



## The Mail Merge Function

- 6 Discover Different Ways of Communication  
What Impact a Personalized Message Can Have?
- 8 Introduce the Mail Merge Function  
Discover Steps to Achieve the Mail Merge Function  
Define a Database  
Create a Database in Word or in Excel
- 10 Create the Database in Access  
Create the Document  
Link the Database to the Document
- 14 A Project to Do



## Photoshop

- 16 Use the Pen Tool  
Create a Path and Convert it into a Selection
- 18 Create a Magnifying Glass in Photoshop
- 20 Create a Film Strip in Photoshop
- 22 Manipulate the Layers  
Use the Layer Styles and the Perspective Commands  
Use the Pen Tool  
Master the Different Selection Techniques
- 24 Merge Two Images in Order to Create a Third One
- 25 Discover the Shape Layer to Apply Artistic Effects
- 26 Create a Document Template for the Yearbook



## NVU

- 28 Remember the Use of NVU  
Follow the Steps to Create a Website  
A Project to Do  
Fill in the Chart of the Website
- 30 Fill in the Details of the Different Pages of the Website  
Resize the Images in Photosop
- 32 Create the Skeleton of the Web Page  
Change the Layout of the Background  
Design Titles in Photoshop
- 34 Activate the Hyperlink



## Microsoft Access

- 36 Define a Database  
Know Where a Database is Found  
Judge when a Document is Considered a Database
- 38 Learn why to Store Information in a Database  
Create, Sort, and Filter a Database in Excel  
Discover the Programs Used to Create a Database

- 40 Discover the Use of Access  
Discover the Welcome Screen of Access  
Create a Blank Database
- 42 Create the Header of a Table in Access  
Modify the Structure of a Table
- 44 Generate Results  
Create a Query
- 46 Set a Condition to a Query  
Set the Appropriate Data Type
- 48 Evaluate the Concepts Learned in this Chapter



## Small Basic

- 50 Introduce the Programming Language  
Learn the Use of Small Basic  
Discover the Intelligent Sense of the Program Small Basic
- 52 Write a First Program  
Discover the Basic Commands to make the turtle draw figures  
Draw Figures with the Turtle
- 54 Declare a Variable  
Increase a Variable  
Manipulate a Variable
- 56 Understand the Difference Between Objects and Operations
- 58 Create a Program to Combine the Two Objects Turtle and TextWindow
- 60 Recapitulate all the Acquired Concepts Learned in Small Basic  
Introduce the Keywords IF, THEN, ENDIF to Create a Condition
- 62 Create a Condition Using the Keywords IF, THEN, ENDIF, and ELSE
- 64 Create a Loop  
Initiate the Value of the Variable to Start a Loop  
End a Loop
- 66 Detect Errors in a Loop
- 67 Evaluate a Program
- 68 Draw Figures with the Turtle Using the Loop Technique



## IT Knowledge

- 70 Discover the Computer Network Categories  
Master the Access Mode to a Computer Network  
Know the Role of a Computer Network Administrator  
Understand the Computer Network Chart
- 72 Review the Use of the Backup and the Restore Functions  
Master the Use of the Print Screen  
Know how to Use an Antivirus Program to Keep Data Safe
- 74 Know how to Buy from the Internet in a Safe Way  
Respect Intellectual Property Rights  
Know the Characteristics of the Different Categories of Software
- 76 Introduce Mobility Applications  
Create a Google Account  
Introduce the Google Docs Platform
- 79 **List of Skills**

EXTRA **Microsoft Word - Microsoft Excel: Review**

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