**Available Technology**

Hardware

Desktop Computers Used for data processing in class

Printer Used for printing files and documents

**Inkject Printer Used for printing in color**

Keyboard Used for selecting commands and entering text

Mouse Used for selecting commands

**Cable Modem Used for connecting to the Internet**

CD-ROM drive Used for running programs.

CD-RW drive Used for storing data

Laptop Computers Used for data processing outside of class

Software

Microsoft Word Used for word processing

Microsoft Excel Used for spreadsheet data processing

Microsoft PowerPoint Used for creating presentations

Microsoft Publisher Used for desktop publishing

Microsoft Outlook Used for communications

**Internet Explorer Used for browsing the Internet**

Microsoft Access Used for database management

**Microsoft Photo Editor Used for viewing and modifying digital photos**

**Microsoft Windows Used for controlling hardware and software**