

Họ và tên: _____

Currently, many employees use _____ incorrectly. They are not for data _____. Please review the following guidelines.

Use our _____ to:

Organize and sort large amounts of data regarding clients. Enter the client names and _____ into the database fields. Perform complex _____. Search multiple tables for client information.

Use our spreadsheet program to:

Perform _____ about cost and _____. Create _____ using different _____ and operators. Use this to analyze sales data. Create graphs and charts that show _____. Use the data in the cells of a worksheet to create these charts.

Website Review Solutions now _____ two spring classes. These classes focus on _____ websites.

Web Development: Learn how to make a simple website. Create _____ to build sites.

Explore ways to expand _____. Discuss improving _____ and _____.

Learn ways to increase a website's _____.

Web Design: Learn how to change a website's _____. Use CSS to change a website's style. Compare the _____ of different fonts and colors. Create attractive _____ to catch a user's attention.