Objective 2.05

Outline how a computer is used as an information management tool
Computers are used to:

• Automate repetitive calculations
• present multimedia
• store various data types
• control text
• control computer networks
• control graphics and remote devices
Movement of information through a computer

Input: Keyboard Mouse
Process: Central Processing Unit
Output: Monitor-Soft Copy Paper-Hard Copy
Storage: Ram Primary Storage Disks Secondary
Spreadsheets

The spreadsheet application is best used to automate repetitive calculations. Spreadsheets easily show relationships among statistics.
Notice that the students have sold ink to customers at a mark up or profit.
Notice the rows are numbered and the columns are alphabetized.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Customer</td>
<td>Product</td>
<td>Customer Price</td>
<td>Quantity Ordered</td>
<td>Our Price</td>
<td>Net Profit</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chilco</td>
<td>Cyan</td>
<td>$12.00</td>
<td>5</td>
<td>$10.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chilco</td>
<td>Magenta</td>
<td>$4.00</td>
<td>4</td>
<td>$1.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chilco</td>
<td>Yellow</td>
<td>$13.00</td>
<td>3</td>
<td>$5.00</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Chilco</td>
<td>Green</td>
<td>$30.00</td>
<td>4</td>
<td>$15.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chilco</td>
<td>Blue</td>
<td>$20.00</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chilco</td>
<td>Red</td>
<td>$35.00</td>
<td>5</td>
<td>$15.00</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>
A cell is a rectangle at the intersection of a row and column.
In the spreadsheet shown the cursor is located at cell F7.
The company can calculate their net profit per product.
Databases

A database is used to automate the management of different types of data.
Groups of related data, or types of data are stored in columns known as fields.

The info. about one person or row is known as a “record.”
Data can be sorted by any field name

Field names are Customer Name, Address, City, State, ZIP, Phone, Sales Volume
Data base information can be merged into a personalized form letter that can automatically be generated for mass mailing.

Mail Merge is accomplished by using a database and word processor together.
Presentations

Presentation software is useful for integrating different types of media together.
Hyper Designed Presentation

For presentation software, when you are able to go from any slide to any other slide, the presentation is said to be hyper.
Simple Control Technology

Being able to communicate that some condition is being met from a remote location is one of the basic ideas of control technology.
A Sensor is a device that can detect the absence or presence of a condition.

If someone steps on the doormat, then you could be notified automatically without that person having to ring the bell. The doormat is known as a sensor.
Electric Current

Electric current flows from negative to positive.
A schematic is a special drawing in which each electronic component in a circuit is shown as a symbol.