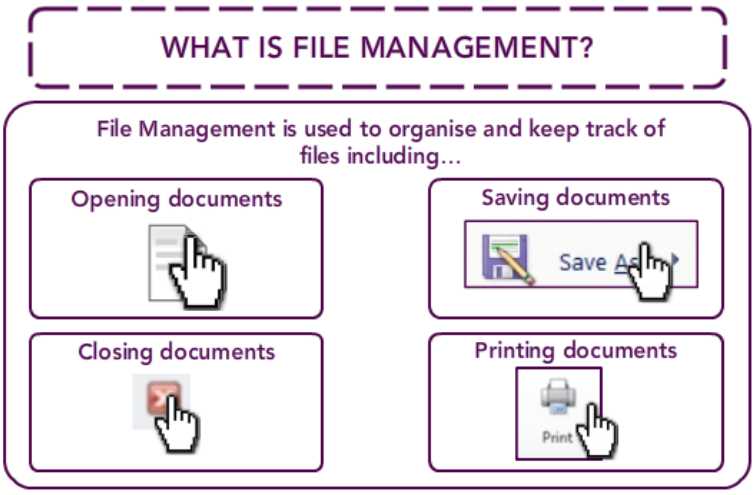
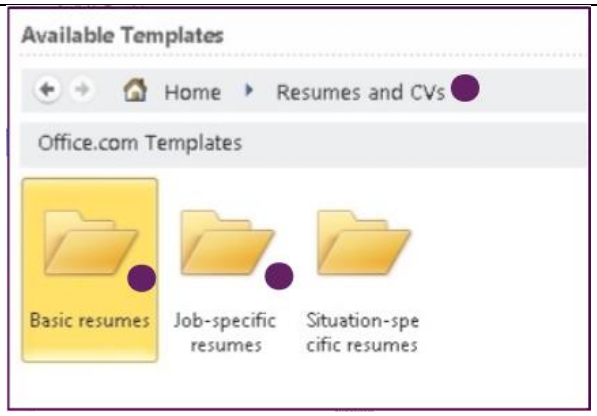
SUMMARIES OF INTERACTIVE MULTIMEDIA

GRADE 11

SOLUTIONS DEVELOPMENT

1.	**Better Word Processing Skills** Each of the four lessons in the Grade 11 series on Solutions Development deals with one application – word processing, spreadsheets, databases and web design with HTML. In this lesson, the focus is on: • Managing word processed files optimally • Editing and formatting a word processed document to perfection • \Using pre-set templates • Inserting references and a table of contents, as well as carrying out a mail merge • Various aspects of file management, as seen here, are covered in the lesson:  The lessons takes us through editing and formatting by dealing with a number of functions, such as: • Pasting tables • Inserting objects • Using find and replace • Using autocorrect • Using the review function • Proofreading • Using styles and themes • Checking page layout To go over the steps required to use pre-set templates, a worked example is shown, using a CV template. Each step is demonstrated, so this should serve as a handy guide to using just about any template in a word processor.

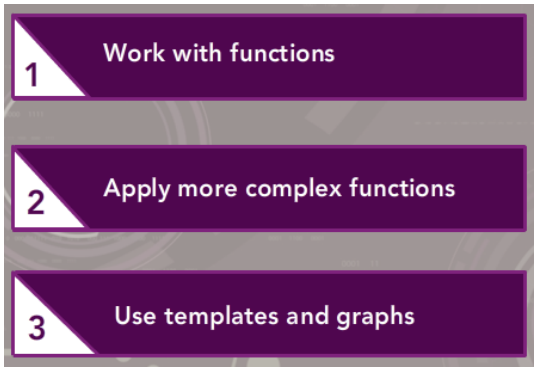


To end the lesson there are 3 videos embedded into the interactive lesson. These cover the tricky topics of:

- Inserting a table of contents
- Referencing
- Mail merges

2. Better Spreadsheet Skills

Here's what you'll be able to do after this lesson:



When it comes to functions, be sure to recap all Grade 10 functions and learn the new function-related concepts for Grade 11

Grade 10 functions	Grade 11 functions
Maximum Minimum Average Today Now Random Count Count All Count Blank Count IF Rand Randbetween Round	Absolute cell referencing Autofill Generate numbers, days of the week and months Conditional formatting

Be sure to check out the section that goes over what kinds of error messages on gets for this like

number does not display, a value error, number is not valid, division by zero, circular referencing, invalid cell referencing and spelling errors.

It is also possible to apply templates in a spreadsheet application. This lesson goes through the process step by step, using an expenses report template. Remember that parts of a template can be customised to suit your needs.

Go through the last part of this lesson carefully, because it covers a lot of learning points related to using graphs in spreadsheets. You will see how to:

1. Create and format graphs, edit them, and even edit the series
2. Add useful titles and labels into graphs
3. Add or remove different types of gridlines in graphs
4. Insert good legends in graphs
5. Use various options in different types of graphs
6. Copy and paste between spreadsheets and documents
7. Import and export data between packages

3. Creating and Using Databases

- Do you know what all the objects of a database are and what they are used for?
- Do you know how to create a database for a specific purpose?

Well, start clicking through this lesson, because it uses real examples of databases that will help you to answer **Yes!** To these 2 questions.

Remember, databases have a number of uses, such as:

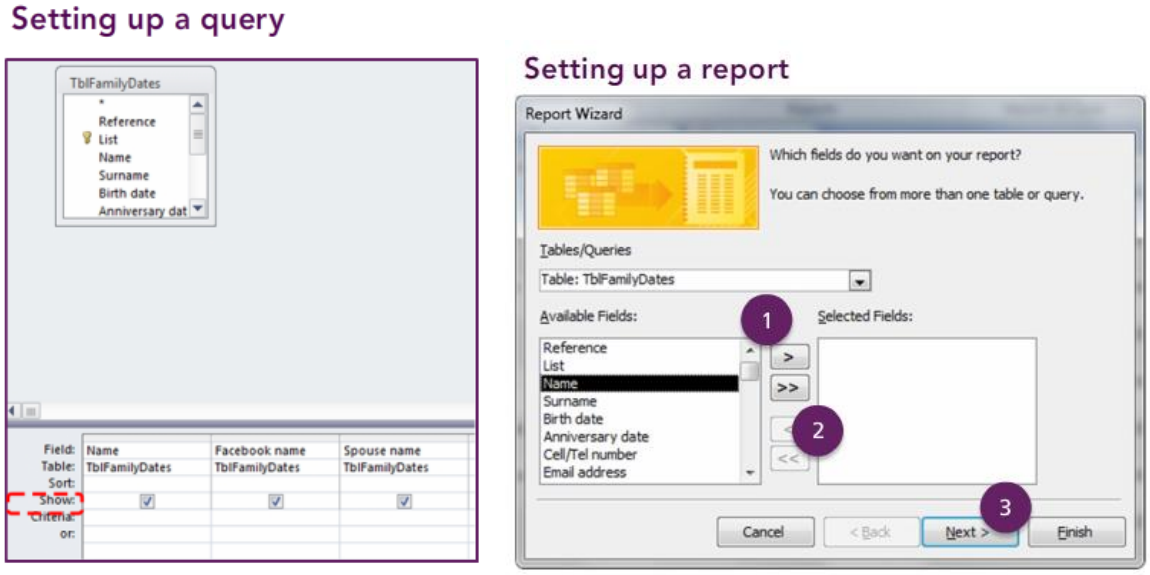
- Storing data in an easy, organised and structured manner
- Changing , editing and moving data easily
- Getting information from the data through easy processes
- Solving problems or making decisions

Databases are made up of records, in fields, in tables.

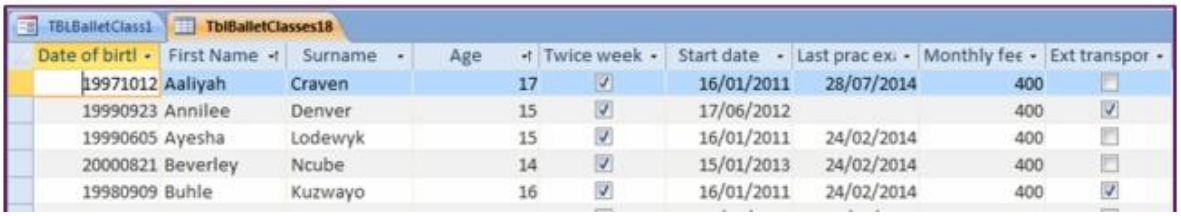
Reference	List	Name	Surname	Birth date
Aunt	1	Marie	Bleyden	09 April 1959
Cousin	2	Candice	Marshall	22 November 1992
Aunt	3	Tara-lyn	Philbey	25 September 1963
Sister	4	Lisa	Marshall	27 January 1990
Uncle	8	Jeremy	Marshall	10 August 1957
Cousin	9	LeeAnne	Cloete	14 March 1990
Brother	10	Jonathon	Marshall	18 June 1994
*	(New)			

Data in databases can be viewed in a number of 'views' or ways, such as datasheet view and design view. It is very important to set up the fields of the database well, to standardise or validate all data. It is also possible to set a vaildation rule or use an input mask.

Use this lesson to go over the steps to:



Finally, don't forget to use the last part of the lesson to revise all the steps you need to know, using actual databases.



4. Using HTML in Web Design

In this lesson you will learn about the different HTML elements, and the things to consider when designing a webpage.

A useful place to start is with some basic concepts, so go an check this out on slide 8 of the lessons:

What does HTML stand for?

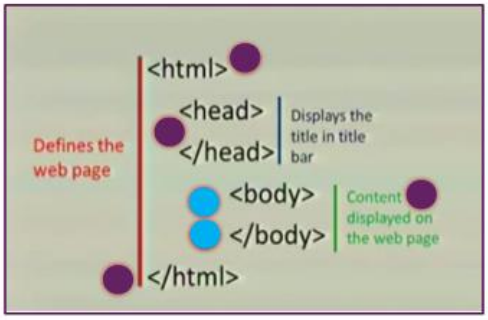
What is HTML?

What is markup code?

What are attributes?

What are tags?

You also need to know the basic structure of every HTML document:



Now it's time to learn about the most common elements, like these:

<html>	
</html>	
<head>	
</head>	<h3> </h3?
<body>	

With HTML you can also add font colour, format the webpage text to bold or italics, add a bulleted or numbered list, add a table and even add an image or hyperlink.

This lesson ends with 2 articles to use to explore considerations when designing a webpage. It should be appealing, well-organised and user-friendly.

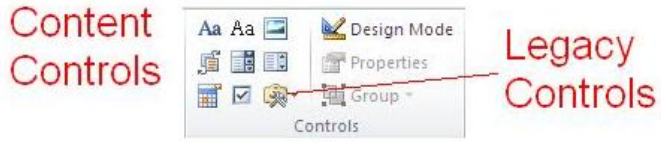
SUMMARIES OF VIDEOS

GRADE 11

SOLUTIONS DEVELOPMENT

Solutions Development - Word Processing	
1.	**File Management** In this lesson we look at some basic file management, how to print a document, send a document and convert a document to a different file type. Most operating systems have some kind of file management system built in already in windows we make use of windows explorer. Windows Explorer can be accessed in *Menu tool bar* or *menu bar* or by accessing one of your files. To print a document you select the *file tab* then *print*, you have a number of options here such as how many copies you want to print, printer settings, what you want to print, page range and paper size. These options can also be accessed via printer properties which also has other advanced options. Once you are done selecting settings you press the print commend. Instead of printing a hard copy you could send the document to someone electronically. To do this you go to file then select send which will give you a number of different options. You can send the document in the following ways; • As an attachment in an email • Email as a Portable Document Format (PDF). PDF document will not change from one computer to the next however it cannot be edited. • Email as an XPS attachment • As an internet fax, to do this you will need to sign up with an fax service provider It is sometimes necessary to convert a document into other file types you can also revert it to older word versions. This is done when saving the document by following the following steps; • Create a file, or open the file that you want to save. • On the File menu, click Save As. • In the Save As box, type a name for the file. • On the Format pop-up menu, choose the document type you want to convert to it can be either plain text, rich text, PDF or the older version of word etc then click Save. There are a few differences when it comes to open office writer. If you want to print you first select file then go to print section which only has three options page preview, print option and printer settings. On print options you'll find different settings such as the range of papers that you want to print as well as the number of copies you would like to print. There are more tabs at the top where you can set specific settings, change page layout and other options like printing to a file in other words creating a soft copy of the document. Printer settings give you an option to select whatever printer you want to print to. You will also be able to access the properties of the printer you choose. To save your document as a different file type in open office you select file then go to export options where you can export the document as a PDF if you wanted to. In file you also have a send option where you can send it via email, you can also change the file type before sending it.

2.	**Making a Perfect Document with a Word Processor** It is sometimes necessary to insert data into a word document that was created in another platform such as spreadsheets or plain text file. In this lesson we look at how to copy this data into a word document. We also look at how to use certain Word Processor functions such as find and replace, inserting section breaks, headers and footers, paragraph settings and cover pages. **Find and Replace** It is very easy to change one word to another in Word 2010. To do this you go to home tab in the editing section you select the replace command. You then put in the word you want to replace in Find What box and the word you want to replace it with in replace with box then click find next. You then either click on replace to replace only the highlighted text or replace all to replace all instances of the text in your document. There is also a more button where you can add information and change the formatting. Once you have picked and selected the changes you close the tab. The quickest way to format a document is to apply a design them that has already been created. To do this you select page layout tab then select the theme. **Section Breaks** You can use these to manage your document's format, layout, headers, footers and page numbering. To insert a section break click page layout then breaks and then click the section break that you want to add. **Headers and Footers** If it's a header the information will appear at the top of the page and if it's a footer the information will appear at the bottom of the page. Whatever you type in the header and the footer will appear on every page. To add the header and footer to your document go to the Insert tab and in the Header & Footer group, click Header or Footer alternatively double click at the top of the page which will activate your header and footer section. There are various settings in the Header and Footer section such as date and time. **Paragraph Settings** Multilevel lists are hierarchical lists which can be applied to paragraphs or headings. To add a multi level list to your paragraph you select the paragraph then go to the multilevel list dropdown tab which is on the Paragraph settings on the home tab. On the drop down tab find one of the preset multilevel lists that are close to what you want to do. You can make adjustments to the organisation of a multilevel list by increasing and decreasing the indent levels using the indent tabs. **The Cover Page** Windows 2010 has several built in cover pages to pick from. To pick a cover page to insert on the left side you pick cover page which will give you a list of different cover page templates to choose from and customize. **Open Office Writer** The word processer functionalities find and replace, inserting section breaks, headers and footers,

	paragraph settings and cover pages in Open office and Microsoft Word are very similar the only difference lies on where they are found.
3.	**Templates, Forms and Other Data** There are many templates available online or built into our software that can be used and customised to meet your needs. These templates guide you as to what type of information you should be putting into the template. To choose a template you select file then new then browse through the different templates. If there is something specific that you are looking for you simply search it in the search bar which can search for it online. **Electronic Forms** Instead of printing out a form you can create an electronic form which you can email to people to complete. To create the form you follow the following steps; 1. Go to the developer tab, if it is not visible select file go to options and then customise ribbon then tick developer tab and it will appear on your home tab with a number of controls to choose from. 2. Pick a control  3. Once you have selected the controls you must format the fields that you have inserted. To do this you; • Double click the field you have inserted and the text form field options will appear where you can change the format of the text. 4. Once you have formatted you must restrict editing by • Going to the developer tab and clicking restrict editing on the right hand side of your screen • A little pane will appear tick the second option which says editing restrictions tick the box 'allow only this type of editing' • There is a drop down menu that will appear pick 'filling in forms', that will only allow people to fill in the form and make no other changes • Then click 'yes' which will give you an option to add a password. Do not add a password if you will not remember it or if it is an exam and they have not specified that you must add a password because they will not be able to open it and mark it. If you want to make changes to the form you simply stop un-tick the restrictions. **Open Office Writer** In Open Office writer you must first look for your menus and activate them before you create your electronic form. Steps to activate menus; 1. Go to tools then select options then Load/Save Option then make sure that HTML compatibility has been loaded. If that has not been done you will not be able to create your electronic form. 2. Add your fields by going to view on the home tab then select tool bar and turn on form control. The form control will appear on your screen. 3. Turn on design mode which will make the controls available. The controls look very similar to

	the ones you see in office 2010 Once you have created the form you might want to export it, to do this you select file then save as then click on save as type which will give you a number of options e.g. PDF or plain text.
4.	**Styles, Reference and Other Techniques** Styles are a form of indirect formatting, which is formatting a lot of text at once. To do this you highlight the text that you wish to format then go to your styles section on the home tab and choose a style. Alternatively you can create your own style using style launcher. You can also create an automatic table of content. This can be done by; • Clicking where you want the table of contents to be; • then go to references on the homepage on the left hand side you will see table of contents which has some built in table of content templates to choose from or you can create your own style by clicking on Insert Table of Contents and following the on screen prompts to make sure you us the correct style; • In most cases the headings are hyperlinked all you need is to press ctrl on your keyboard then double click on the heading and it will jump to the page in the document. **In Open office** In Open Office you will find your headings on the tool bar next to text box where you change your font types. You can either choose the available designs or you can create your own styles. To insert table of contents click on where you want it to appear then select insert on home tab scroll down to indexes and tables the first option is the table of contents. There are a number of different options allowing the user to make changes to the way the table will display. Once you are done customizing click ok and your table of contents will appear on your page. **Referencing** It is very important that when you copy information from the internet or borrow a quote from somebody that you reference the information otherwise you might be liable to copyright and plagiarism. Word and open office writer have tools to make it easy for the user to reference information. All you need is to find the details on the specific piece that you use then feed the information into the computer and the computer will put it into the proper format for you like the Harvard format of referencing. To do this you 1. Go to references 2. Go to Bibliography and citation section 3. Manage sources 4. Pick the method you wish to use in this lesson we use the Harvard method 5. Select new 6. Add in all required information (type of source, author, title, year, city, publisher) 7. There are also some additional optional fields you can add 8. Select ok once done which will take you back to the source manager that will give you a preview of your reference if you have more than one source you can add them all to the manage source section then insert the bibliography later on 9. Go to insert citation on the bibliography and citation section of the home tab where you will see the source/s that you added in your manage sources click it and it will be added in a proper format.

Bibliography

You have a separate page where you insert your bibliography. To do this you go back to the Citation and bibliography section click on bibliography which has a variety of built in templates to choose from. Once you select the bibliography will automatically appear on your page with all the information that you provided in the manage sources.

In open office you go to tools then bibliography database which has a database of sources all you do is add your reference details. Once you have added your source you close the bibliography database then use the insert menu to insert the different fields. Then go insert indexes and tables followed by bibliography entries, tick from bibliography database, you can find your reference at the bottom of the page. You can go back and add the rest of your fields. You go to insert the cross references where you will find all the fields that you added to the bibliography database you can build your bibliography.

Mail merge

You use this to send invitations or multiple copies of one letter to a database of friends. Mail merge creates a link between your word processing application and your database source so you can automatically generate multiple copies. To do this you need to create a document with the mail that you want to send then create a data source and create a link between. To do this you go to Mailing on your home tab then select start mail merge then step by step wizard in the drop down menu which will appear on the right side of your document. You must read through the six steps carefully;

1. choose type of document
2. Select starting document type
3. select recipients (here you select use existing list browse and choose the database that you created)
4. Add recipient information to the letter
5. Preview what the letter will look like
6. Complete the merge by either printing or edit it. It is recommended that you edit the individual letters first which will open a second document with all the copies of the letters so you can go through them.

Open Office

The only difference in Open office is where you find mail merge you open tools there you pick mail merge which will open a tab where you will add all your information. What is important here is that you will have to transform your database into a database format. Before you start the mail merge you should go to data source by selecting view then select data sources which will give you the different data sources that you have added or you can add more databases select the database to add as a data source.

LINKED ONLINE TUTORIALS (How To's)

Here is a list of the titles of How To's that are linked to the videos about word processing. Some cover word processing in Microsoft Office and other cover word processing in Open Office.

Solutions Development - Word Processing	
Microsoft Office	1. File Management 2. Inputting Data from Different File Formats 3. Editing using Paste Special & Find and Replace 4. Themes and Background 5. Section Breaks and Sections 6. Headers and Footers Options 7. Page Number Options 8. Making a Cover Page 9. Customising Bullets and Numbers 10. Outline Numbering and Multilevel Lists 11. Customising Spacing 12. Using Templates 13. Using Electronic Forms 14. Importing and Exporting Data 15. Online and Offline Help 16. Using the Quick Style Gallery 17. Using Style Sets 18. Changing or Editing a Style 19. Creating a New Style 20. Making a Table of Contents 21. Using Footnotes 22. Inserting Captions 23. Citations and Bibliography 24. Mail Merge 25. Making Envelopes and Labels

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Solutions Development - Spreadsheets	
1.	**Spreadsheet Functions** A spreadsheet is used to capture information and data, process the information and data to create charts or apply functions to it in order to make sense of the data. Spreadsheets consist of columns and rows that create cells. Each cell has a unique name called cell reference. In this lesson we look at various spreadsheet functions namely; • Relative cell references • Absolute cell references • Autofill • Rounding information off through formatting or using actual round function • Small function used to find the smallest number in a range • Count if function which allows you to add criteria to what you want to count • Sum if used to sum cells based on one criteria • Power function used to raise a number to a power, =power (A2,B2) or A3^B2 • Random function which will create a random number between 0 and 1, =rand() Open office excel functions are very similar to those found in Microsoft Office 2010, the only difference is that it requires you to use a semi colon instead of a coma in between your arguments which mostly depends on your computer settings.
2.	**More Spreadsheet Functions** In this lesson we look at the IF statement, some rational operators, conditional formatting as well as error indicators. **If Statement** If(C2>25,"Yes""No") This checks whether a condition is met, returns one value if True and another value if False. **Conditional Formatting** This allows you to automatically apply formatting—such as colours, icons, and data bars—to one or more cells based on the cell value. To do this, you'll need to create a conditional formatting rule. **Error Indicators** Microsoft office excel has a number of error indicators to notify the user that mistakes have been made. These errors include; • #DIV/0!-Trying to divide by 0 • #NAME?- Spelling error • #NUM!- A formula has invalid numeric data for the type of operation • #REF!- A reference is invalid • #VALUE!- The wrong type of operand or function argument is used • Troubleshooting- the computer gives you an Open office has the same kind of error messages but some of them use specific codes e.g. • Error 502 for invalid argument, • Error 522 for circular reference • error 509 for missing operator

3.	**Charts in Spreadsheets** Charts are used to display information or data in a visual manor. This lesson looks at how to use data in your spreadsheet to create; • **Line charts**- are used to show trends over a long period of time • **Bar or column charts- are** used to compare data • **Pie charts-** are used to show percentages The process of creating charts is very similar in Open Office Calc and Microsoft Office Spreadsheets.
4.	**Bringing Data into Spreadsheets** Sometimes it is necessary to import data from another application into spreadsheets. This is done either by using the copy and paste method or by importing the data. To import data from a text file into a spreadsheet you follow the following steps; • Select data • Select get external data • Choose text file • Find the text file you want to import • Click import and the computer will now look at the data you have in the file and analyse it • Click next then finish • The data will now appear in your spreadsheet already formatted You can also link data in a spreadsheet to another application by copying the data from the spreadsheet and pasting the data in the other application as a link. When you link data any changes made to the data in excel will reflect in the application it has been copied to.
5.	**Working with Sheets and Pages** A workbook consists of sheets, you can add a lot of sheets to your workbook which allow you to separate your information. These sheets can be renamed and colours can be applied to the tab. In this lesson we look at sheets and how they link to each other. We also look at the following functions; • Moving and copying sheets • Gridlines and headings • Freezing rows and columns • Printing options • Protecting the spreadsheet
6.	**Using Spreadsheets for Specific Purposes** At this point you should be able to format a spreadsheet, enter data and apply some calculations. In this lesson we look at other uses of a spreadsheet such as; • Budgets • Checklists • Holiday plans

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Here is a list of the titles of How To's that are linked to the videos about spreadsheets. Some cover spreadsheets in Microsoft Office and other cover spreadsheets in Open Office.

Solutions Development - Spreadsheets	
Microsoft Office	1. The Basics of Spreadsheets 2. Absolute Cell Referencing 3. Autofill Options 4. Using Spreadsheet Functions 5. Rounding Off Numbers 6. The Simple IF function 7. Using Relational Operators in Simple IF Functions 8. Conditional Formatting 9. Interpreting and Correcting Error Indicators I 10. Interpreting and Correcting Error Indicators II 11. Troubleshooting Spreadsheets 12. Creating, Formatting and Editing Charts and Graphs 13. Chart/Graph Titles and Labels 14. Chart/Graph Gridlines 15. Chart/Graph Legends 16. Options for Chosen Graph Type 17. Integration - Copy and Paste between Spreadsheet and Document 18. Import or Export Data between Packages 19. Help Files 20. Working with Sheets 21. Integration Techniques within Packages 22. Print Options 23. Using Templates in Various Ways 24. Spreadsheet Consolidation

Open Office	1. The Basics of Spreadsheets 2. Absolute Cell Referencing 3. Autofill Options 4. Using Spreadsheet Functions 5. Rounding Off Numbers 6. The Simple IF function 7. Using Relational Operators in Simple IF Functions 8. Conditional Formatting 9. Interpreting and Correcting Error Indicators I 10. Interpreting and Correcting Error Indicators II 11. Troubleshooting Spreadsheets 12. Creating, Formatting and Editing Charts and Graphs 13. Chart/Graph Titles and Labels 14. Chart/Graph Gridlines 15. Chart/Graph Legends 16. Options for Chosen Graph Type 17. Integration - Copy and Paste between Spreadsheet and Document 18. Import or Export Data between Packages 19. Help Files 20. Working with Sheets 21. Integration Techniques within Packages 22. Print Options 23. Using Templates in Various Ways 24. Spreadsheet Consolidation

Solutions Development - Databases	
1.	**Using Databases** A database consists of loads of data that is organized in a specific way for example the contacts stored in a cell phone. In this lesson we look at why we make use of databases. Examples of the use of databases includes; • Extracts information from stored data usually done in a query • Create a report • Create an inventory list • Store information that can be used later for problem solving • Process data into useful information
2.	**Getting to Know Databases** Access is different from other applications as it requires the user to save the document before creating it. In this lesson we look at Microsoft Access as well as Open Office Base. We start by exploring the work space. At the top of the access work space there is a little bar that contains the name of the document you are working on. Then you have ribbon tabs. The main ribbon areas are split into different groups like view and clipboard. On the left you have a navigation pane where you can access all the objects of your database. These objects include; • **Table**- this is the main part of a database, it consists of a number of records and field names going across • **Query**- these are questions that you pose to your database when looking for information or extracting information • **Form**- will only display one record at a time. It is another way of viewing your database table. Whatever is done in the form will reflect in the table. • **Report**- used to print out information You use the design view to set up all the fields you would like to add to your database. Each field will have a name as well as a data type, These data types include • Text • Memo • Number • Date and time • Currency • Auto number • Yes/no • Hyperlink • Attachment • Calculated • Look up wizard Once you have selected the correct data type for each field you can also change the field properties of the data types. In open office the main difference is the set up of the work space. Another difference is that if you want to create a drop down list you will need to do it in your form and not in the actual table.

3.	**Database Structure** In this lesson we look at the structure of a database and all its various objects namely table, form, query and report. **Table** When you open a table it opens in data sheet view where you will see all the information entered into your database. Each row represents a field. If you want to make changes to the table you need to go to the design view. There is a little golden key in the design view that indicates if a particular field has been selected as a primary key. The primary key is used to uniquely identify a record. To set a primary key you must right click next to the field and select primary key. To create a table click on the select tab then select table design which automatically opens in design view where you can add a field name, select data type. To save the table you must right click on the table and select save. **Forms** To create a form select create then form, here you can use the wizard to help you through the process of creating a form. You then need to choose the table or query you would like to base your form on then decide which fields you want to display on the form then add appropriate title then click on finish form view will now open and you can now view data that has already been entered in your database. The form can be used to add more data to the table. **Open Office** In open office design view is called edit mode. To change edit mode you right click on the table in main view then select edit which will open edit mode where you can see all the field names and field types. You can also make changes to field properties in edit mode just like in Microsoft Office 2010. To create a table or form in Open office you have two options either use design view or wizard. Some of the settings need to be done in form view and not on the table.
4.	**Sorting and Filtering in Databases** Sorting in 2010: Select a field and click on the drop down option. Click on the type of sorting you'd like to use. Filtering numbers Select the drop down of the field you'd like to filter. Hover over Number Filters and select what you'd like to filter by, for example, 'Greater Than…'.Then type in the value you'd like to filter by and click 'OK'. Remember to remove the filter when you're done by selecting the 'Toggle Filter' option
5.	**Database Queries and Reports** A query is when you ask your database a question and it gives all of the relevant responses. To create a query, click on the 'Create' tab and navigate to the query group Query group has two options – query wizard and query design – both will work in creating a query. In this video we used query design. First you will asked which table you'd like to base your query on. In the bottom section of the window, you will add all the fields that you want to include in the query, whether you want it to be displayed in the results, the criteria of the query. Click the red exclamation mark to run the query

	The results will only list those that meet the criteria. Close the query and it will ask you if you want to save it. Give it a meaningful name so that you can remember what it is for Reports are used when you want to print out information from the database, because the table is not user friendly.To create one – Create tab, Report group, Use the Report Wizard. Follow the prompts. It will open in print preview; make sure you check it properly before printing. To change the way it displays, go into design view. The grid lines in design view are there just to guide you with the placement of the fields.You are able to put calculations within reports, like counting the number of people. Open office is able to perform all the same functions, but in order to run a report, you will need to install an extension. In this video we used (and explained how to download) the Oracle Report Builder.
6.	**Special Techniques in Databases** The grid lines in 'Design View' help us to line up things when setting up a report. This will make the reports easier to read. If you want to change any of the information, click on the object and various options will become available to you in the ribbon section. These include the tabs 'Design', 'Arrange', 'Format' and 'Page Setup'. To import information from another source into Access, you will need to navigate to the 'External Data' tab in the ribbon section. Click on 'Import & Link' and choose the source type you will be using. A dialogue box will open so that you can browse your computer and find the data source. Locate it and click 'Next'. The next step will ask if you want to import that data into a new table or into an existing table. The next window will show you the spreadsheet and it's columns. You will need to select which sheet you want to use and click 'Next'. Access recognises that the first row contains headings and uses them as field names, click 'Next'. In the next window, you'll be asked to define the data types for each field name. Once you've done this, click 'Next' and select the primary key in the next dialogue box. In the last dialogue box you will be asked to name the new table and click 'Finish' You also have the ability to export a table within Access to something else like Excel. Right click on the table, click Export and choose the type of file you'd like to export to.

LINKED ONLINE TUTORIALS (How To's)

Here is a list of the titles of How To's that are linked to the videos about databases. Some cover databases in Microsoft Office and other cover databases in Open Office.

Solutions Development - Databases	
Microsoft Office	1. Uses of databases 2. First Looks 3. Tables 4. Basic Field Properties 5. Data Types 6. Database Structure 7. Primary Key 8. Creating Tables and Forms 9. Entering Data (Records) 10. Adding and Deleting Records 11. Formatting and Editing 12. Sorting 13. Basic Data Validation Techniques 14. Using Filters 15. Working with Different Views 16. Designing Database Tables 17. Data Types 18. Field Properties 19. Queries I 20. Queries II 21. Using a Wizard to Design Basic Reports 22. Basic Reporting Calculations 23. Page Headers and Footers 24. Report Headers and Footers 25. Formatting Techniques 26. Importing and Exporting Data 27. Integration with Other Packages 28. Design a Database Table for a Specific Purpose 29. Problem Solving using Databases 30. Troubleshooting Databases

Open Office	1. Uses of databases 2. First Looks 3. Tables 4. Basic Field Properties 5. Data Types 6. Database Structure 7. Primary Key 8. Creating Tables and Forms 9. Entering Data (Records) 10. Adding and Deleting Records 11. Formatting and Editing 12. Sorting 13. Basic Data Validation Techniques 14. Using Filters 15. Working with Different Views 16. Designing Database Tables 17. Data Types 18. Field Properties 19. Queries I 20. Queries II 21. Using a Wizard to Design Basic Reports 22. Basic Reporting Calculations 23. Page Headers and Footers 24. Report Headers and Footers 25. Formatting Techniques 26. Importing and Exporting Data 27. Integration with Other Packages 28. Design a Database Table for a Specific Purpose 29. Problem Solving using Databases 30. Troubleshooting Databases

Solutions Development – Web Design	
1.	**Using HTML Elements and Tags I** This video focuses on using HTML elements and tags. Remember that each webpage has a unique URL or web address. You can use this address to view the website by using a web browser, like Google Chrome or Safari. HTML (Hyper Text Mark up Language) consists of various mark up codes that you can use to create a website. These mark up codes are called tags, and an HTML editor can be used to input them. This lesson uses Notepad++ to explore the following tags: • <html> </html> is used to indicate that you're using HTML to create a webpage. • <head> </head> is used to contain the title of your webpage. • <title> </title> is for the title. • <body> </body> is for the body of your webpage. • is used for the heading. • is used for the paragraph. • is to put a break in the text and push text to the next line. • is the horizontal ruler. • is for bold text. • is for italics text. • <!-- --> is the comment tag. Watch the video to see how these can be used.

2.	**Using HTML Elements and Tags II**
	This video discusses how to use the following tags in HTML:
	• allows you to change the font.
	  ○ will change the colour of the font to purple.
	  ○ changes the font type to Arial.
	  ○ will change the size of the font to be bigger.
	  ○ will change the font to Arial, the colour to purple and make the size of the font bigger.
	• Mindset Network Website will insert the text with a hyperlink to the website.
	• <img src=C:\Documents\Logo.png> will insert the image found at that location on your computer.
	  ○ <img src="logo.png" align=left> will align the picture to the left.
	  ○ <img src="logo.png" width=300> will change the width.
	  ○ <img src="logo.png" hspace=100> creates space around the picture.
	  ○ <img src="log.png" border=3> puts a border around the picture.
	• This video shows how to use tags to make bulleted and number lists.
	• The video also discusses how to set up the structure of an HTML page:

3.	**Creating a Web Page for a Specific Purpose** When creating a website, it's important to consider the purpose of the website and set it up accordingly. Examples of a person website would include a blog. This is where an individual would write and publish articles on their own experiences and opinions on matters that interest them.

	And advocacy website is designed to spread the word about a particular issue, like a charity or human rights issue. News sites contain news stories. These can be text based, in pictures or video clips. Informational websites include websites of universities and government departments. Business or ecommerce sites often allow users to make purchases on the website.

LINKED ONLINE TUTORIALS (Screencasts)

Here is a list of the titles of screencasts that are linked to the videos about web design and html.

Solutions Development – Web Design	
Web Design	1. Concepts - Websites Web Pages Hyperlinks and URLs 2. What is HTML 3. What is an HTML editor 4. HTML syntax 5. Basic HTML tags 6. Basic document tags 7. Text formatting 8. HTML comments 9. Plain Text and Text Formatting 10. Structuring and designing an HTML page 11. Good Website Design 12. HTML Links - Link Syntax 13. HTML Links - Attributes 14. HTML Images - Syntax 15. HTML images - Attributes 16. HTML lists - Numbered 17. HTML lists - Bulleted 18. HTML lists - List Items 19. Reinforcing Concepts and Good Design Principles 20. Tags for HTML Tables 21. Table Attributes" 22. Develop a Web Page for a Specific Purpose"