

Sharyland ISD Study Guide

BIM 1 Semester 2

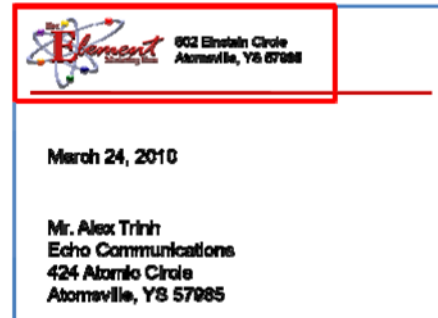


Student Name: _____
Student ID: _____

Business Information Management (BIM 1) B Study Guide Examination for Credit by Exam (CBE)

Letterheads

- Are located at the top of letters and envelopes
- Usually contain the name and logo of the company or person sending the letter
 - may include the address, telephone number or other contact information
- Allow letters to be more professional looking as it designates the letter is an **official** document



Types of Memos • Include the following: – directive memo

- response memo
- trip report memo
- field report memo

Directive Memos

- State policies or procedures the writer wishes the reader to follow
- Vary in length depending on how many issues need to be covered and to what degree of detail
- Should begin with a clear statement as to why the memo is being sent, followed by justification for the statement

Response Memos

- Are sent in response to a question or information request
- Contain four parts:
 - purpose statement explaining the memo is being sent to answer a question or supply requested information
 - summary of the information requested or answer to the question
 - discussion concerning any information which the writer feels should be stressed
 - action section explaining the action which the writer will take or feels should be taken to address the issue

Trip Report Memos

- Are usually sent from a worker to a supervisor after returning from a business trip
- Includes the same four categories as a response memo:
 - purpose statement explaining you are providing information on your trip
 - a summary of the trip, covering only the important points
 - discussion concerning any information needing to be addressed or highlighted
 - the action section stating any proposed changes or recommendations

Field Report Memos

- Report on inspection and procedures
- Include the problem, methods, results and conclusions
 - little time is spent explaining the methods
- Are constructed through the following format:
 - purpose of memo
 - summary
 - problem which resulted in performing the procedure
 - methods
 - results
 - conclusion
 - recommendations

5. Business Letter

- Includes the following:
 - heading
 - date
 - inside address
 - salutation
 - body
 - closing
 - author's name
 - author's title
 - typist's initials
 - enclosure notification
 - copy notification



Cover Letter • Include:

- date
- prospective employer's name and address
- **three to five paragraphs**

- signature and typed named

Cover Letters

- Prepare the employer for the information provided in the résumé • **Should be modified for each specific position**
- Need to be addressed to the specific employer in business letter format
- Are equivalent to a personal sales pitch

First Paragraph

- Explains the reason for writing and position for which the applicant is applying
- Needs to draw the employer's interest by:
 - praising the company
 - **mentioning a mutual contact if there is one**
 - referencing the placement of the job posting

Resume

- Is a synopsis of personal information, education, skills, work experience and activities
- **Outlines a person's qualifications**
- Reflects a person's individual credentials
- May be arranged in three ways:
 - chronological
 - targeted
 - function oriented

Chronological Resume

- Focus on a stable work history
- Show jobs held in a sequential order
- Present the most recent employment first

Targeted Resume

- Accentuate responsibilities and capabilities of particular positions held
- Emphasize past experience
- May de-emphasize the most recent job if not relevant to the current job pursuit

Function Oriented Resume

- Emphasize the applicant's overall capabilities
- Demonstrate skills obtained through study
- Should be used when one has limited actual work experience or inconsistent work history

Education

- Includes most recent level of completion or current status
- Lists institutions **chronologically** starting with the most recent

Templates

- **Are preset forms offered by various word processing programs**
- Can be useful for entry level job seekers
- Should be modified to fit specific needs
- Can help with spacing and organization

When creating a presentation it is important to consider **age, number of people, education level and experience level with topic** for the audience.

Webinars

used when participants of the meeting are in two different locations

Persuasive Presentation with a purpose of convincing the audience to think or feel a certain way

The body of a presentation should include:

Main Point

thing the speaker wants the audience to walk away with or remember

Support

used to justify, prove or enhance the main points of the speech

Application

Information presented must be applied

The **preview** is when we give the audience a sneak peek of what is about to happen, just as we typically do in a research paper.

On Excel make sure to be able to label a window:

Title bar	1 Tab	1 Group	1 Cell Name	Active Cell
Ribbon	1 Row	1 Column	Worksheet tab	Add a New Worksheet icon

Spreadsheet is a grid of rows and columns in which you enter text, numbers and the results of calculations

Worksheet is a computerized spreadsheet

Viewing options on Excel

Normal View shows the contents of the worksheet

Page Layout View shows how the worksheet will appear on the page or pages when they are printed

Page Break View displays the location of different page breaks within a worksheet

Different types of general data

Text Data combination of letters, numbers and some symbols which form words and sentences

Number Data numerical value which can be used in a mathematical calculation

Date and Time Data recognized formats for date and time values

When you press the tab key, you will move to the cell on the right side of the current cell.

To undo an action you can press the control key and “z” and to redo an action you can press control and “y”.

To bold Control B

To Underline Control U

To Save Control S

To Italicize Control I

The AutoFit option eliminates any empty space by matching the column to the width of its longest cell entry or the row to the height of its tallest entry found in the Format drop down menu.

Rows run from left to right on a spreadsheet and are labeled by numbers

Know the Access Window parts:

Title Bar Ribbon 1Tab 1Group Navigation Pane
 Record Locator

Views Object Tabs Status Bar Quick Access Toolbar

Microsoft Access manages databases

Info on Backstage View allows you to compact and repair the database

The Create tab on the ribbon holds commands for developing queries and tables, and the Reports group is located there.

