

■ 高职高专“十二五” 商务英语系列教材

商务英语计算机应用

COMPUTER APPLICATIONS FOR BUSINESS ENGLISH

杨 明/编著



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PREFACE

For the past fifteen years, I've had many occasions to teach English computer science courses at the college level, and from this experience I have compiled some teaching materials that I know it will be a valuable resource for teachers and students alike. I have written this textbook for the vocational level college students who will be employed in an English cultural environment. This textbook is an attempt to encourage and expand the student's interest in computer science, and at the same time provide them with the necessary computer skills necessary to be successful in the work place.

This textbook is the third edition. The objective is to acquaint the students with both computer hardware and software skills that they will be able to apply in their future work environment. After the completion of this computer science course it is assumed the students will have acquired the necessary skills in Microsoft 2003 to successfully prepare, edit and print *Word* documents, plus design and prepare financial and other related spreadsheets using the *Excel* format. Many of our students will have careers in international trade and business, using their computer skills to prepare letters, invoices, contracts, financial documents and customs ledgers. They will be employed as business secretaries, customs' officials, and translators.

As mentioned, Microsoft Office Professional 2003 is a sophisticated and powerful tool, and I have emphasized two important parts: Word, and Excel, which can solve some of the most complex business issues found in the modern office place.

By the time most students attend college they have acquired an understanding of some basic computer skills. However in this textbook, students will be introduced to many more new hardware, and software applications that have been unfamiliar to them in the past. Further more I have compiled many illustrative examples, and resource materials, which I hope both the teacher and student will enjoy.

The textbook is devoted to Microsoft Word and Excel, organized in 28 practical teaching units, and each unit is suitable for 2 or 3 periods in a semester. However my teaching plan covers



54 periods with 3 classes each week. You can also add extra contents according to students' level.

During the past decade we have seen remarkable developments and achievements in the computer science field, especially when applied to office work. Microsoft Office has been continuously updated over the years, so it is very important for us to keep up with these improvements and apply these skills to our daily teaching work.

I would like to express my sincere thanks to the publisher who have undertaken the heavy task of this revision.

杨 明

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Unit 1

Creating, Saving Word Documents

Introduction

In this unit, you will learn to create, save, open, close and edit a Word document. We will not only learn the features of a clear document screen of Word, but the editing as well. Before continuing in this unit, make sure you have got beginning knowledge about computer hardware and software. At the end of this unit, you will learn computer processors and their specifications.

Objectives

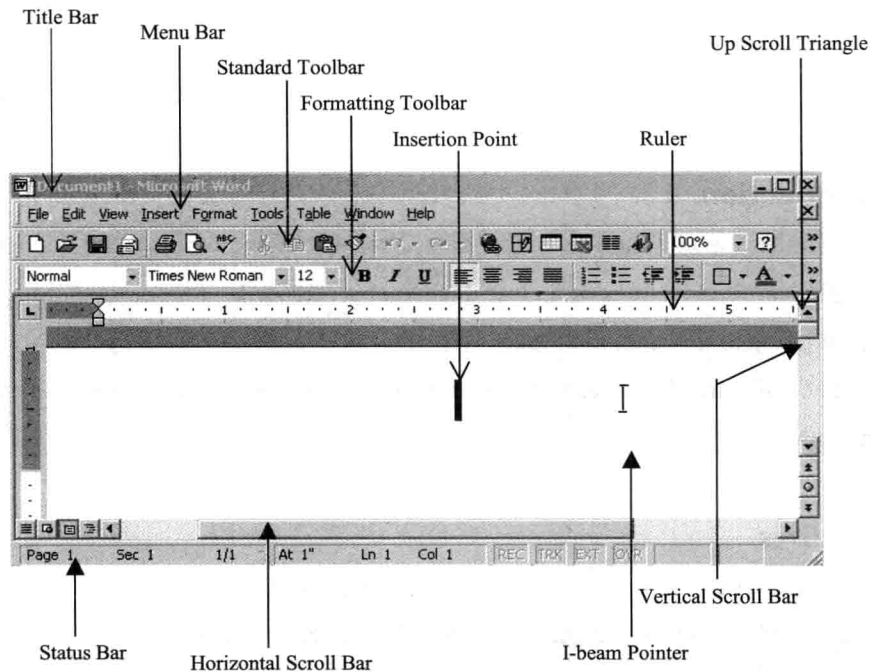
Upon successful completion of unit 1, you will be able to:

- ◇ Get to know a clear document screen including the features.
- ◇ Display and move toolbars.
- ◇ Create, save, name, open and close a Word document.
- ◇ Get to know the specifications of processor.



§ 1.1 Getting to Know the Clear Document Screen

A clear document screen of Word is shown below:



When Microsoft Word is open, a clear document screen displays. The features of the document screen are described below:

Feature	Description
Title Bar	The document name displays at the left side of the Title bar followed by the program name such as <i>Microsoft word</i> .
Menu Bar	The menu bar contains a list of options to manage and customize documents. Word functions and features are grouped into menu options. For example, functions to save, close, or open a new document are contained in the File option on the Menu bar.
Standard Toolbar	The Standard toolbar contains buttons that are shortcuts for the most popular commands. For example, buttons are available for opening and saving a document. Position the arrow pointer of button on the Standard toolbar and, after one second, a ScreenTip displays with the name of the button.
Formatting Toolbar	The Formatting toolbar contains buttons that can quickly apply formatting to text in a document such as bold, italics, and underlining. Position the arrow pointer on a button on the Formatting toolbar and, after one second, a ScreenTip displays with the name of the button.



(Continued)

Feature	Description
Ruler	Set margins, indents and tabs with the Ruler.
Status Bar	The Status bar displays information about the text in the document and whether certain working modes are active. The Status bar also displays the current location of the insertion point by page number, section number, line measurements, line count, and column position. At the right side of the Status bar, working modes are displayed. When a working mode is dimmed, it is inactive. When a working mode is active, it displays in black.

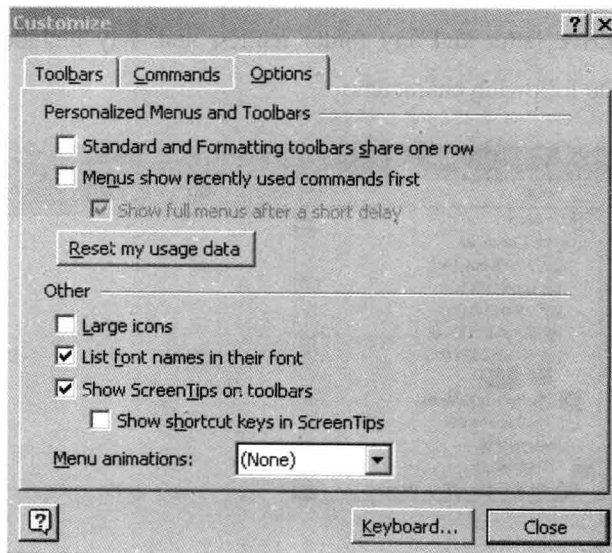
§ 1.2 Displaying and Moving Toolbars

The Standard and Formatting toolbars display below the Menu bar at the top of the screen. These toolbars may display side by side with only a portion of the buttons visible. To display the hidden buttons, click the More Buttons button displays a palette of buttons.

Practice:

The Standard and Formatting toolbars share one row

1. At a clear document screen, Click Tools, expand the drop-down menu by clicking the down-pointing arrows that display at the button of the menu, and then click Customize.



2. At the Customize dialog box, click the Options tab. (Skip this step if the Options tab is already selected.)



3. Click the *Standard and Formatting toolbars share one row* check box.


4. Click the Close button to close the dialog box.

To turn on or off the display of the Standard and Formatting toolbars

1. Position the mouse pointer anywhere on a toolbar, and then click the right mouse button.

2. At the drop-down menu that displays, click the toolbar name you want turned on or off.

Moving toolbars

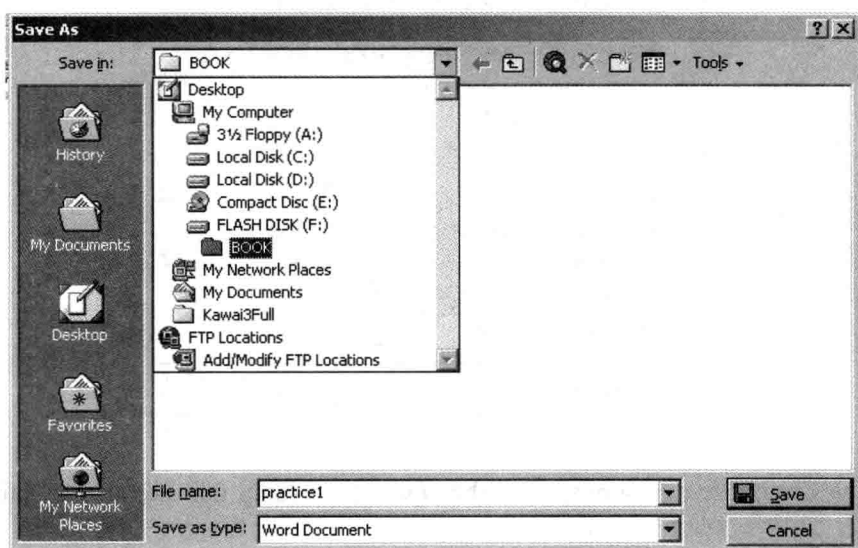
1. Position the mouse pointer on the left of the toolbar, the pointer becomes .

2. Drag the pointer to the desire location.

§ 1.3 Saving and Naming a Document

When you have created a document, the information will need to be saved on your disk or flash disk. A variety of methods can be used to save a document. You can save by clicking the Save button on the Standard toolbar; by clicking File and then Save; or with the shortcut command, Ctrl + S.

Document names created in Word and other suite applications can be up to 255 characters in length, including the drive letter and any folder names, and may include spaces. File names cannot include any of the following characters:





forward slash (/)	question mark (?)
backslash (\)	quotation mark (")
greater than sign (>)	colon (:)
less than sign (<)	semicolon (;)
asterisk (*)	pipe symbol ()

§ 1.4 Saving a Document with Save As

The Save As option is used to save a previously created document with a new name. For example, suppose your boss gives you a document named Market Funds, and he wants you to edit or modify it. In order to remain the previous edition and make some changes to another edition, you must use the Save As option. When you use the Save As option, Word displays the Save As dialog box where you can key a new name for the document.

Practice:

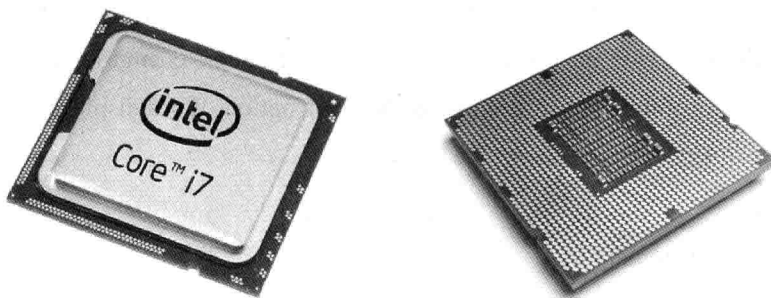
1. Open Word Document 01.
2. Save the document with Save As and name it Word C1.
3. Make the following changes to the document:
 - a. Delete the word *rare* in the first sentence of the first paragraph.
 - b. Delete % in the second sentence of the second paragraph and then key *percent*.
 - c. Delete the word *actually* in the last sentence of the second paragraph.
 - d. Delete the word *general* in the last sentence of the second paragraph.
 - e. Change the word *primary* in the first sentence of the third paragraph to *main*.
 - f. Delete the words *in this phase of the expansion* in the second sentence of the third paragraph.
 - g. Join the first and second paragraphs.
4. Save the document again with the same name.
5. Open Word Document 01 and Word C1 to check the differences.
6. Close Word C1.



§ 1.5 Reading Material

Processor

Your processor is the brain of your computer. It is also referred to as the microprocessor or CPU. It interprets all the instructions that it receives from various devices and then executes those instructions, such as telling your printer to print. The faster the processor, generally the faster the computer will usually be able to perform those instructions and tasks, thus games can play more smoothly and spreadsheets can calculate more quickly.



About this time last year Intel launched what was the fastest 45nm quad core CPU on the planet, the Intel Core 2 Quad QX9770. Well, guess what, Intel has done it again with the latest architectural achievement, the Core i7 Extreme 965. What the two have in common is that they both are based on Penryn cores, they both are 45 nanometer chips and they both run at a clock speed of 3.2GHz. After these things what you have is a whole new animal. Gone from this chip is the twelve megabytes of L2 cache, this is replaced by a third level of cache at 8MB. Slow and inefficient it is not. With the addition of an integrated memory controller, the memory bandwidth is expected to be huge by comparison to today's top of the line processors, somewhere close to two to three times the peak bandwidth. SMT(Simultaneous Multi Threading)has made a return on the Core i7 generation. This will enable the processor to run a total of eight threads at one time.

The Intel, Core i7 Processors appears to be the quickest on the market today in comparison to others. However, due to the rapid changes in technology on a daily basis, what happens to be the fastest today isn't necessarily the fastest tomorrow. The exceptional graphics, memory, and processing capability from the Core i7 processors also make them in all probability just the right



desktop computer systems for house use. It guarantees an exceptionally rapid digesting speed for multitasking computer function.

AMD is Intel's main competitor, and their CPUs are usually cheaper with similar speeds. They have been less popular because they had been found to be somewhat if not completely unstable because of their motherboards that tended to go awry. In the past couple of years, their reliability has become somewhat more significant, and most people believe that Intel and AMD have the fastest paced processors available.

Finding an ideal processor for your computer or laptop is not a daunting task. You just need to keep in mind some points that can further help you to make a proper decision regarding the right processor. AMD is a popular brand when it comes to computer or laptop processors. The AMD Athlon II X4 Quad Core processor is not the best in AMD family however it is really popular as it offers great amount of performance. Being a quad core CCPU, this device offers 4 times the punch and is even featured with great power to run any game or high end graphics. It even has the flexible AM2+/AM3 socket and is further compatible with different motherboards. Packed with performance enhancing technologies, the processor will actually take your computing experience to the zenith. For computer users, this simply means that they will be able to run the latest possible software without any slowdown that they may generally experience with the inferior processors.

The Intel Corporation produces multiple families of processors for desktop computers, laptops and netbooks. Each family consists of many individual processor models, each with their own features and performance capabilities. Clock speed, cores and cache are main specifications of processor. Clock speed is only one aspect that determines a processor's overall performance. Another is the number of cores included on the chip. The more cores, the more operations the processor can perform simultaneously. Cache memory is also a factor, supplying data to the processor much faster than RAM. For example, Intel® Core™ i7 Extreme Processors included 4 cores. The speed is 3.0 GHz, and cache memory is 8.0 MB.

Unit 2

Selecting Text and Deleting Text

Introduction

In this unit, you will learn to create, save, open, close and edit a Word document. The mouse and / or keyboard can be used to select a specific amount of text. Once you select the text, you can delete or perform other Word functions involving the selected text. Hard drive is the primary storage medium used with most personal computers today. All documents you created will be saved in hard disk. You will learn the hard disk feature by the end of this unit. The main features of a hard drive are storage capacity, rotational speed and interface.

Objectives

Upon successful completion of unit 2, you will be able to:

- ◇ Browse in a document.
- ◇ Move the insertion point with the keyboard.
- ◇ Insert and deleting text.
- ◇ Use different views.
- ◇ Save a document with Save As.
- ◇ Use the undo and redo buttons.
- ◇ Get to know hard drives and its specifications.



The mouse and / or keyboard can be used to select a specific amount of text. Once you select the text, you can delete or perform other Word functions involving the selected text. When text is selected, it displays as white text on a black background.

§ 2.1 Selecting Text with the Mouse and /or the Keyboard

You can use the mouse to select a word, line, sentence, paragraph, or the entire document. The selection bar is the space at the left side of the document screen between the left edge of the screen and the text. When the mouse pointer is positioned in the selection bar, the pointer turns into an arrow pointing up and to the right. The figures of selecting with the mouse are below:

To select	Complete these steps using the mouse
A word	Double-click the word
A line of text	Click in the selection bar to the left of the line
Multiple lines of text	Drag in the selection bar to the left of the lines
A sentence	Hold down the Ctrl key, then click anywhere in the sentence
A paragraph	Double-click in the selection bar next to the paragraph or triple-click anywhere in the paragraph
Multiple paragraphs	Drag in the selection bar
An entire document	Triple-click in the selection bar

To select an amount of text other than a word, sentence, or paragraph, position the I-beam pointer on the first character of the text to be selected, hold down the left mouse button, drag the I-beam pointer to the last character of the text to be selected, and then release the mouse button. You can also select all text between the current insertion point and the I-beam pointer. To do this, position the insertion point where you want the selection to begin, hold down the Shift key, lick the I-beam pointer at the end of the selection, and then release the Shift key. To cancel a selection using the mouse, lick anywhere in the document screen outside the selected text.

To select a specific amount of text using the keyboard, use the Extend Selection key, F8, along with the arrow keys. When you press F8, the extend selection mode is turned on and the EXE mode button on the Status bar displays in black letters. (You can also turn on the extend selection mode by double-clicking the EXE mode button of the Status bar.) As you move the insertion point through text, the text is selected. If you want to cancel the selection, press the Esc