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Online Computer Skills Study Guide

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[Windows Management](#)

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.

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

Brigitte Niedzwiecki, Julie Pepper



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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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