

APPLICATION OF NUMBER 67–97

12-hour clock	81–82
24-hour clock	81
Accuracy	71
Addition	69
Area	83–84
circles	84
diagrams	90
Bar charts	88
Boiling point	82
Calculators	78
Celsius	82
Charts	88–89
bar	88
pie	88
Decimals	75–76, 78
Diagrams	90
Division	69
Estimation	70
Fahrenheit	82
Fractions	74–75
Graphs	91–94
Imperial system	80–81
Mean	95
Metric system	79–80
Mode	96
multiplication	69
Numbers	
negative	68–69
ordinal	68
positive	68–69
rounding off	71
whole	68
Percentages	77, 78
Perimeter	84
diagrams	90
Pictograms	96
Pie charts	88
Proportion	74
Radius	84
Range	97
Ratio	72
Rounding off	71
Scale	73
Shape and space	83–85
Statistical measures	95–97
Subtraction	69
Tables	87
Temperature	69, 82–83
boiling point	82
Celsius	82

Fahrenheit	82
Thermometers	82–83
Time	81–82
12-hour format	81
24-hour format	81
Units of measure	79–83
Volume	85
πr^2	84, 85

COMMUNICATION 5–31

Advertisements	12–13
column	13
designing	13
display	12
line	12
lineage	12
Commonly misspelt words	28–31
Forms	
message	9
Images	10–11
Letters	18–23
business	14–16
key to parts of	16
personal	18–19
to a company	19–20
Memos (memorandum, memoranda)	6–7
Messages	8–9
form	9
identifying the key facts	8
Numerical data, presenting	
in graphs	10
in tables	10
Presentations	26–27
closing	27
delivering	26
images	27
openers	27
preparing for	26
questions	27
reading	27
Reports	9–11
bibliography	23, 24, 25
conclusions	23, 24
content	24
context	21
findings	23, 24
main sections	23
objective	21
parts of	22
recommendations	23, 24

source material	21
structuring	22
terms of reference	22, 24
title	24
title page	23
Talk, giving a—. See <i>Presentations</i>	
Telephones	17
answering	17
placing a call	17
speaking on	17

DATABASES **206–219**

Column heading	211
Columns	
widening	209
Database creation	207
Database structure	206–209
Data types	206, 208
Deleting records	214
Fields	206
hiding	213
names	208
properties	208
showing	213
Flat-file database	206
Greater than	212
Inserting records	214
Long date	206
Primary Key	209
Queries	206, 211–214
criteria	212
hiding fields	213
showing fields	213
Records	206, 209
browsing	210
new	210
sorting	211
Record selector	214
Reports	216–219
Design view	218–219
detail	219
font sizes	219
footer	219
headers	219
Report Wizard	216–219
resizing labels	219
Save	213
Save As	213
Short date	206
Sorting	211, 212
Tables	206

EXPLORING THE WEB **152–159**

Copying	
text and images	156
Copyright	156
Domain name	153, 158
Email	157–159
addresses	157
web-based	158
FireFox	152
Google	154
Homepage	152
http://	152
Hyperlinks	152
Images	
copying	156
printing	156
saving	156
Internet	152–159
Internet Explorer	152
ISP	153, 158
Netscape	152
Printing	
text and images	155
Searching, advanced	155
URL 152–153	
Web browser	152
FireFox	152
Internet Explorer	154
Netscape	152
World Wide Web	152–159

FILE MANAGEMENT **148**

Directory (folder)	148
Finding files	149–150
* (wildcard)	150
? (wildcard)	150
Search Companion	149, 150
Folder (directory)	148
Print	
folders (directories)	151
Screen shot (print, dump, grab)	151

INTRODUCTION **1–3**

Application of Number	1
Communication	1
Improving Own Learning and Performance	1
Information and Communication Technology	1

Log Book	3	Footers	192
Mandatory Key Skills	2	Formula Bar	189
Portfolio Front Sheet	3	Formulae	189–191
Portfolio of evidence	3	addition	189
Problem Solving	1	average	191
Wider Key Skills	2	copying	190
Working with Others	1	division	189
		multiplication	189
		percentage	190–191
		printing	193
		subtraction	189
		Function Wizard	191
		Graphs—. <i>See Charts</i>	
		Headers	192
		integer format	186
		Italic	184
		Merging cells	187
		Multiplication	189
		Navigation keys	182
		New spreadsheet	182
		Numbers	
		decimal places	186
		integer format	186
		percentages	186
		pounds and pence	186
		two decimal places	186
		Percentages	
		displaying	186
		formula	190–191
		Printing	193
		formulae	193
		Rows	182, 184–185
		deleting	185
		height	185
		hiding	185
		inserting	185
		Save	183
		Save As	183
		Sorting	195
		Subtraction	189
		SUM	189
		Text	
		wrapping	186
		Title Bar	182
		Underline	184
		Workbook	182
		Wrapping text	186

SPREADSHEETS **182–205**

Addition	189		
Align Left	184		
Align Right	184		
Average	191		
Bold	184		
Cells			
borders	188		
merging	187		
Center	184		
Charts	198–203		
best type to use	204		
colours	202–203		
content	201		
data points	200		
data series	200		
labels	202		
moving	200		
resizing	201		
scale	202		
title	201		
type	198		
bar	200		
changing	201		
column	200		
line	200		
pie	200		
Chart Wizard	198–199		
Columns	182, 184–185		
deleting	185		
hiding	185		
inserting	185		
width	184		
Copying	190		
Currency			
£	186		
pounds and pence	186		
Data points	200		
Data series	200		
Division	189		
Fonts	184		
size	184		

WORD PROCESSING 160–181

Align Left	164
Align Right	164
AutoText	176
filename	176
page numbers	176
Bold	162
Breaks	
column	172
page	172
Center	164
Clip Art	175–177
Columns	168, 172
Copy	163
Cut	163
Deleting text	163
Drop capitals	171
Find and Replace	163
Fonts	161–162
size	162
Footers	176
Headers	176
Images	
copying	176
positioning	175
resizing	175
Indenting text	164
Inserting text	163
Italic	162
Justify	164
Line spacing	162
Lists	
bullet	164
numbered	164

Main Menu bar	160
Margin	
settings	165
Moving text	163
Page numbers	176
Paste	163
Printing	165
Save	161
Save As	161
Tables	167
borders	169
inserting columns	168
inserting rows	167
shading	170
sorting	168–169
Title Bar	160
Toolbars	
formatting	160
standard	160
Typeface	161–162
Underline	162

WORKING SAFELY 145–147

Anti-virus protection	146
Display Screen Equipment Regulations	145
Firewalls	146, 147
Hacker attacks	146
Repetitive Strain Injury (RSI)	145
Sight-related problems	145
Sitting correctly	146
Tenosynovitis	145
VDU	145
Visual Display Unit	145