ASIA PACIFIC UNIVERSITY COLLEGE

PRACTICAL IT SKILLS (PITS)

(DIPLOMA)

INDIVIDUAL ASSESSMENT

MS-WORD DOCUMENTATION (25%)

CLASS & CODE: BM012-4-0-EAP

UCDF1310 E&E/ICT{SE}/ICT/BIT/ACC

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Number of Words: 3,200

Acknowledgements:

First and for most, I would like to say Thank you to my dearest Lecturer Mrs Akansha Mandhana for teaching me and making sure that I understood well. And also, supervising me step by step until I finished all assignments that I was required to do in the first place. After having said that, the following is my documentation about the explanations on Ms Excel.

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Microsoft Excel

Is a computer program in which figures arranged in the rows and columns of a grid can be manipulated with the use of formulas and used in calculations.

Contents of Microsoft Excel

The following are a list of contents that are available in Microsoft Excel;

1. Tool bars
   a. Title Bar.
   b. Menu Tool bar.
   c. Standard Tools bar.
   d. Formatting Tools bar.
   e. Function bar
   f. Status Bar.
2. Worksheet.
3. Charts and Diagrams.
4. Other contents are the same as those in Microsoft Word and Access.

The following is a picture that illustrates what has been mentioned above;

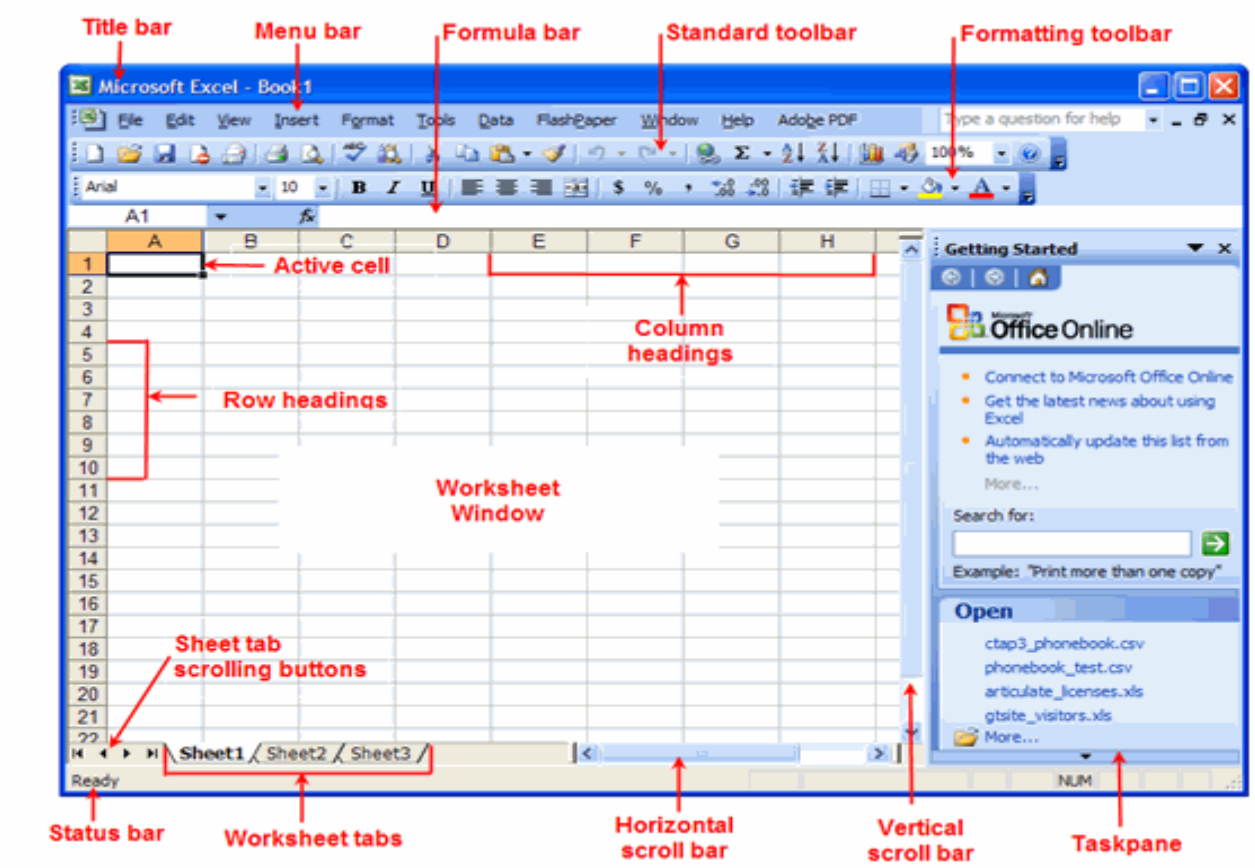


Figure 1: Contents of Microsoft Excel

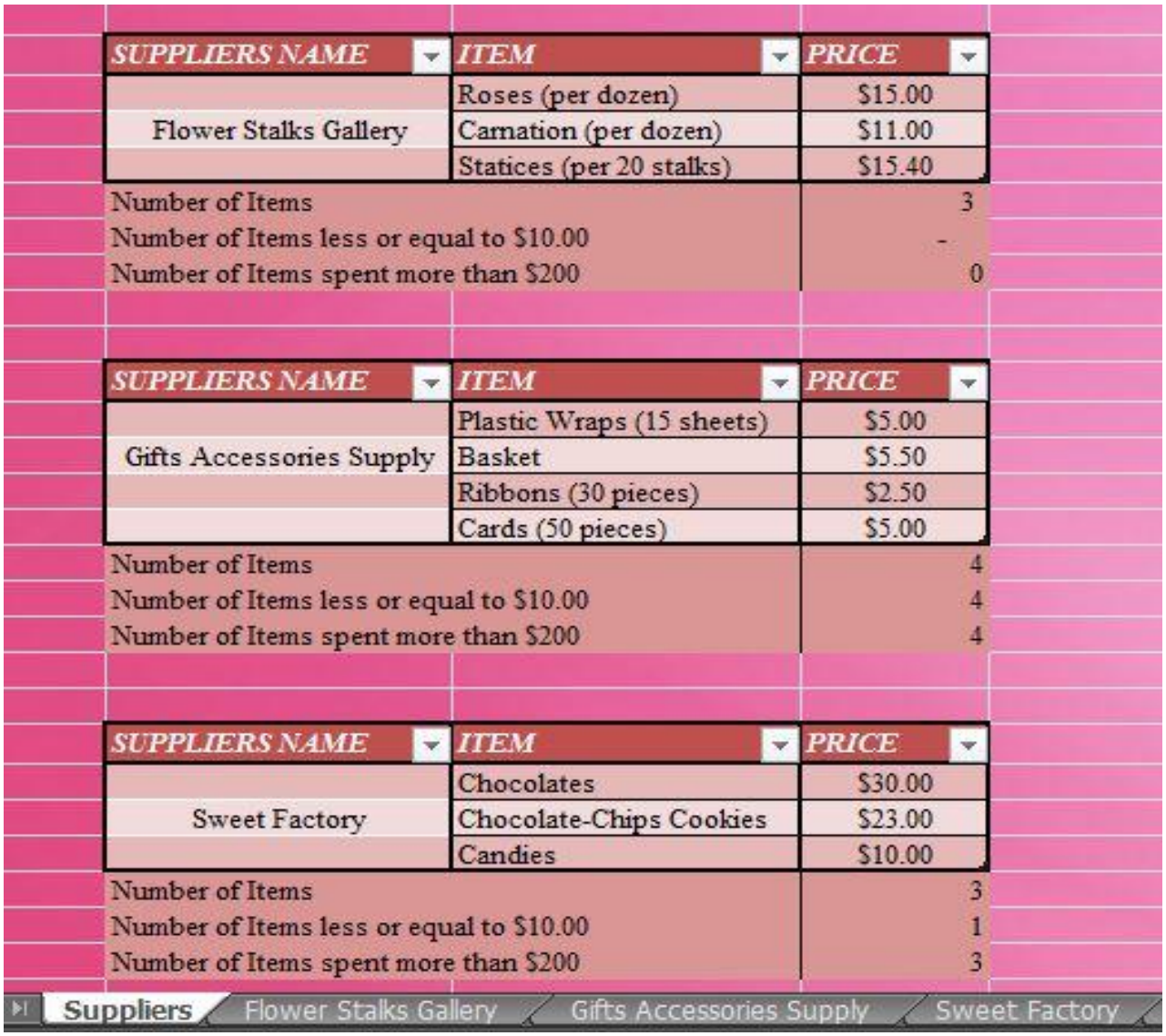
1.1 How to Implement a Formula

In order to implement a formula you must select the sell where you want to implement it, then start typing it and then click Enter.

1.1.0 Suppliers Worksheet

This is the worksheet that contains tables of all three sheets.

The following is a picture showing the screenshot of the Suppliers worksheet;



SUPPLIERS NAME	ITEM	PRICE
Flower Stalks Gallery	Roses (per dozen)	$15.00
	Carnation (per dozen)	$11.00
	Statices (per 20 stalks)	$15.40
Number of Items		3
Number of Items less or equal to $10.00		-
Number of Items spent more than $200		0

SUPPLIERS NAME	ITEM	PRICE
Gifts Accessories Supply	Plastic Wraps (15 sheets)	$5.00
	Basket	$5.50
	Ribbons (30 pieces)	$2.50
	Cards (50 pieces)	$5.00
Number of Items		4
Number of Items less or equal to $10.00		4
Number of Items spent more than $200		4

SUPPLIERS NAME	ITEM	PRICE
Sweet Factory	Chocolates	$30.00
	Chocolate-Chips Cookies	$23.00
	Candies	$10.00
Number of Items		3
Number of Items less or equal to $10.00		1
Number of Items spent more than $200		3

Suppliers | Flower Stalks Gallery | Gifts Accessories Supply | Sweet Factory

Figure 2: Suppliers Worksheet.

The tables above as seen, are

- Flower Stalks Gallery.
- Gifts Accessories Supply.
- Sweet Factory.

All under the “Gifts To Give House.”

1.1.1 Flower Stalks Gallery

The following are a series of pictures showing formulas that were implemented in one of the cells for a specific function for the Flower Stalks Gallery Table;

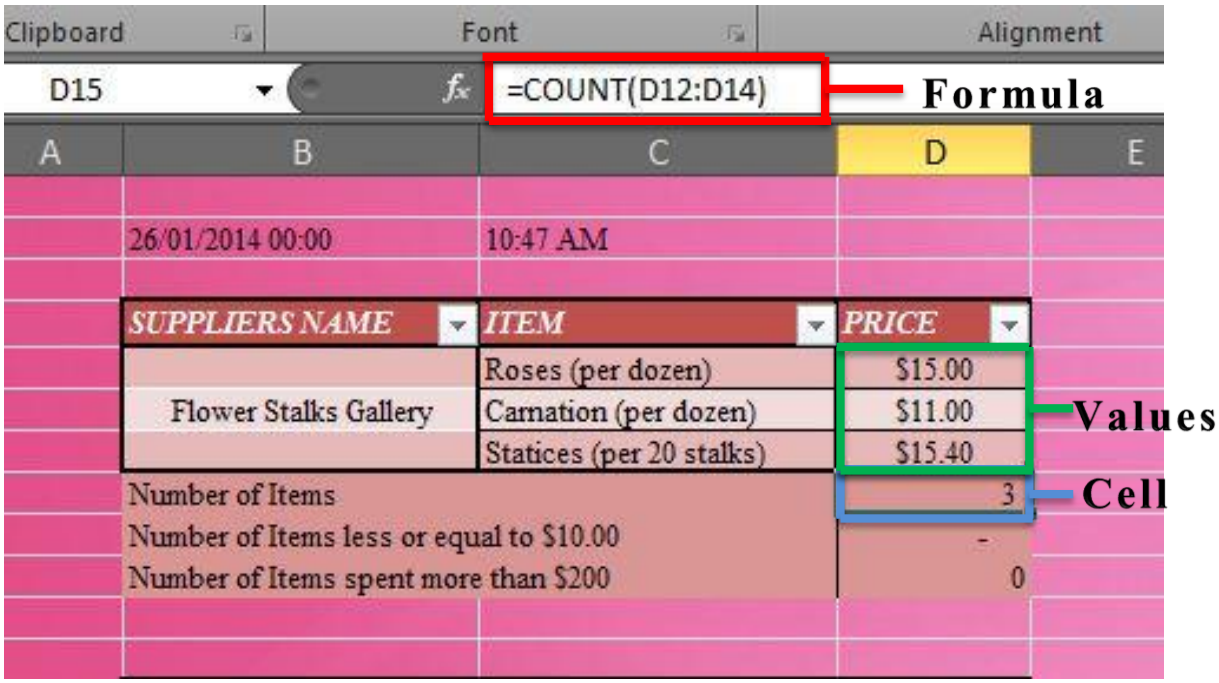


Figure 3: Number of Items- Flower Stalks Gallery

The Formula **=COUNT(D12:D14)** illustrates that the values **$15.00, $11.00** and **$15.40** have been **COUNTED** as single values hence the answer was **3**

SIMPLY: =COUNT(D12:D14) = 3

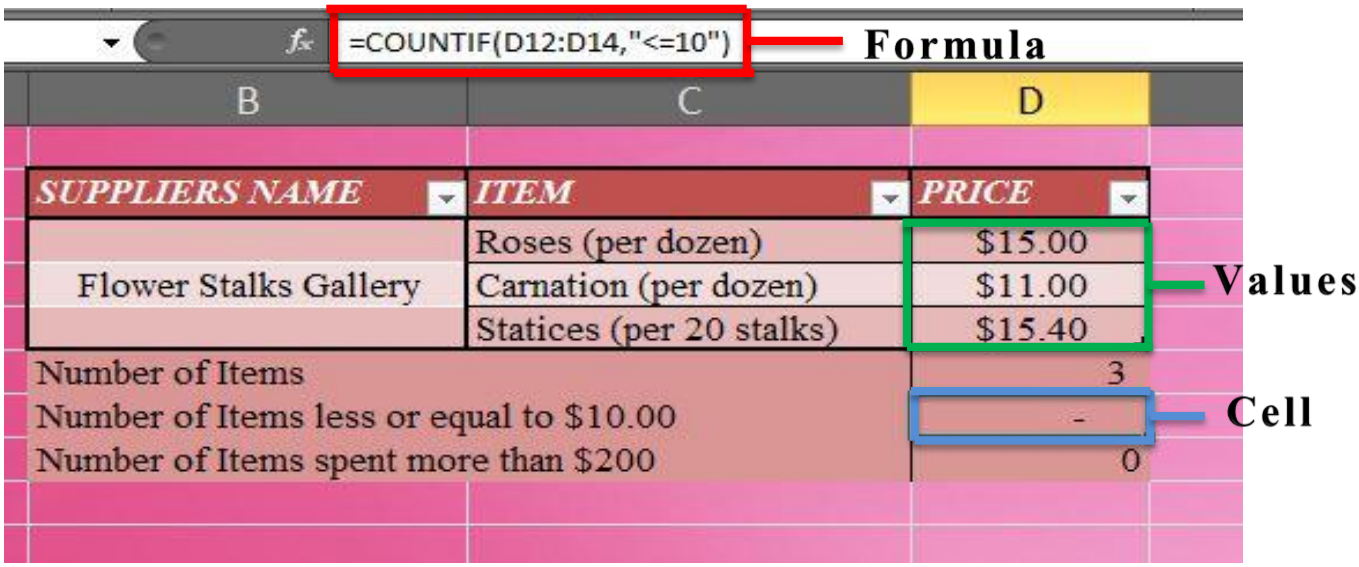


Figure 4: Number of Items Less or equal to $10.00- Flower Stalks Gallery

The Formula **=COUNTIF(D12:D14, "<=10")** illustrates that the values **$15.00, $11.00** and **$15.40** have been **VALUED** to see if either one of them is less or equal to $10.00 and hence, there are none **0**

SIMPLY: =COUNTIF(D12:D14, "<=10") = 0

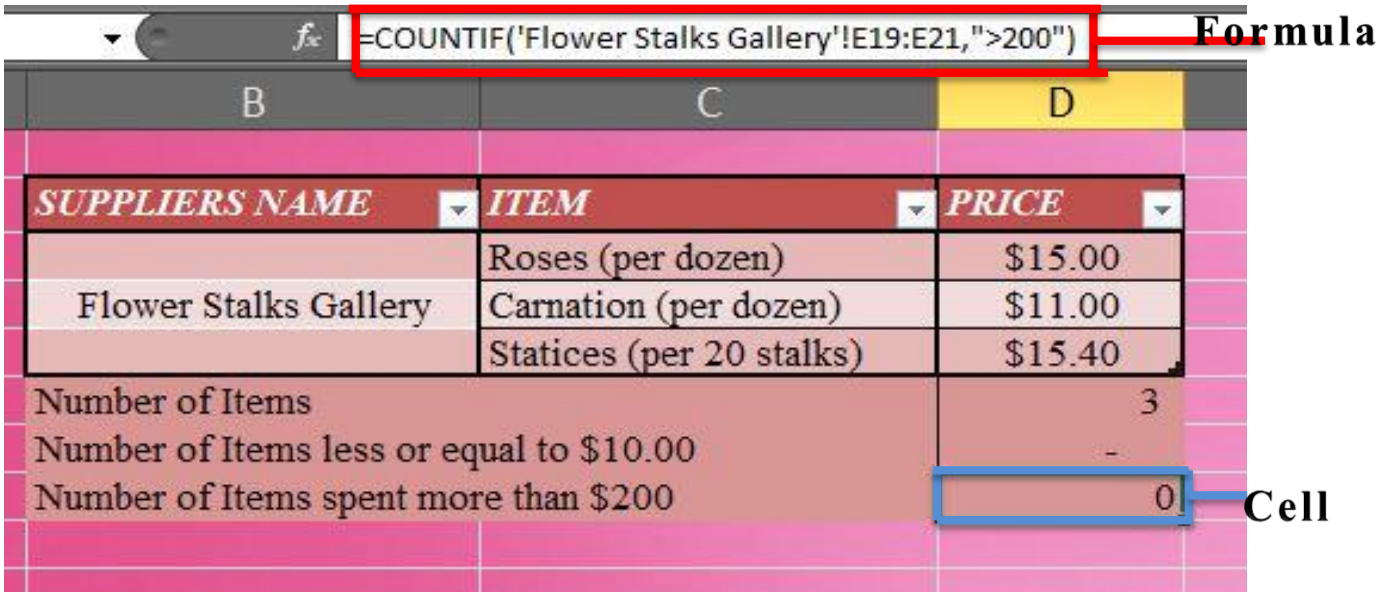


Figure 5: Number of Items spent more than $200- Flower Stalks Gallery

Figure 6: Values of Flower Stalks Gallery

The Formula **=COUNTIF('Flower Stalks Gallery'!E19:E21, ">200")** illustrates that the values **$33.75, $0.00** and **$64.17** have been **COMPARED** to see if either one of them was spent more than $200 and hence, there are none **0**.

In this formula, the use of **!** relates the values from a different sheet to the current one as shown in figures 4 and 5.

SIMPLY: =COUNTIF('Flower Stalks Gallery'!E19:E21, ">200") = 0

1.1.2 Gifts Accessories Supply

The following are a series of pictures showing formulas that were implemented in one of the cells for a specific function for the Gifts Accessories Supply Table;

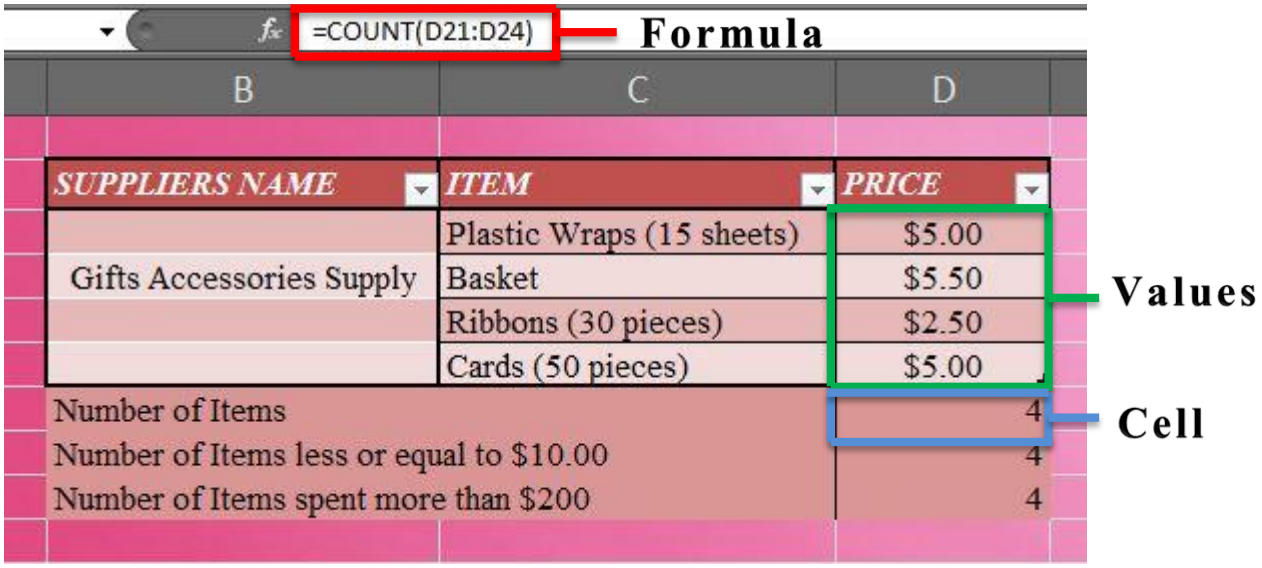


Figure 7: Number of Items- Gifts Accessories Supply

The Formula **=COUNT(D21:214)** illustrates that the values **$5.00, $5.50, $2.50** and **$5.00** have been **COUNTED** as single values hence the answer was **4**

SIMPLY: =COUNT(D12:D14) = 4

Figure 8: Number of Items less or equal to $10.00- Gifts Accessories Supply

The Formula **=COUNTIF(D21:D24, "<=10")** illustrates that the values **$5.00, $5.50, $2.50** and **$5.00** have been **VALUED** to see if either one of them is less or equal to $10.00 and hence, all of them are less than $10 giving a value of **4**

SIMPLY: =COUNTIF(D21:D24, "<=10") = 4

=COUNTIF('Gifts Accessories Supply'!D13:D16,">200") Formula

B	C	D
SUPPLIERS NAME	ITEM	PRICE
	Plastic Wraps (15 sheets)	$5.00
Gifts Accessories Supply	Basket	$5.50
	Ribbons (30 pieces)	$2.50
	Cards (50 pieces)	$5.00
Number of Items		4
Number of Items less or equal to $10.00		4
Number of Items spent more than $200		4

Cell

Figure 9: Number of Items spent more than $200- Gifts Accessories Supply

TAX	TOTAL PRICE
$25.00	$525.00
$27.50	$577.50
$12.50	$262.50
$28.50	$598.50
Total Accessory Price	$1,963.50

Values

Figure 10: Values of Gifts Accessories Supply

The Formula **=COUNTIF('Gifts Accessories Supply'!D13:D16, ">200")** illustrates that the values **$525.00, $577.50, "262.50** and **$598.50** have been **COMPARED** to see if either one of them was spent more than $200 and hence, all four are greater than $200 giving the value of **4**.

In this formula, the use of **!** relates the values from a different sheet to the current one as shown in figures 9 and 10.

SIMPLY: =COUNTIF('Gifts Accessories Supply'!D13:D11, ">200") = 4

1.1.3 Sweet Factory

The following are a series of pictures showing formulas that were implemented in one of the cells for a specific function for the Sweet Factory Table;

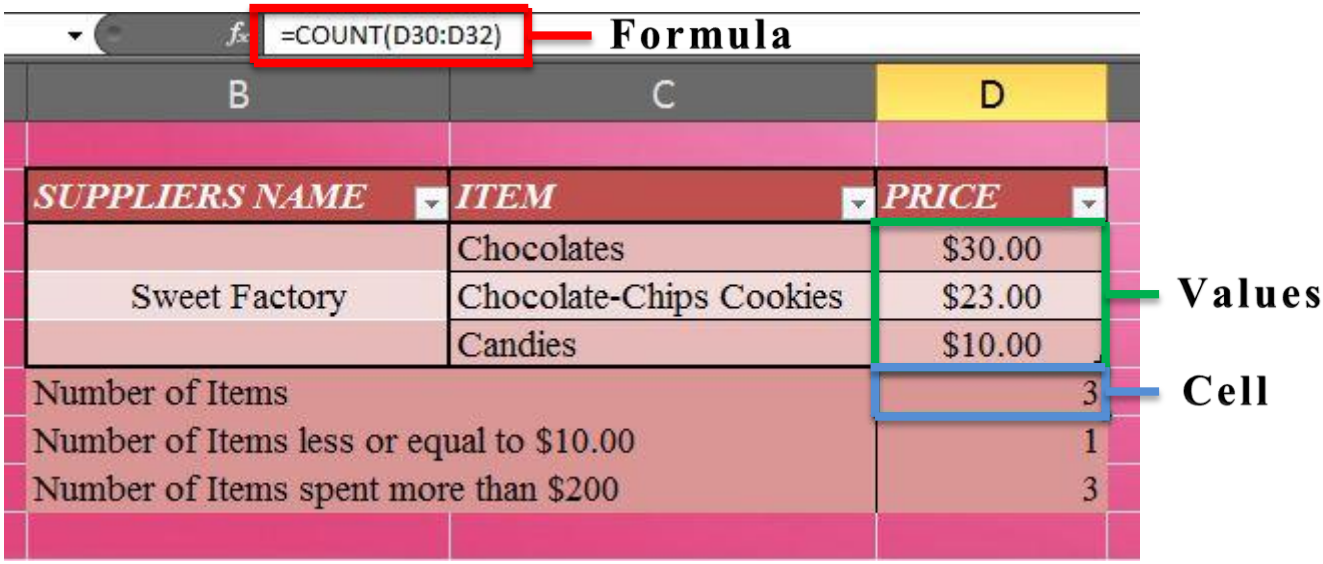


Figure 11: Number of Items- Sweet Factory

The Formula **=COUNT(D30:D32)** illustrates that the values **$30.00, $23.00** and **$10.00** have been **COUNTED** as single values hence the answer was **3**

SIMPLY: =COUNT(D30:D32) = 3

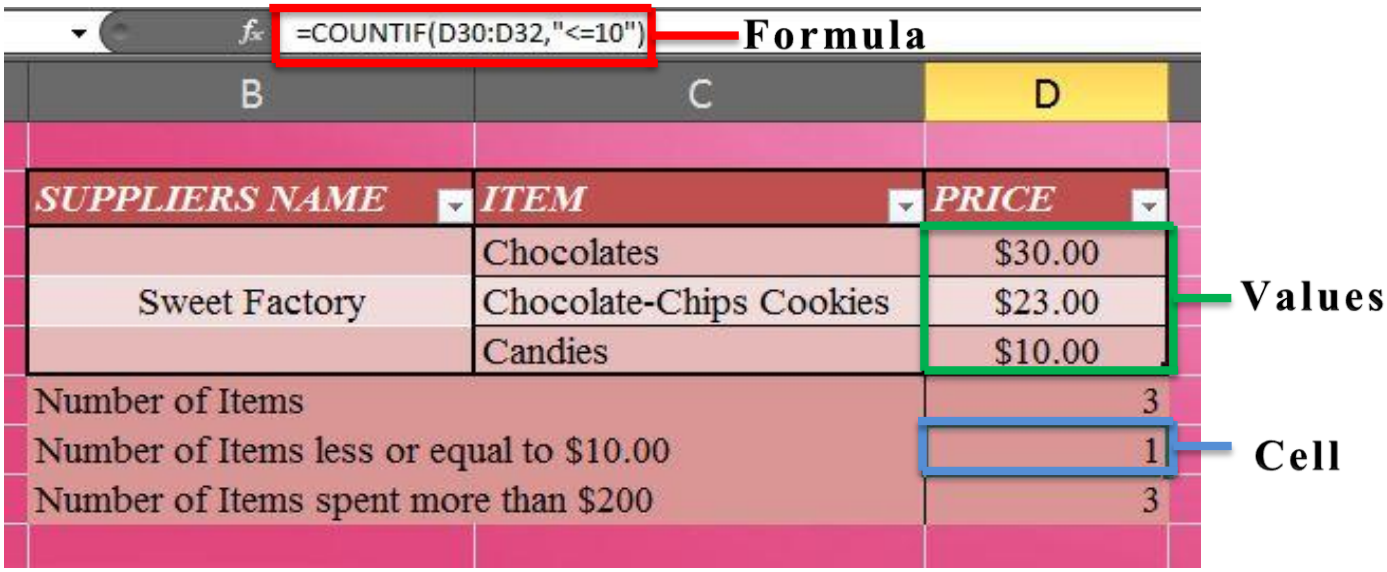


Figure 12: Number of Items less or equal to $10.00- Sweet Factory

The Formula **=COUNTIF(D30:D32, "<=10")** illustrates that the values **$30.00, $23.00** and **$10.00** have been **VALUED** to see if either one of them is less or equal to $10.00 and hence, only one of them is less than $10 giving a value of **1**

SIMPLY: =COUNTIF(D30:D32, "<=10") = 1

Figure 13: Number of Items spent more than $200- Sweet Factory

Figure 14: Values of Sweet Factory

The Formula **=COUNTIF('Sweet Factory!D11:D13, ">200")** illustrates that the values **$2850.00, $2185.00** and **$950.00** have been **COMPARED** to see if either one of them was spent more than $200 and hence, all four are greater than $200 giving the value of **3**.

In this formula, the use of **!** relates the values from a different sheet to the current one as shown in figures **13** and **14**.

SIMPLY: =COUNTIF('Sweet Factory'!D11:D13, ">200") = 3

1.2.0 Flower Stalks Gallery

This is the Worksheet that contains the details and formulas of Flower Stalks Gallery specifically.

The following screenshot shows the Worksheet of the Flower Stalks Gallery and its details.

Gifts 2 Give House
we have what you need

22/02/2014 00:00 10:47 AM

FLOWER TYPE	BLUE STALKS	PINK STALKS	PURPLE STALKS	RED STALKS	WHITE STALKS	YELLOW STALKS
Rose	N/A	6	N/A	6	15	N/A
Carnation	N/A	0	28	39	24	23
Statice	13	11	7	N/A	3	16

FLOWER TYPE	NUMBER OF STALKS	FREE STALKS	PRICE	REMARKS
Rose	$27.00	0	$33.75	
Carnation	$114.00	0	$0.00	minimal of 10 dozens must be ordered
Statice	$50.00	N/A	$64.17	
		Total price	$97.92	

FLOWER TYPE	MINIMUM NUMBER
Rose	24
Carnation	120
Statice	20

Figure 15: Flower Stalks Gallery Worksheet

FLOWER TYPE	NUMBER OF STALKS	FREE STALKS	PRICE	REMARKS
Rose	$27.00	0	$33.75	
Carnation	$114.00	0	$0.00	inimal of 10 dozens must be ordered
Statice	$50.00	N/A	$64.17	
		Total price	$97.92	

Figure 16: Formulas of Flower Stalks Gallery

The following are Illustrations of the ***figure 16.*** As per the colours shown.

Number of Stalks: ***eg: Sum of Rose Stalks: SUM=(C11:H11)***

- This shows the summation of all the Stalks shown in ***figure 15*** (Blue Stalks, Pink Stalks, Purple Stalks Red Stalks White Stalks and Yellow Stalks) of the Rose, Carnation and Statice Flower types.

Free Stalks: ***eg: Free Stalks of Rose Stalks: =IF(C17>=36,INT(11/12-2),"0")***

- This shows the number of the free stalks given after buying the Stalks. So, as for Rose Stalks, there are no Free Stalks because the buyer didn't buy the minimal number of Stalks that can get you a free Stalk which in this case is ***36***

Price of the Stalks: ***eg: Price of the Rose Stalks: =IF(C17>=C24,C17/12*Suppliers!D11,)***

- This the Price of all the Stalks bought for the Red Stalks. But, here, the Price should be related to the ***Suppliers Worksheet*** in order to get the answer as shown in the formula above.
- The Total Price of all the Rose Stalks bought is calculated by the summation formula which will give the value of ***Rose Stalks, Carnation and Statice*** (***SUM=(E17:E19)***)

Remarks: ***eg: Remarks of Rose Stalks: =IF(C17>0,IF(C17<$C$24,"minimal of 2 dozens must be ordered",""),"")***

- Remark is like a reminder, if customers brought Rose less than 20 dozen it will remind the customer that the minimum item to be brought Is 20, the minimum of Carnation is 10 and for Statice is 30 Stalks minimum to be ordered

1.2.1 Gifts Accessories Supply

This is the Worksheet that contains the details and formulas of Gifts Accessories Supply specifically.

The following screenshot shows the Worksheet of the Gifts Accessories Supply and its details.

Gifts 2 Give House
we have what you need

25/02/2014 10:47 AM

ACCESSORY TYPE	PACKAGE QTY	PRICE	TAX	TOTAL PRICE
Plastic Wraps	100	$500.00	$25.00	$525.00
Basket	100	$550.00	$27.50	$577.50
Ribbons	100	$250.00	$12.50	$262.50
Card	114	$570.00	$28.50	$598.50
			Total Accessory Price	$1,963.50

EXTRA CHARGES	PERCENT
Tax	5%
Delivery	5%

Total Accessory Price	$1,963.50
Delivery Price	98.175
Total Price	$2,061.68

Figure 17: Gifts Accessories Supply Worksheet

Price: eg: =SUM(C11*Suppliers!$D$20)

Tax: eg: =SUM(D11*$C$19)

Total Price: eg: =SUM(D11+E11)

Total Accessory Price: =SUM(F11:F14)

Total Price: =SUM(C23:C24)

1.2.3 Sweet Factory

This is the Worksheet that contains the details and formulas of Sweet Factory specifically.

The following screenshot shows the Worksheet of the Sweet Factory and its details.

Figure 18: Sweet Factory Worksheet

Price: eg: =SUM(C11*Suppliers!$D$30)

Discounted Prices: =IF(D11>=1000,D11-D11*$C$20,IF(D11>=800,D11-D11*$C$19,IF(D11>=500,D11-D11*$C$18,0)))

Total Price: =SUM(C23:C24)

Total Price after Discount: =SUM(E11:E13)

2.0 Conditional Formatting Explanation

Select **"Conditional Formatting"** from the Formatting Tools Bar

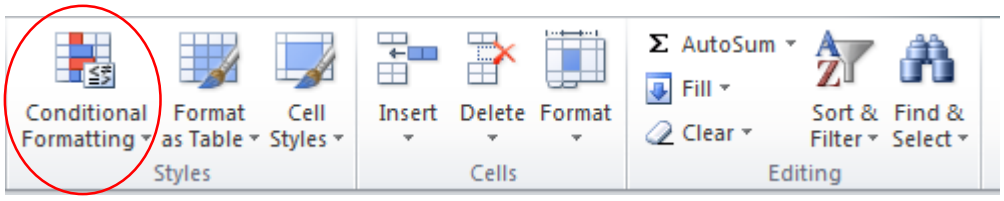


Figure 19: Conditional Formatting- Image 01

Then select **"Highlight Cells Rules"** and then choose **"Between"**

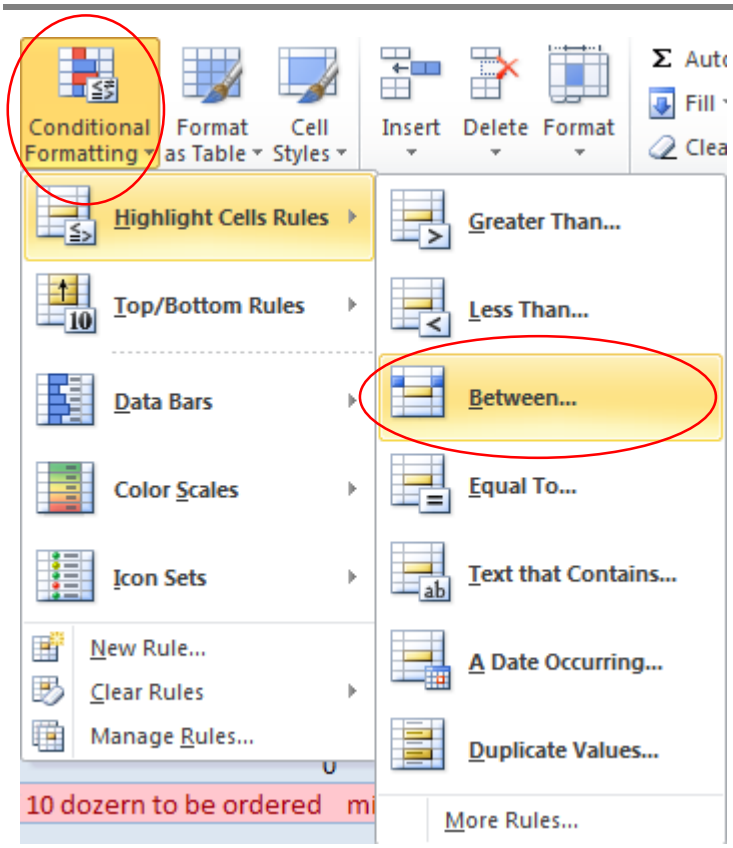


Figure 20: Conditional Formatting- Image 02

Type in the range that is required and then choose the colour of fill that you prefer. These can be changed and customized at any moment.

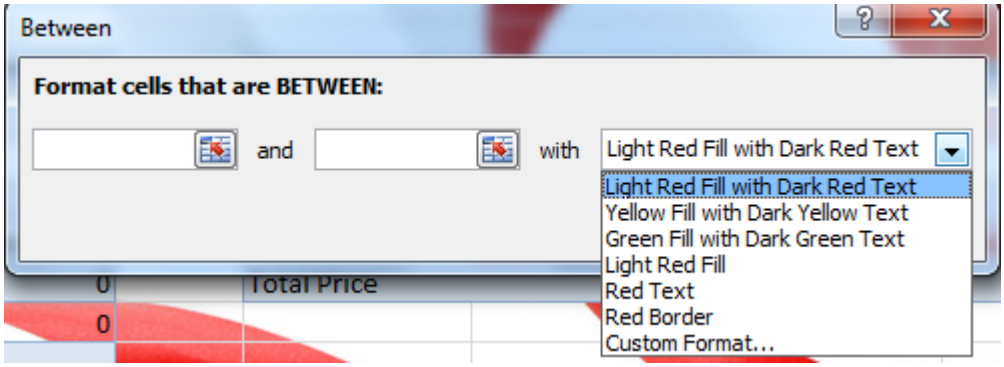


Figure 21: Conditional Formatting- Image 03

3.0 Data Validation Explanation

This is used to show the important messages that could not be added to the worksheet tables directly for example; "**Package QTY** Must be a whole number and (greater or equal) to 0"

Select "Data Validation" from the Formatting Tools Bar

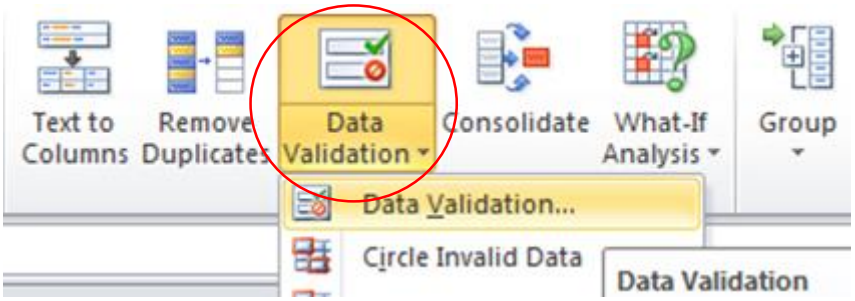


Figure 22: Data Validation- Image 01

Choose the required criteria according to the question from the "Allow" criteria.

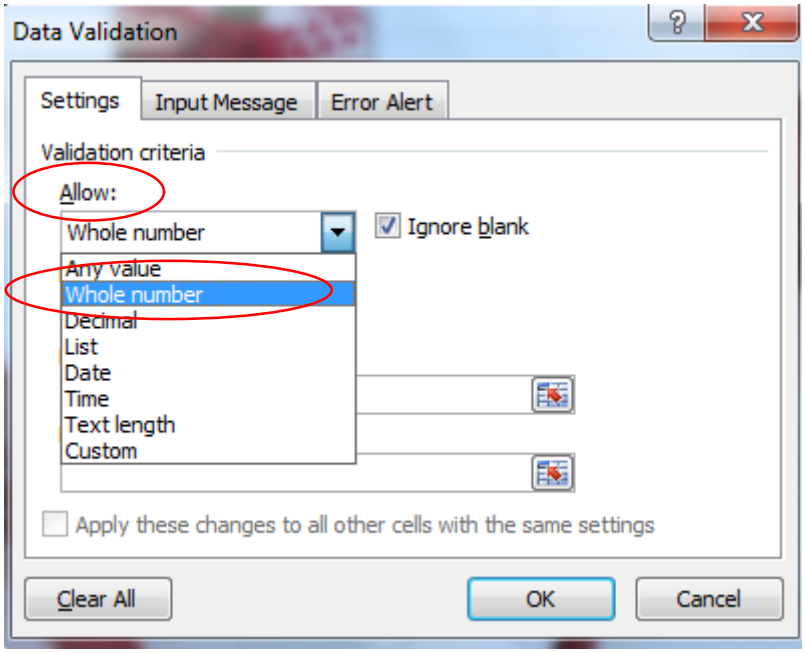


Figure 23: Data Validation- Image 02

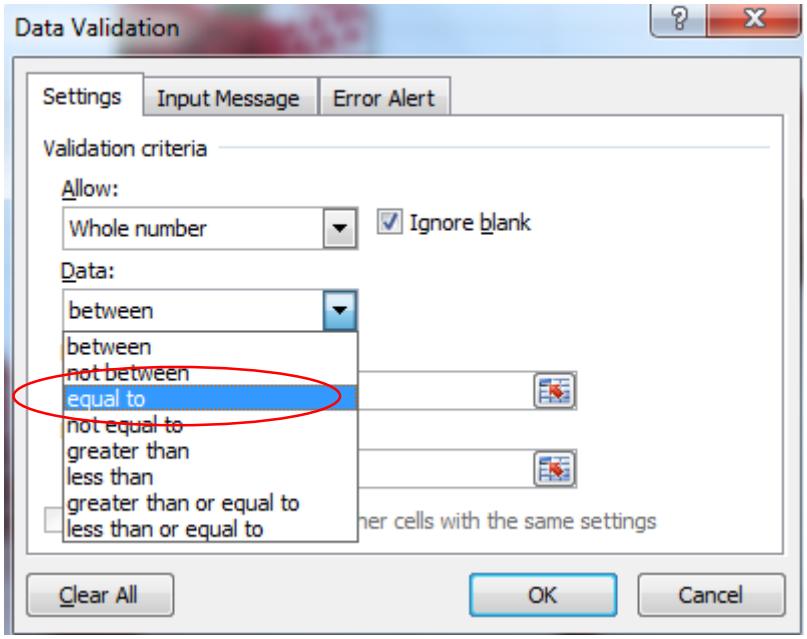


Figure 24: Data Validation- Image 03

Input the required message reminder for example; "**Price** Must be a whole number and (greater or equal) to 0"

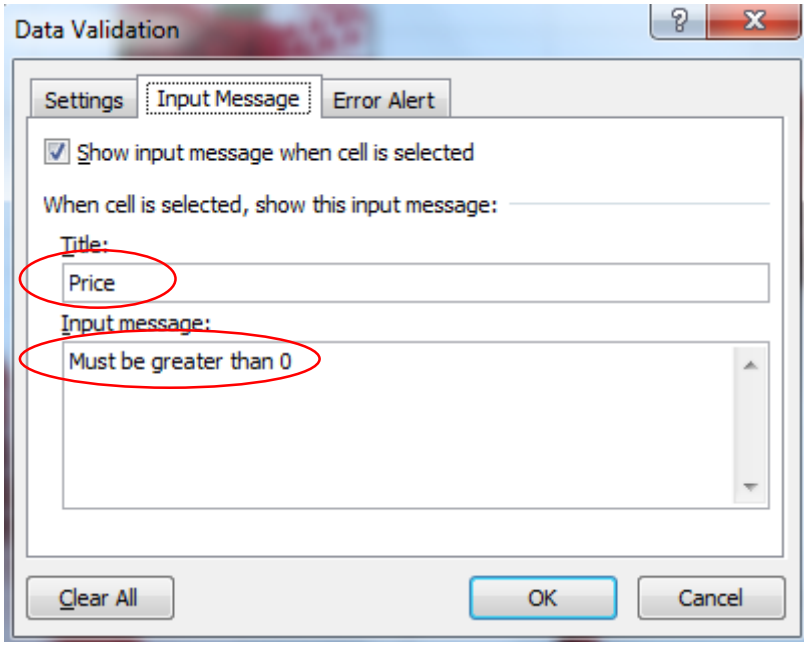


Figure 25: Data Validation- Image 04

4.0 Absolute Reference Explanation

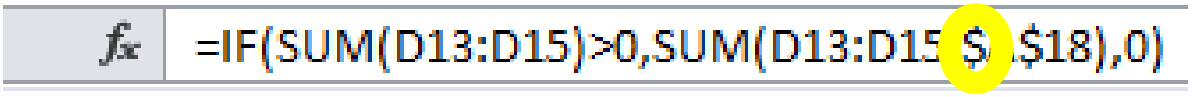


Figure 26: Absolute Reference

- Absolute reference is used when you want to find a constant of a particular cell.
- The symbol of the absolute reference is $
- It locked either the column or the row.
- If the formula or function is copied and pasted, the value that you set as an absolute reference doesn't change at all.

5.0 Password Protection on a Worksheet

This is the Command used to implement a Password to a Worksheet in order to protect it from data being changed or altered, deletion of data, theft of information and many more.

Click to open,**" Review"** on the Formatting Tools Bar then choose **"Protect Sheet"** and type in your preferred password for example; **"abc123"**

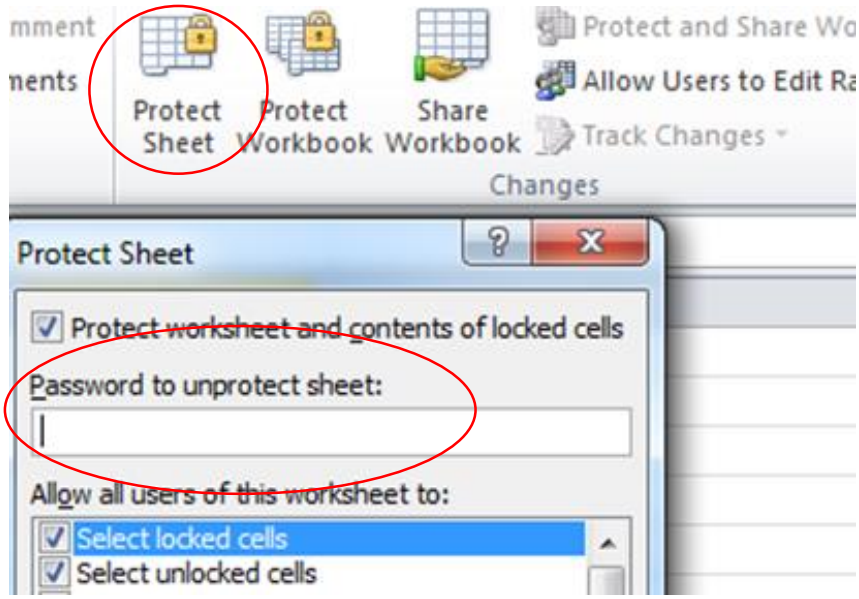


Figure 27: Password Protection on a Worksheet

6.0 How to Save a Template

By saving your document as a **"Template"**, it helps save all changes made to the General Workbook but for all Worksheets and not each individually.

On the Menu Bar, Click **"File"** and go to **"Save As"** as shown below.

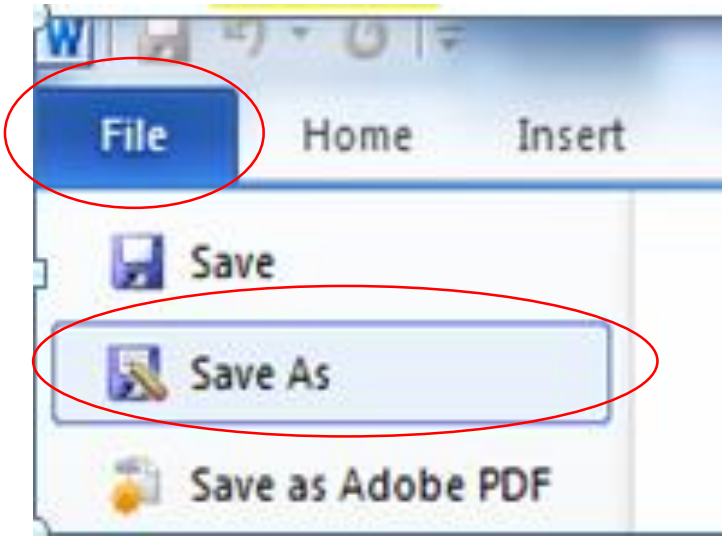


Figure 28: How to Save a Template- Image 01

Then after having done that, choose **"Word Template"** from the options provided in the **"Drop-down Menu"** and then click **"Ok"**

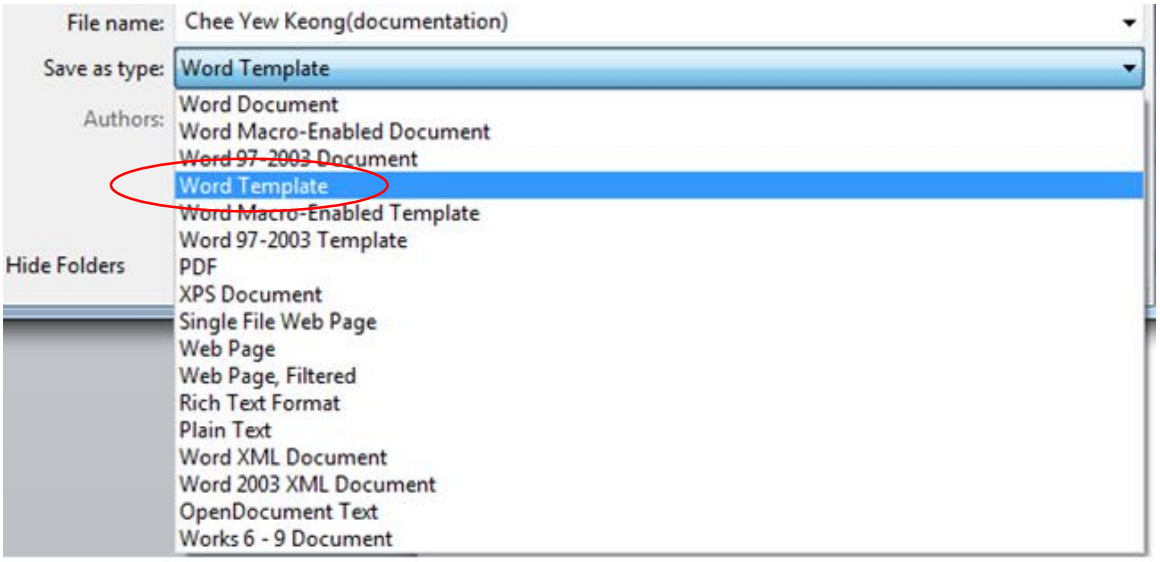


Figure 29: How to Save a Template- Image 02

7.0 Charts

The Following are screenshots of the Charts generated for the three (3) Companies explained in the beginning *(Flower Stalks Gallery, Gifts Accessories Supply and Sweet Factory)*

7.0.0 Charts Worksheet

A screenshot of the **"Charts Worksheet"** showing all three (3) charts together.

Figure 30: Charts Worksheet

7.0.1 Flower Stalks Gallery Chart

The following is a screenshot of the **"Flower Stalks Gallery Chart"**

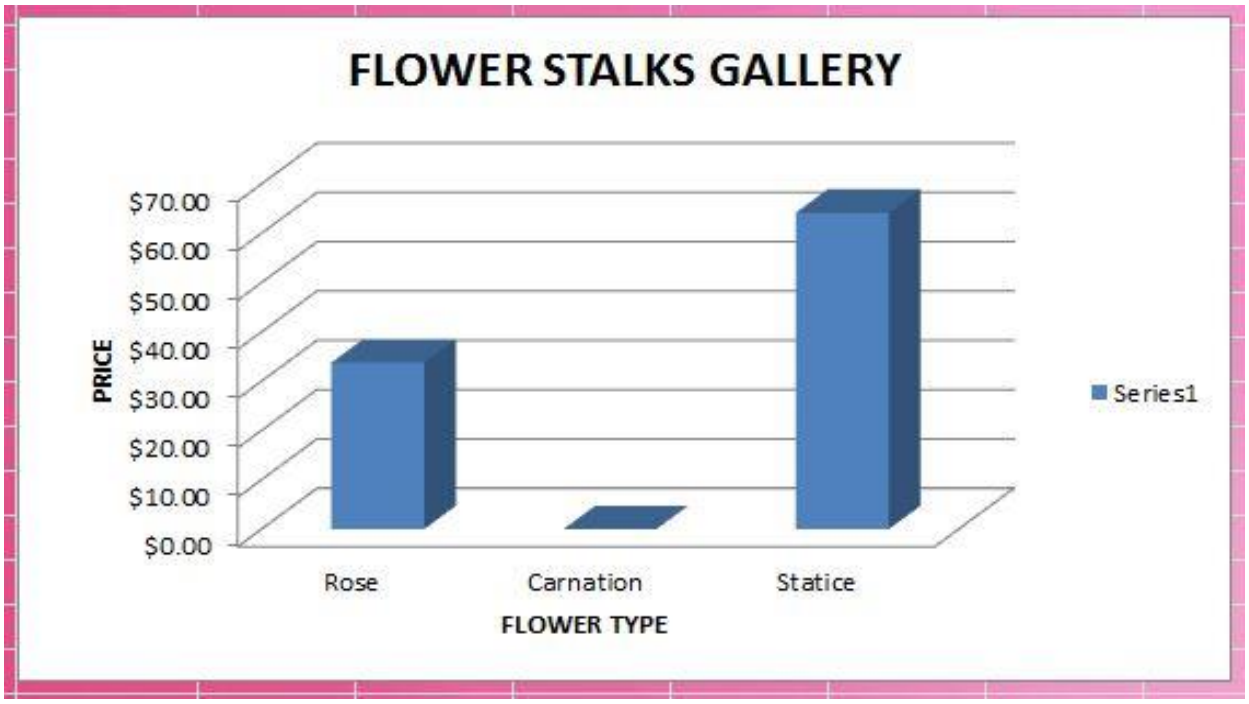


Figure 31: Flower Stalks Gallery Chart

7.0.2 Gifts Accessories Supply Chart

The following is a screenshot of the **"Gifts Accessories Supply Chart"**

Figure 32: Gifts Accessories Supply Chart

7.0.3 Sweet Factory Chart

The following is a screenshot of the **"Sweet Factory Chart"**

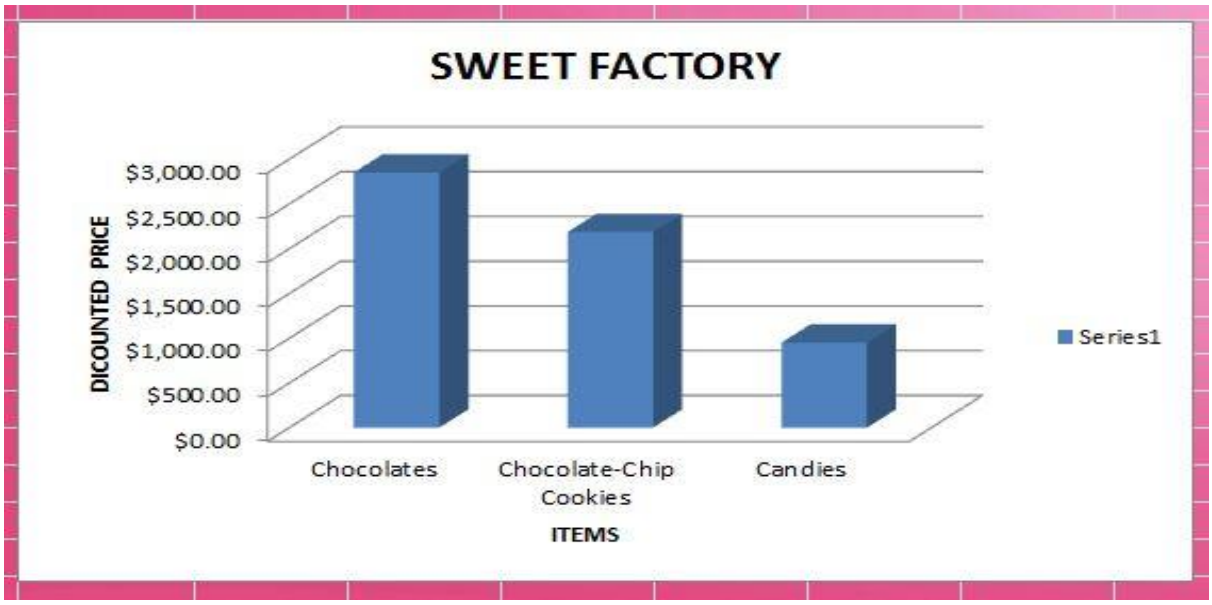


Figure 33: Sweet Factory Chart

8.0 Mail Merge Explanation

A Mail Merge is only created when there is a need to send an email be it an organisational email, family related or for any other purpose, to a group of people who will all receive the same email.

So, we create one email from the Mail Merge wizard and then type in the names of all the people who are supposed to receive it and the wizard will automatically generate and email of the same structure to all the listed contacts but with their individual names and other provided details.

First of all, open a new **"Microsoft Word Document (Ms Word)"**, by opening the **"Start Menu"**, then choosing **"Programs"** and then **"Microsoft Office"** and then choose **"Microsoft Word (Ms Word)"**

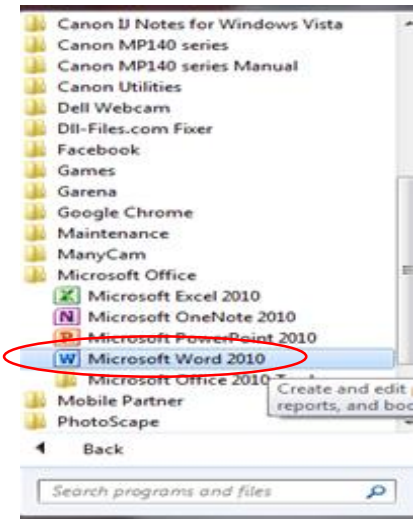


Figure 34: How to Start a New MS Word Document

After having opened the Ms Word Document, go to the **"Menu Bar"** and select **"Mailings"** and then choose Start **"Mail Merge"**, then from drop-down menu, select **"Step-by-Step Wizard"**

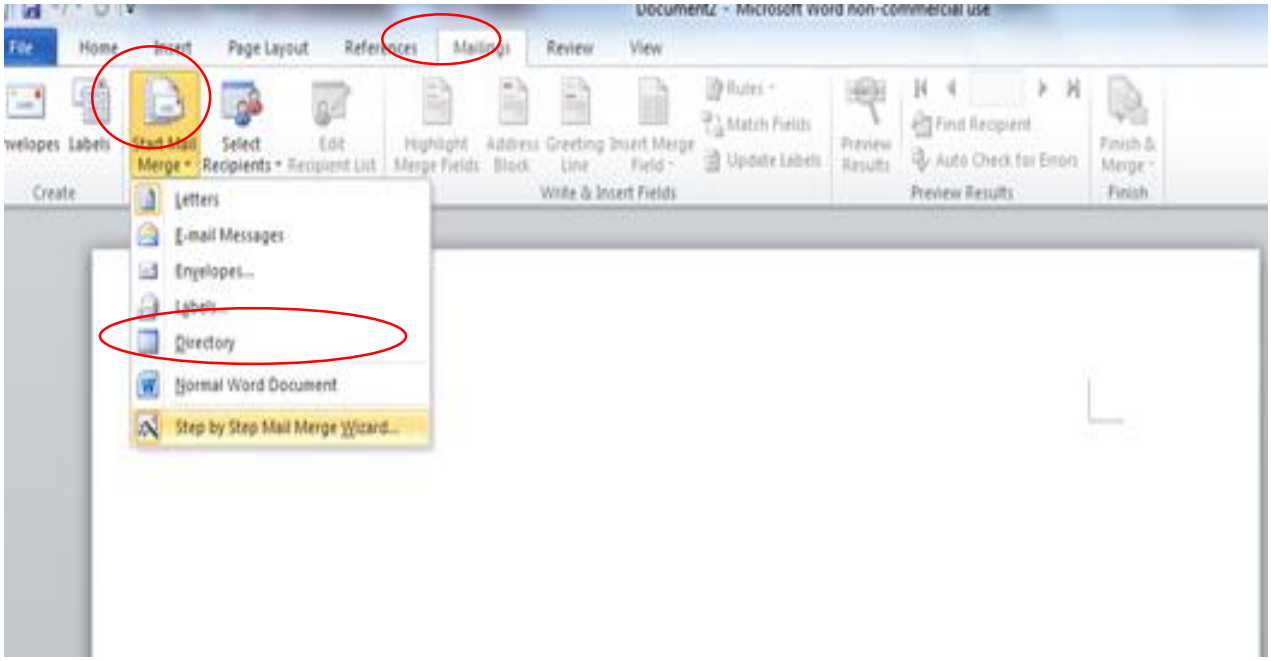


Figure 35: Mail Merge- Image 01

After that, all that is left to do is to follow **"Six (6) simple steps"** that will appear from the step-by-step wizard then click on **"Preview Results"** in order to see the way the emails will appear and then click **"Finish & Merge"** after all the details have been added as per the requirements of the wizard.

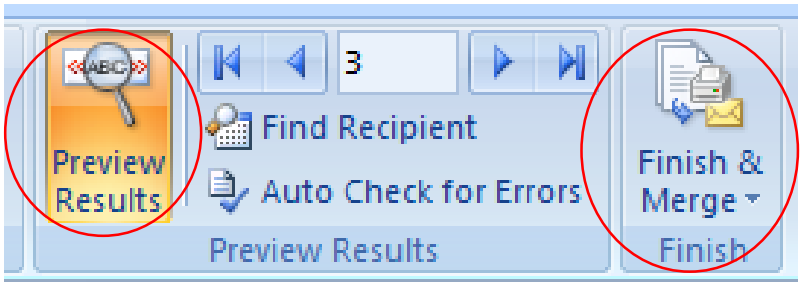
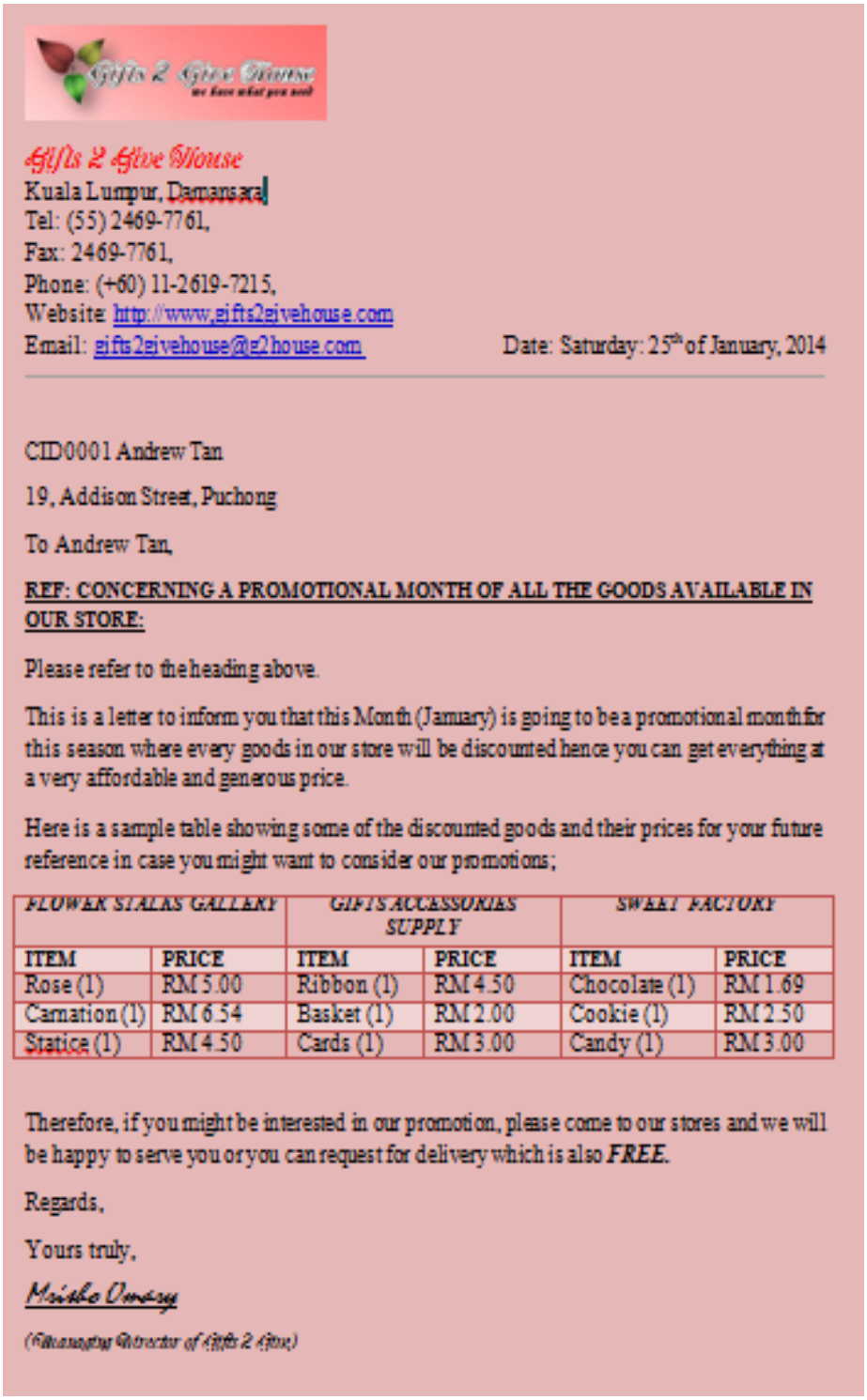


Figure 36: Mail Merge Control Palette- Image 02

The following screenshot below is a **"Preview"** of one of the letters that was generated by the **"Mail Merge Wizard"**



Gifts 2 Give House
Kuala Lumpur, Damansara
Tel: (55) 2469-7761,
Fax: 2469-7761,
Phone: (+60) 11-2619-7215,
Website: http://www.gifts2givehouse.com
Email: gifts2givehouse@g2house.com

Date: Saturday: 25th of January, 2014

CID0001 Andrew Tan

19, Addison Street, Puchong

To Andrew Tan,

REF: CONCERNING A PROMOTIONAL MONTH OF ALL THE GOODS AVAILABLE IN OUR STORE:

Please refer to the heading above.

This is a letter to inform you that this Month (January) is going to be a promotional month for this season where every goods in our store will be discounted hence you can get everything at a very affordable and generous price.

Here is a sample table showing some of the discounted goods and their prices for your future reference in case you might want to consider our promotions;

FLOWER STALAS GALLERY		GIFTS ACCESSORIES SUPPLY		SWEET FACTORY	
ITEM	PRICE	ITEM	PRICE	ITEM	PRICE
Rose (1)	RM 5.00	Ribbon (1)	RM 4.50	Chocolate (1)	RM 1.69
Carnation (1)	RM 6.54	Basket (1)	RM 2.00	Cookie (1)	RM 2.50
Statice (1)	RM 4.50	Cards (1)	RM 3.00	Candy (1)	RM 3.00

Therefore, if you might be interested in our promotion, please come to our stores and we will be happy to serve you or you can request for delivery which is also ***FREE***.

Regards,

Yours truly,

Mrisho Omary

(Managing director of Gifts 2 Give)

Figure 37: Preview of a Letter of Mail Merge

The following are two copies of letters that were generated by the **"Mail Merge Wizard"** for two of the Clients of the **"Gifts 2 Give House"**

Gifts 2 Give House
Kuala Lumpur, Damansara,
Tel: (55) 2469-7761,
Fax: 2469-7761,
Phone: (+60) 11-2619-7215,
Website: http://www,gifts2givehouse.com
Email: gifts2givehouse@g2house.com

Date: Saturday: 25th of January, 2014

CID0001 Andrew Tan

19, Addison Street, Puchong

To Andrew Tan,

REF: CONCERNING A PROMOTIONAL MONTH OF ALL THE GOODS AVAILABLE IN OUR STORE:

Please refer to the heading above.

This is a letter to inform you that this Month (January) is going to be a promotional month for this season where every goods in our store will be discounted hence you can get everything at a very affordable and generous price.

Here is a sample table showing some of the discounted goods and their prices for your future reference in case you might want to consider our promotions;

FLOWER STALKS GALLERY		***GIFTS ACCESSORIES SUPPLY***		***SWEET FACTORY***	
ITEM	**PRICE**	**ITEM**	**PRICE**	**ITEM**	**PRICE**
Rose (1)	RM 5.00	Ribbon (1)	RM 4.50	Chocolate (1)	RM 1.69
Carnation (1)	RM 6.54	Basket (1)	RM 2.00	Cookie (1)	RM 2.50
Statice (1)	RM 4.50	Cards (1)	RM 3.00	Candy (1)	RM 3.00

Therefore, if you might be interested in our promotion, please come to our stores and we will be happy to serve you or you can request for delivery which is also ***FREE.***

Regards,

Yours truly,

Mrisho Omary

(Managing Director of Gifts 2 Give)

Gifts 2 Give House
Kuala Lumpur, Damansara,
Tel: (55) 2469-7761,
Fax: 2469-7761,
Phone: (+60) 11-2619-7215,
Website: http://www,gifts2givehouse.com
Email: gifts2givehouse@g2house.com

Date: Saturday: 25th of January, 2014

CID0002 Bob Schmitz

150, Gurney Drive, Kajang

To Bob Schmitz,

REF: CONCERNING A PROMOTIONAL MONTH OF ALL THE GOODS AVAILABLE IN OUR STORE:

Please refer to the heading above.

This is a letter to inform you that this Month (January) is going to be a promotional month for this season where every goods in our store will be discounted hence you can get everything at a very affordable and generous price.

Here is a sample table showing some of the discounted goods and their prices for your future reference in case you might want to consider our promotions;

FLOWER STALKS GALLERY		***GIFTS ACCESSORIES SUPPLY***		***SWEET FACTORY***	
ITEM	**PRICE**	**ITEM**	**PRICE**	**ITEM**	**PRICE**
Rose (1)	RM 5.00	Ribbon (1)	RM 4.50	Chocolate (1)	RM 1.69
Carnation (1)	RM 6.54	Basket (1)	RM 2.00	Cookie (1)	RM 2.50
Statice (1)	RM 4.50	Cards (1)	RM 3.00	Candy (1)	RM 3.00

Therefore, if you might be interested in our promotion, please come to our stores and we will be happy to serve you or you can request for delivery which is also ***FREE.***

Regards,

Yours truly,

Mrisho Omary

(Managing Director of Gifts 2 Give)

9.0 Brochure

This is a small book or magazine containing pictures and information about a product or service for purposes like advertising, providing knowledge about a product, place, someone or anything else.

The following is a screenshot of a simple example of a **"Brochure"** that was generated to advertise the existence of a **"Promotion and Offers"** from **"Gifts 2 Give House"** to its **"Clients"**.

Table 1: Supplies		
Items	Supplier Name	Price
Roses (per dozen)	Flower Stalks Gallery	$15.00
Carnations (per dozen)	Flower Stalks Gallery	$11.00
Statices (per 20 stalks)	Flower Stalks Gallery	$15.40
Plastic Wraps (15 sheets)	Gifts Accessories Supply	$5.00
Basket	Gifts Accessories Supply	$5.50
Ribbons (30 pieces)	Gifts Accessories Supply	$2.50
Cards (50 pieces)	Gifts Accessories Supply	$5.00
Chocolates	Sweet Factory	$30.00
Chocolate-Chip Cookies	Sweet Factory	$23.00
Candies	Sweet Factory	$10.00

Figure 38: Screenshot of a Brochure

10.0 Conclusion

For a Conclusion, I would like to say that Microsoft Word is a great application that has many editing features and is very helpful in situations like these where as it is used to make reports and other things like brochures. Through this coursework, I have gained a lot of knowledge about Microsoft Word and how to use if effectively. With this knowledge, I can be able to edit and use all the features that I have learned in other Modules and hopefully later in my work life.

References

- *Password protection on a worksheet or workbook element*:

  Available: http://office.microsoft.com/en-us/excel-help/password-protect-worksheet-or-workbook-elements-HP005201059.aspx?CTT=1.

- *Google, (Google.com, 2014)*, Google.com. 2014. Google. [online]

  Available at: https://www.google.com/#q=what+is+a+brochure

- *Word: Page numbers starting from a specific page* ***(YouTube, 2014)***

YouTube. 2014. *Word:* Page numbers *starting from a specific page*. [online] Available at: https://www.youtube.com/watch?v=NGzz2ZmLrFw&list=FL6E0z4ckoTpbFRO7rfnVeZw&index=27