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Online Computer Skills Study Guide

(This study guide is more comprehensive than the downloadable version)

Database ~ Keyboard Utilization ~ Desktop Publishing ~ Word Processing ~
Multimedia ~
Societal - Ethical Issues ~ Spreadsheet ~ Telecommunications ~ Internet ~
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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Introduction to Computers for Healthcare Professionals Irene Joos, Marjorie J. Smith, Ramona Nelson, 2010-10-25 An introductory computer literacy text for nurses and other healthcare students. *Introduction to Computers for Healthcare Professionals* explains hardware, popular software, programs, operating systems, and computer assisted communication. The Fifth Edition of this best selling text has been revised and now includes content on online storage, communication, and online learning, including info on PDA's, iPhones, IM, and other media formats, and another chapter on distance learning, including video conferencing and streaming video.

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