



## Recommendations of Hardware

To operate Microsoft Office, one needs to have a disk containing all the mobile apps useful in Microsoft Office. Ideally, computer literacy allows a user to understand different formats that work in the applications and the base requirements to run them effectively. Therefore, one can easily upgrade the necessary hardware and device ways to back up developed files in secondary storage. Using the standard version of Microsoft Office is highly recommended as it slims down the storage requirements and offers enough workspace to develop, save and secure files (Parashar & Hariri, 2018). Microsoft Office operates under a database accessible to its application parts. Relational databases are useful in creating the formats in which data must be presented.

## Variables and Deliverables

In ideal situations, Microsoft apps are used to collect data and process it. Projects start with a non-tangible input while activities are assigned, executed, and controlled as parts of the project. Data and information collection consider variables like the intent to collect data, analysis instructions, and format requirements. It is through these variables that one creates a set of deliverables and sets timelines to achieve them.

## Priorities and Goals

Using Microsoft Office is primarily aimed at collecting and organizing data in ways that meet the management requirements of a given team. Each team has a set of objectives and key results to look up to, designed in order of necessity (Toelle, 2021). For instance, reading through instructions and the breakdown of deliverables is a priority. Similarly, acquiring the variables to use in each deliverable step is prioritized and enhanced with teamwork to drive results toward a given direction. Therefore, the track of results helps a team establish far-reaching goals with simple deliverables prioritized for each day.

# Study Guide To Accompany Computer Concepts And Applications

**Gary B. Shelly, James Hill**



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