be read on any computer regardless of operating system; requires Adobe Reader for viewing the documents
.docx .doc	Formats for files created with Microsoft Word for Windows
.odt	Format for files created with Open Office Writer
.rtf	Supports images and formatting; compatible with many operating systems