

S2 BUSINESS COURSE OUTLINE

LOGIN & USING THE NETWORK

- File management – tidy out files from S1
- Login to glow
- Revision of GLOW main features
 - Launch pad
 - Office 365
 - OneDrive
 - Sharing Files
 - E-mail
- Add teacher to GLOW contacts

SPREADSHEETS

- Create/edit/format worksheets
- Formula
 - Sum
 - Max
 - Min
 - Average
 - Count
- Charting
- Conditional formatting (extension)

DATABASE

- Introduction
 - File
 - Record
 - Field
- Queries
- Sorting
- Reports
- Forms (extension)

DESK TOP PUBLISHING

- Introduction
 - Insert/format/arrange/rotate/group
 - Text box
 - Shapes
 - Graphics
 - Word Art

- Templates
- Posters/Leaflets
- Business Cards
- Tickets
- Booklets (extension)

DIGITAL LITERACY

- Effective searching
- Evaluating websites
- Plagiarism

IMPACT OF TECHNOLOGY

Impact of Technology

MARTKETING

- Branding
- Logos
- Marketing Mix

