# Information Technology

## Writer and Calc

### Styles and contents

Use a heading paragraph style for each section. Generate a table of contents from heading levels and update it after edits. Increasing font size alone does not establish document structure.

### Templates and images

A template supplies a reusable starting layout. An image anchor controls what the image is attached to. Wrapping controls how nearby text flows around it.

### Cell references

If B2 is quantity, C2 price and F1 a fixed tax rate, enter =B2*C2*(1+$F$1). Copying down changes B2 and C2 to B3 and C3. The dollar signs keep F1 fixed.

### Goal Seek vs scenarios

Use Goal Seek to find one input that produces a specified formula result. Use scenarios to compare named sets of inputs, such as different quantities and prices.

### Quick check

A formula in D2 is =B2*$C$1. What does it become in D5? What if the rate cell must change by row?

**Answer** In D5 it is =B5*$C$1. For a rate that moves down with each row, use a relative reference such as C2 in the original formula.

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## Databases and safe work

### Keys and relationships

Use StudentID as the primary key in Students. In Loans, store StudentID as a foreign key. One student can have many loans without repeating the student’s contact details.

### Choose the object

A table stores records. A form provides a data-entry interface. A query retrieves records meeting conditions. A report presents organised output suitable for printing.

### Filter with a condition

To list books with fewer than five copies, filter Copies < 5. Equality at five is excluded. Sort the results by Copies ascending to show the lowest stock first.

### Workstation routines

Keep cables clear of walkways, adjust screen height and take short movement breaks. Report damaged plugs and spills to the responsible adult or supervisor.

### Quick check

Two students share a name. Which field should link their loans? Which database object produces a printed overdue list?

**Answer** Link by unique StudentID. Use a query to select overdue records and a report to format the list.