

**APPLICATION OF NUMBER 71–134**

12-hour clock	85–86
24-hour clock	85
Accuracy	75
Area	87–88
circles	87
diagrams	93
Bar charts	91
Boiling point	86
Calculators	82
Celsius	86
Charts	91–92
bar	91
pie	91
Decimals	80–81, 82
Diagrams	93
Estimation	74
Fahrenheit	86
Fractions	78–79, 82
Graphs	94–97
Imperial system	84–85
Mean	98
Metric system	83–84
Mode	98
Numbers	
negative	72–73
ordinal	72
positive	72–73
rounding off	75
whole	72
Percentages	81, 82
Perimeter	88
diagrams	93
Pictograms	99
Pie charts	91
Proportion	78
Radius	87
Range	100
Ratio	76
Rounding off	75
Scale	77
Shape and space	87–89
Statistical measures	98–100
Tables	90
Temperature	73, 86–87
boiling point	86
Celsius	86
Fahrenheit	86
Thermometers	86–87
Time	85–86
12-hour format	85

24-hour format	85
Units of measure	83–87
Volume	89
$\pi r^2$	87, 89

**COMMUNICATION 5–70**

Commonly misspelt words	32–35
CV (Curriculum Vitae)	26–29
covering letter to	28–29
sample layout for	27
Faxes	11–12
cover sheet	12
Forms	
completing	6–7
job application	6–7
Images	8–9
Interviews	30–31
Job application forms	6–7
Letters	13–18
business	16–18
key to parts of	18
personal	13–14
to a company	14–15
Memos (memorandum, memoranda)	19–20
Numerical data, presenting	
in graphs	8
in tables	8
Personal letters	13–14
to company	14
Taking messages	21–22
Telephones	10
answering	10
placing a call	10
speaking on	10
Writing reports	23–25

**DATABASES 189–199**

Columns	
widening	192
Column heading	194
Database creation	190
Database structure	189–192
Data types	189, 191
Deleting records	197
Fields	189
hiding	196
names	191
properties	191

showing	196
Flat-file database	189
Greater than	195
Inserting records	197
Long date	189
Primary Key	192
Queries	189, 194–197
criteria	195
hiding fields	196
showing fields	196
Records	189, 192
browsing	193
new	193
sorting	194
Record selector	197
Save	196
Save As	196
Short date	189
Sorting	194, 195
Tables	189

---

## **EXPLORING THE WEB** **142–150**

---

Copying	
text and images	146
Copyright	146
Domain name	143, 148
Email	148–150
addresses	148
web-based	149
FireFox	142
Google	144
Homepage	142
http://	142
Hyperlinks	142
Images	
copying	146
printing	146
saving	146
Internet	142–150
Internet Explorer	142
ISP	143, 148
Netscape	142
Printing	
text and images	145
Searching, advanced	145
URL	142–143
Web browser	142
FireFox	142
Internet Explorer	144
Netscape	142

World Wide Web	142–150
----------------	---------

---

## **FILE MANAGEMENT** **140**

---

Directory (folder)	140
Folder (directory)	140
Print	
folders (directories)	141
Screen shot (print, dump, grab)	141

---

## **INTRODUCTION** **1–3**

---

Application of Number	1
Communication	1
Improving Own Learning and Performance	1
Information and Communication Technology	1
Log Book	3
Mandatory Key Skills	2
Portfolio Front Sheet	3
Portfolio of evidence	3
Problem Solving	1
Wider Key Skills	2
Working with Others	1

---

## **SPREADSHEETS** **167–188**

---

Addition	173
Align Left	169
Align Right	169
Average	174
Bold	169
Cells	
borders	172
merging	172
Center	169
Charts	181–186
best type to use	187
colours	185–186
content	184
data points	183
data series	183
labels	185
moving	183
resizing	184
scale	185
title	184
type	181
bar	183
changing	184



Paste	154
Printing	156
Save	152
Save As	152
Tables	158
borders	159
inserting rows	159
shading	160
Title Bar	151
Toolbars	
formatting	151
standard	151
Typeface	152–153
Underline	153

---

**WORKING SAFELY** **137–139**

---

Anti-virus protection	138
Display Screen Equipment Regulations	137
Firewalls	138, 139
Hacker attacks	138
Repetitive Strain Injury (RSI)	137
Sight-related problems	137
Sitting correctly	138
Tenosynovitis	137
VDU	137
Visual Display Unit	137