

WARM UP

- A. **spreadsheets**
- B. **word processor**
- C. **databases.**
- D. **Email.**

They are used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks.

Other applications are: Visual Basic for Applications scripting language, OneNote, Publisher, Skype for Business, etc.

WORKING WITH THE TEXT

1. Oracle.
2.
 - a. **Spreadsheets:** help with the financial accounting.
 - b. **databases** :store information.
 - c. **Presentations:**allow visually to see how the company works.
3.
 - a. Database Administrator
- 4.

The reason is because it combines technology and powerful pre-integrated business applications, along with special built-in functions for banks.

VOCABULARY

Database An organized collection of related data	Field A column in a table. Used to store data	Primary key A field in a table that is designated to contain unique data.	Record A set of data for fields in a table
Table A database object that stores related data organized into rows and columns.	Updating Modifying a record	Type Field classification based on the data stored.	Datasheet view Used to display the basic structure of a table in a datasheet, with fields in columns and records in rows
Scroll Bar appears at the bottom and/or right side of a window to allow a user to view another part of the window	Cell The intersection of a column and a row in a table or worksheet.	Column A vertical stack of cells in a table or worksheet.	Footer a printed note placed below the text on a printed page

Range	Animation	Blank Presentation	Transitions
A group of selected cells.	Movement of text, graphics, or other objects within a slide	Lets you create a show from scratch	Effects that move one slide off the screen and the next slide on during a slide show

Note: You can explain your students other concepts as spam, incoming mail and attachment, etc.

Funny Story: You can show your students Comic What is Cloud Computing with stand-up comedian Jake Johannsen at CA World 2010593 in <https://www.youtube.com/watch?v=lnTOTPgSBGA>

LANGUAGE FOCUS

PRACTICE

1.-

a.-You will receive stereo audio input from sound sources.

b.- These connectors are for USB ports.

c.-Insert the module into any slot.

d.- Click File from the menu.

e.-Place 6 screws into the holes.

f.-The triangle is on the bottom-left corner.

g.-Insert the support CD to the optical drive.

h.-A scroll bar appears on the right side of a menu when there are items that do not fit on the screen.

2.-

a.-Press the power switch for 4 seconds.

b.-Insert a floppy disk into the drive.

c.-Go to the Tools menu.

d.-Click File from the menu.

e.-Install the module to a slot opening at the back of the system chassis.

f.-Disconnect the fan cable from the connector on the motherboard.

REMEMBER

Useful expressions: This report is intended to... As far as teachers are concerned... As for classroom needs... When it comes to... we may conclude...

LISTENING

TRANSCRIPTION

Salesperson: Good afternoon, how can I help you?

Sophie: Good afternoon, I am a student at the university, and I need to write a paper for class. Can you recommend a word processor? I used to work with Open Office, which is free, but I don't like it any more, I need something more sophisticated.

Salesperson: Sure, I recommend Microsoft Word. It is an easy program to use. There are a few different options. You can just buy Microsoft Word for \$150, or you can purchase the Microsoft Office Home & Students package for \$99.99. Since you are a student, I recommend purchasing the package for future projects and presentations.

Sophie: What a good idea! Where can I get the program?

Salesperson: You can download Microsoft Office from the Internet or you can buy it here from the store. I recommend buying from the store because you will also receive the CD ROM that comes with it.

Sophie: I have two computers; can I install the program on them both or do I have to purchase two licenses?

Salesperson: Yes, you can install it on up to 3 computers.

Sophie: Great! Are there discounts for students?

Salesperson: Absolutely. We offer a 20% discount for students. It is a very good deal.

Sophie: If I have a problem or question about the program and how to use it, is there someone I can talk to?

Salesperson: There is a help menu included with the program and you can also use resources provided online including: tutorials, frequently asked questions, product overviews, etc.

Sophie: Perfect! Thank you very much for your help. How much do I owe you?

Salesperson: Your total comes to \$90.

Sophie: Do you accept credit cards?

Salesperson: Of course.

Sophie: Alright, thank you very much.

Salesperson: You're welcome. Have a great day.

1.-

a.- 1) an essay

b.- 1) refined

c.- 1) two

d.- 2) buying it from the store.

e.- 2) up to 3 computers.

f.- 1) profitable

g.- 2) there are online resources.

h.- 2) credit card.

2.-

Encourage the students to practice a similar dialogue without reading. They may want to buy an anti-virus program.

ENGLISH IN CONTEXT

Oliver: Hi, there should be a reservation for Oliver Johanson. Here is my reservation number.

Desk clerk: Ah yes, we have your reservation right here. Do you have your credit card and identification?

Oliver: Yes, here you go.

Desk clerk: Perfect. Your room number is 123, and here is the key.

Oliver: Does the hotel have WIFI?

Desk Clerk: Yes, here is the password.

(Oliver goes to his room and finds some problems)

Oliver: Hi, I just went up to my room and it was very cold. I tried to adjust the temperature on the thermostat, but I think it is broken. I wanted to take a shower, but there were no clean towels in the room.

Desk Clerk: I am very sorry about that, sir. I can change your room immediately. Here is another key for a different room. I will take 10% off of your bill for the inconvenience.

Oliver: Thank you, I appreciate your help.

Checking out:

Oliver: Hi, I'd just like to check out please.

Desk Clerk: How was your stay with us?

Oliver: Very good thank you. This is a nice hotel in a good location; there are a bunch of good restaurants and pubs nearby. Here is the key for the room.

Desk Clerk: Well, I'm glad you enjoyed your time here. Here is your receipt. We hope to see you again soon. Have a good day.