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[Computer Skills Test Info Page](#)

## Online Computer Skills Study Guide

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### Database Vocabulary and Helpful Information

**What is a database?** A database is an organized collection of related information.

**Things to think about:**

- Unorganized information is meaningless and difficult to use. (Example: scrambled list of universities and their mascots.)
- Organized data is easy to understand. (Same example with mascots paired with their schools.)

**Print Databases that we are familiar with include:**

- telephone directories
- address books
- encyclopedias and dictionaries

**Computerized Databases you may be familiar with include:**

- NCWise (Student Information management System)
- Automated Card Catalog (Athena)
- CD-ROM Encyclopedias

**Advantages of Computerized Databases**

- Can find a specific file quickly
- Can alphabetize and sort data faster than most people
- Can filter/search for specific types of information
- Is as accurate as the data that is entered
- Can make many different types of reports

**Who uses computerized databases in the real world?**

- Stores use them to keep track of inventory
- Travel agents can keep up with their customers and reservations
- Hospitals track patient information.

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**Database:** A database is an organized collection of information.

**Database File:** A database file is made up of related records in a database.

**Field:** A category of information in a database. An example of a field would be the street address

# Computer Skills Study Guide

**Ciprian Rusen**



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### **Table of Contents Computer Skills Study Guide**

1. Understanding the eBook Computer Skills Study Guide
  - The Rise of Digital Reading Computer Skills Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Computer Skills Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Computer Skills Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Computer Skills Study Guide
  - Personalized Recommendations

- Computer Skills Study Guide User Reviews and Ratings
- Computer Skills Study Guide and Bestseller Lists
- 5. Accessing Computer Skills Study Guide Free and Paid eBooks
  - Computer Skills Study Guide Public Domain eBooks
  - Computer Skills Study Guide eBook Subscription Services
  - Computer Skills Study Guide Budget-Friendly Options
- 6. Navigating Computer Skills Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Computer Skills Study Guide Compatibility with Devices
  - Computer Skills Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Computer Skills Study Guide
  - Highlighting and Note-Taking Computer Skills Study Guide
  - Interactive Elements Computer Skills Study Guide
- 8. Staying Engaged with Computer Skills Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Computer Skills Study Guide
- 9. Balancing eBooks and Physical Books Computer Skills Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Computer Skills Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Computer Skills Study Guide
  - Setting Reading Goals Computer Skills Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Computer Skills Study Guide
  - Fact-Checking eBook Content of Computer Skills Study Guide



- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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