



BTT 101

Grade 9 Information and Communication Technology in Business

**Ancaster Secondary
School**

Business Department

Information and Communication Technology in Business

This is an excellent course providing students with practical exposure to the common business software packages of:

- Word
- Excel
- FileMaker Pro
- PowerPoint
- MS Publisher
- Web Design

These software packages provide tremendous benefits to students for all their academic studies at Ancaster High and beyond.



COURSE CONTENT

MS Office

- Word (word processing)
- PowerPoint (presentations)
- Excel (spreadsheets)
- Filemaker Pro (database management)
- MS Publisher (desktop publishing)

Web Page Design

- HTML

Internet

- Proper use and search techniques



Microsoft Excel



Microsoft Publisher



Microsoft Access



Microsoft PowerPoint



Microsoft Word



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