



Contents

Preface

Part I Searching and Processing Business Information	1
Unit 1 Search Engines	3
Unit 2 Word-processing and Mail Merge	19
Unit 3 Spreadsheet	49
Unit 4 Business Presentation	79
Unit 5 Adobe Reader	99
Unit 6 Photoshop	129
Part II Collection and Storage of Business Information	149
Unit 7 CD Burning	151
Unit 8 Printers	165
Unit 9 Scanners	171
Unit 10 Photocopiers	179
Unit 11 Ring Binders and Thermal Binders	187
Unit 12 Digital Cameras	193
Unit 13 Digital Video Camcorders	205
Part III Communications in Business	215
Unit 14 Fax Machines	217
Unit 15 Web-conferencing	229
Unit 16 Creating Web Pages: Dreamweaver	245
Glossary	261