

Do you spend a lot of time compiling a list of something, or grouping up information that is important to you? A simple and at the same time useful structure for presenting information is a table. So what exactly is? Let's find out !!

There are two types of tables:

- electronic and
- ordinary (those on paper)

In this article, we'll focus on spreadsheets. Most often they're used for databases. This is especially useful when the information is of the same type, has its own type and structure.

We can put information on a plane between two coordinates. For example, along the vertical axis we will have a class of objects, and horizontally the type of classes of these objects.

It seems complicated and confusing, but it is better to see it in practice:

objects

	gender	name	age	nationality
Human	(Wm)	Clara	23	USA
	M	Sed	31	Germany
	(M)	Ahmed	28	Turkish
	Wm	Iusy	15	G-B
	Wm	July	27	Italy

class (struct)

We can see in this table the data of people of different nationalities and ages.

Advantages of the spreadsheet on the way:

• select the age in ascending order starting from the first class of object.

• Find the percentage of adults and children (in this

spread-sheet Home

• The number of matches of objects of nationality etc.

But a huge minus is that not everyone knows how to do it...

2x2 pg 28

1. if we divide 8 by 2, we get 4. a) $8/2 = 4$;

2. if we subtract 2 from 8, we get 6. b) $8-2 = 6$;

3. if we multiply 8 by 2, we get 16. d) $8 \times 2 = 16$;

4. The sum of 8 and 2 is 10. a) $8+2 = 10$.

2x3 pg 28

- What is 7 divided by 2?

- 3,5. if you multiply 3,4 by 15, what do you get?

- Well, hmmm it is sum 34 and 17, it is equal 51!

- Yes, you right!

2x4 pg 28

1. cell - F)

4. row - B)

2. column - E)

5. value - C)

3. formula - A)

6. worksheet - D)

2x6 pg 28 (29)

The speaker used the past simple and simple are used to explain what a function does and the present simple, past simple to describe past events.

ex 7 pg 29 (29)

2. Saved a spreadsheet | can not find it
3. designed a spreadsheet | it doesn't work
4. typed a date | it shows a number

ex 8 pg 29 (29)

1-b 2-a 3-d 4-c

ex 9 pg 29

- Hi, can you help me? When I start the my laptop, I get a disk error = C
- Of course, can you tell me in more detail what happened?
- It was, like this: yesterday I installed the the hard disk defragmenting program so, I started this program after a while the laptop crashed, then I rebooted the laptop, and then you know.
- Maybe during defragmentation the disk is very hot, but it is not (isn't) fatal.
- What should I do?
- Download the defragmentation program to the USB flash drive and finish the process.
- I can help you with this, come to me =)
- Let's go!!

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Any computer user should be able to work with documents. It is programs will be useful for all users: Microsoft Office, Libre Office and WPS Office. Microsoft Office for OS Windows, Libre Office for Linux and WPS Office is China software for any PC. Let's talk about the most important component, like a database.

There is an interesting thing called statistics.

It is closely related to the database. The probability theory is built on these two components. Database as a directory for storing large amounts of information.

And statistics predict the future. The database also allows you to structure information without unnecessary search costs and can guarantee data security.

You can build entire families of such directories and combine them into one big one, like squads of hundreds and hundreds⁽ⁱⁿ⁾ of regiments.

When a person is born, he is given a name, then a birth document is created, which is entered into the database for 1 person. So we can control the number of people for example. When a person dies, it's also entered into the database. If the number of births is greater, this is an increase and vice versa.

ex 2 pg 30

1 report - B

2 table - C

3 form - A

ex 3 pg 30

ans: a) clients and orders

ex 4 pg 30

1 objects

5 primary key

2 record

6 form

9 query the database

3 fields

7 report

4 unique

8 retrieve a record

ex 5 pg 31

1 Membership number

2 Barcode

3. Case number / National identity card number

ex 6 pg 31

To draw up the protocol, the doctor must use the database to obtain the information he needs about patients who have previously been registered and require additional (extra) medical examinations.

ex 8 pg 31

Answers:

- 1) You can do that by retrieving a record, querying the database or running a report.
- 2) You can do that by using the primary 'sum' function

3) You can do that by using a primary key.

4) You can do that by running a report.

ex 9 pg 31

Possible solutions:

1. Use directories to store information on paper.
2. The database will help you find information faster.
3. Use a scanner to quickly transfer information to a computer rather than from a keyboard.

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ex 1 pg 32

A systems administrator's task:

deploys new software, looks after network security, sets up user accounts, updates software across an organisation.

Not a systems administrator's task:

designs databases, works on a help desk, writes software to sell to other companies.

ex 2 pg 32

designs databases > database administrator works
on a help desk > help desk supervisor writes software
to sell to other companies > software developer.

ex 4 pg 32

↓↓↓

	Worked fine	Problem found	Not mentioned
1. deploy new software upgrades	✓		
2. deploy new software applications			✓
3. backup systems	✓		
4. drives		✓	
5. set permissions	✓		
6. check logs		✓	
7. reset passwords		✓	

were not any big problem

ex 5 pg 32

1. reset 2. deploy 3. permissions 4. logs

ex 6 pg 32

1. smoothly 3. running again 5. out
2. crash 4. out of 6. smoothly

ex 7 pg 33

- While you installing an OS, the computer may reboot several times.
- Before you deploying major software upgrades, you have to train the users.
- After you replacing the hard drive, everything will go smoothly.
- After someone forgets a password, you have to reset it.

ex 8 pg 33

- 2) partition the hard drive
- 3) check your schedule
- 4) get access to the machine
- 5) ask them if it's Ok for permission

ex 10 pg 33

1. Before you finish work for the day, could you check the logs?
2. After you start work tomorrow, please check out the database problem
3. While you're in the server room, could you check the network cables.
4. After the new designer arrives, could you set permissions on his computer?

ex 11 pg 33

1. Before upgrading some software, check that no one is using it.
2. Before remote accessing someone's computer, you should ask their permission (let).
3. Before switching off a server with users computers networked to it, check that they're not using the network the server.
4. Before deploying new software, give the users training with it.

(Pietr)

ex 12 pg 33 *

Dear colleague, in order to transfer important data to a new computer, you must use removable ^{USB flash drive} media. To do this, connect it to the old computer, then copy the directories you need to it, remove connect to a new laptop, then do (through) the same steps but only when copying from a USB flash drive to a computer.

Best wishes!

ex 1 pg 34

Many peripherals are very important to use.

F.E:

- Speakers and headphones allow you to listen to music (FE)
- The screen allows you to use the graphical interface of OSs, watch movies (and) etc.,
- The keyboard will allow you to enter text information, this will help you use the internet f. exp.
- The microphone allows you to communicate with people through voice communication.

This is a list of the main components that are on any computer.

Other components, such as a printer, projector, scanner, a device for reading floppy disks or disks ^(normal)

are additional means of working with a computer.

ex 2 pg 34

1. A) 5. B)

2. D) 6. H)

3. F) 7. C)

4. E) 8. G)

ex 4 pg 34

The accountant was trying to save a spreadsheet to the NAS device.

1. got an error message.
2. could not connect to it, from anywhere.
3. maybe a problem with the network cable.

ex 6 pg 35

Dear system administrator, I want to connect the projector to a computer, but only the desktop screen saver without any icons and panels shows in the background. Best regards Ataman.

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ex 1 pg 35

The hard drive can be replaced. In order not to lose ~~important~~ important data on it, you can connect the hard drive to the computer via a cable to try to read the information.

- A few snapshots of the system will allow you to reset to the very earliest versions. In the event of a breakdown (backup), you can also use the system installation disk and follow the exact instructions.

- Incorrect image display on the printer, indicates a breakdown in both physical and software. It is recommended to replace the cable with a new one and update the system driver equipment.

ex 4 pg 35

Dear Zafra,

in your absence, I managed to eliminate most of the problems in ~~our~~ our company. Here is a list of fixes:

- Problem displaying pictures on the projector
- Problem with system recovery and backup
- Problem with hard drive crash

The hard drives were replaced, with new ones, it was possible to extract information from the old drives. All cables for the design were partially replaced (projectors), and all software in the office was updated, including driver equipment.

Yours faithfully: