



Creating Learning Networks for African Teachers

UNESCO PROJECT (Contract No. 408.302.9)

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Background

COMMON APPLICATIONS

COMMON APPLICATIONS

Presentation Software Tutorial

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1. Presentation Software allows you to produce a slideshow, with all special effects such as fading in and out of particular slides. Graphics, sound and video clips can also be inserted in the slideshow. Microsoft PowerPoint is an example of presentation software.

2. Spreadsheet Packages are used for working with figures, doing calculations and doing "what if" type of analysis.

Its power lies in the fact that entries can contain formulas and functions which calculate numbers based on numbers and formulas in other entries. Computer spreadsheets automatically

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and almost instantly when changes are made in any entry (entries). Spreadsheets also allow you to produce graphs (charts) of various different types based on the figures in a spreadsheet.

Microsoft Excel is an example of a spreadsheet program.

3. A database allows you to compile information and then to search this information to extract the bits you require.

Examples of paper databases in schools may include dictionary, encyclopaedia, library card catalogue, Atlas, telephone directory, conventional drawer files containing staff and students' bio-data etc.

Electronic (computer) databases allow educators to take advantage of the speed, accuracy and large storing capabilities of computers in order to increase the operational speed and accuracy of information generated from the databases.

Competency in electronic database management goes a long way in saving time and effort expended in storing, managing and generating reports especially from textual information.

Microsoft Access is an example of a database program.

4. Word Processing Packages (used for typing, storing and changing

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text such as in letters, project reports, essays etc.)

Microsoft Word is an example of a word processing program.

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