



NCC Level-5DC Diploma in Computing

Office Solutions Development

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Module Title Office Solutions Development

Assignment Title : City Sounds

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Expected candidate time allocation: 35 to 40 hours

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Center Name	: Daffodil Institute of Information Technology.
Module Name	: Office Solutions Development
Assignment Title	: City Sounds
Number of Words	: 1,910

I confirm that this is my own and that I have not plagiarized any part of it. I have also noted the assessment criteria and pass mark for assignments.

Due Date:

Submitted Date:

Student Signature:

ACKNOWLEDGEMENT

At the beginning I would like to render thanks to the almighty Allah. And so I would wish to show my special thanks, gratitude to my teacher Tasnuva Ali well as all other teachers. Thanks to NCC education, who afforded me this tremendous task. I did a great deal of research and I came to know about so many recalls and it helped to increase my knowledge.

Once more, I would wish to give thanks all of them who helped me to complete this project.

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Introduction:

Office solutions development subject's assignment has four Tasks such, Task-1: application software and business process, Task-2: end-user development, Task-3: advanced features and functions of Microsoft word and Task-4: advanced features and functions of Microsoft excel. For this assignment I have applied knowledge of various Office solution development skills to solve the problem described in the assignment condition. I had to go through different researches from web sites to several books for the completion of this development. I have tried my best to fulfill all the requirement of the assignment.

Task -1**Application Software and Business Processes****(a)Identify Eight Business Function:**

- Advertising
- Distribution
- Finance
- Human Resource
- Research and development
- Manufacturing
- Management Accountancy
- Marketing Information (Documents and contact maintenance)
- Customer and Technical Support

(Anon., n.d.)

(b)Differences between commercial and bespoke software:

Commercial Software	Bespoke software
• In generally written/ modified to user exact requirements.	• Does not always contain specific feature and functions required by user.
• Application is less expensive than bespoke application software.	• Application is much expensive than commercial application software.
• Features and functions are never developed by organization requirements.	• Features and functions are always developed by organization requirements.
• Users often find other features and functions are missing.	• Users all features and functions are full fill.
• Application system is designed and developed to fit a particular market or sector, such as Adobe Suite, Microsoft Word, ,etc.	• Application system is designed and developed to larger teams of professional processing particular skills such as analyses, programmers, technical writers, software specialist, etc.

Figure No: 1.1- Table of commercial and bespoke software

(Anon., n.d.)

(c) Management software to help them:

- simply administer your company's projects
- Track project development in conditions of completion, time as well as costs
- Bring project's dangerous issues to your notice (over allocated resources, critical pathway)
- Come again but scenario ability is obtainable via multiple undo and do again levels
- make available a clean method to break down your project, make schedules, assign resources as well as manage budgets
- get a hold resources as well as finances less than control
- There are many kinds of advantage project management software. Such as: collaborate with team member in real-time, Document shearing, manage project costs etc.

(Anon., n.d.)

Task- 2

End-user Development

(a) Training in application software development:

There is much option to invest cost for software application software development. Such as:

- Staff needs to get knowledge how to the software work
- Staff has knowledge of application software development
- Staff has knowledge of user requirements for marketing department
- It's developed use of staff skills and also saved marketing development times
- The more staff is involved the development
- There will be needs more staff satisfaction - how the application software developed and staff has understanding of the system
- There will be needs more staff satisfaction – all staff who use the application software
- After will be developed this software it's Less costly method for past marketing advertisements
- All system are include : Greater user interment , Good use of resource, Improved dissection making, Upgrade website functionality, Better financial support
- Open are new store for data collected
- Advertising marketing purpose for Improved information management
- Development can result from internal business process for marketing departments

(Anon., n.d.)

(b) Development features and functions of application software:

- Carefully planning their software development and ensure the software is efficient in its functionality and features, e.g. helps solve problems, created decision and improved application software development.
- Ensure the software is work properly and is staff friendly, e.g. to good looking interface and also easy to operate
- Ensure the software is secure appropriately
- Problem should be analysis regularly and also ensure the software is maintainable and reliable
- Requirement must be identified clearly and Designed that meet all application software requirement
- Result should be toughly and Identify better solution
- Created report and the solution should be documented
- Understands current formula and meet all staff requirement fully
- The staff should concentrate on what needs to be done
- Create plan for the project as well as how it should be done
- Identify the program solution and result thought
- Clearly software interface design and ensure the application software is accessible all staff.

(Anon., n.d.)

Task- 3

Advanced Features and Functions of Microsoft Word

(a) Mail merge feature:

- First I have type letters completely



Figure.No-3.1: Interface of completed letters

- Now I have selected mailing option
- then chose select recipients
- then selected type new list option

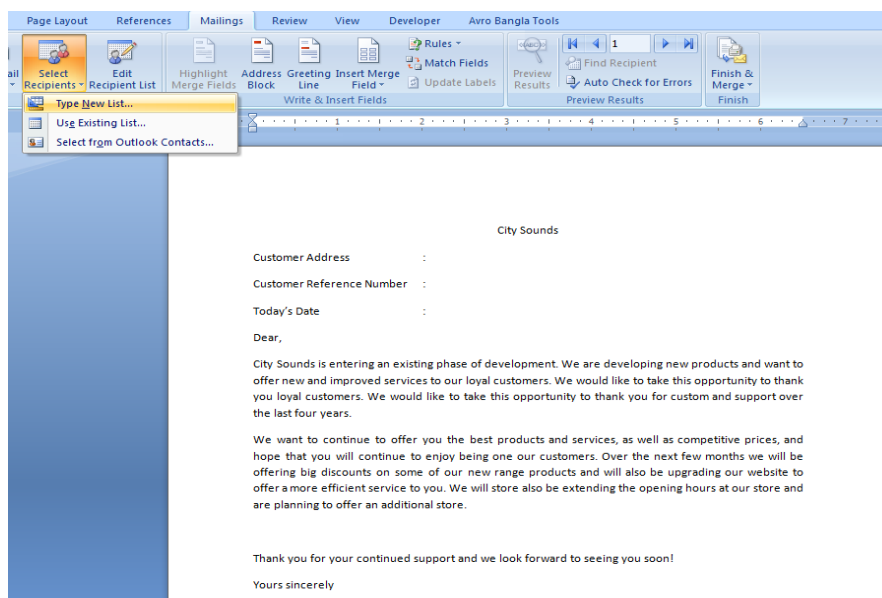


Figure.No-3.2: Interface of select recipients option

- After show on new address list then click on customize columns

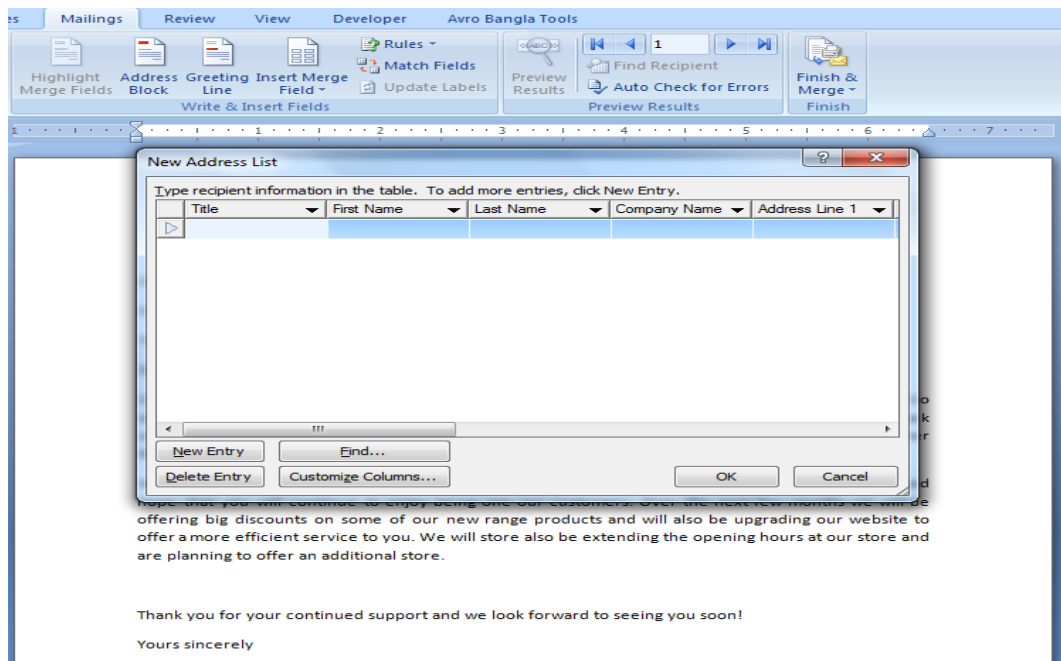


Figure.No-3.3: Interface of New Address List

- After deleted all field name

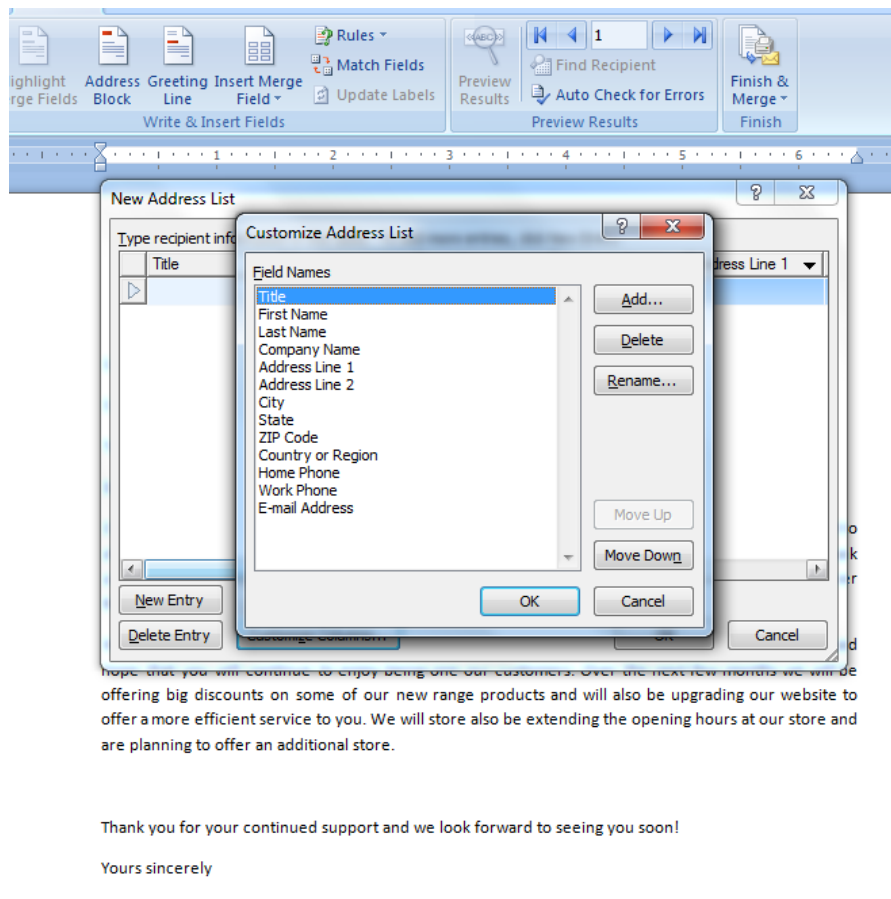


Figure.No-3.4: Interface of Customize Address List

- Click on add option

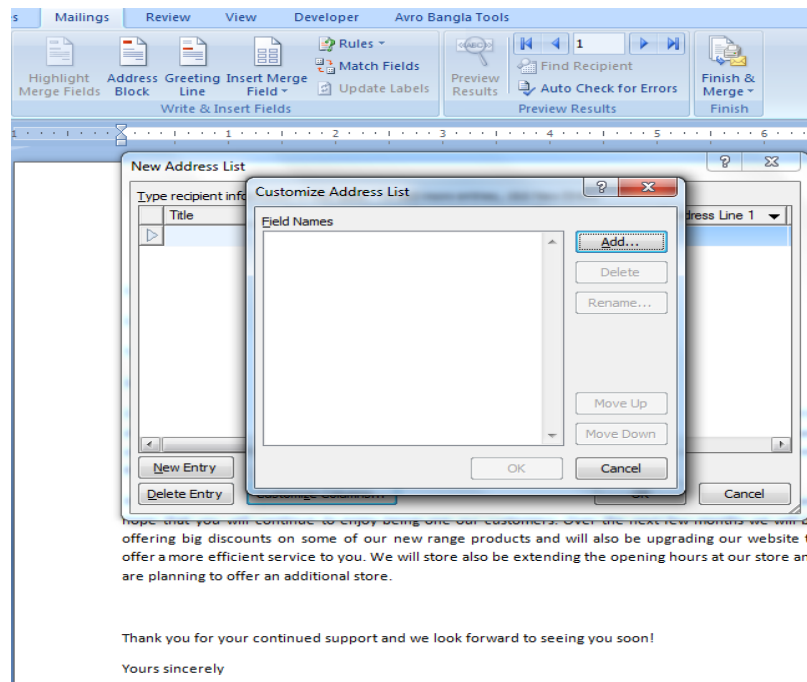


Figure.No-3.5: Interface of add all lists

- Show on rename field then write a all customer details

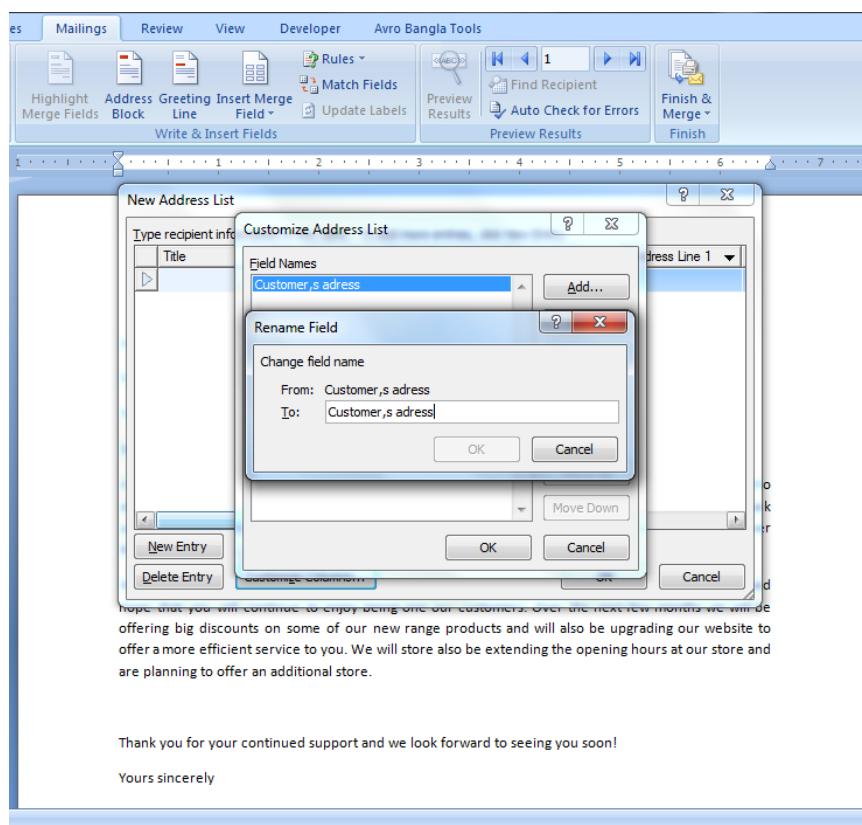


Figure.No-3.6: Interface of Rename filed

- After that click on ok button

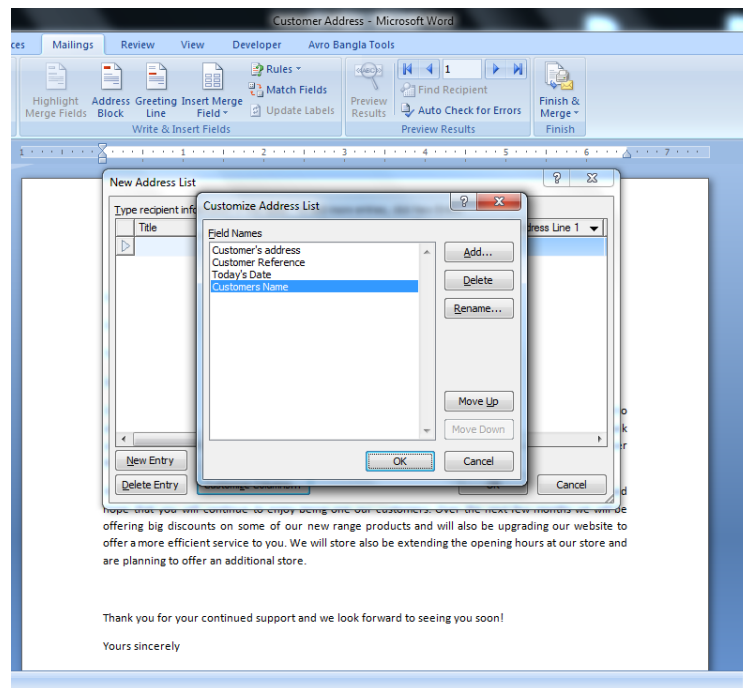


Figure.No-3.7: Interface of all customize Address List

- Then I found all filed names in new address list

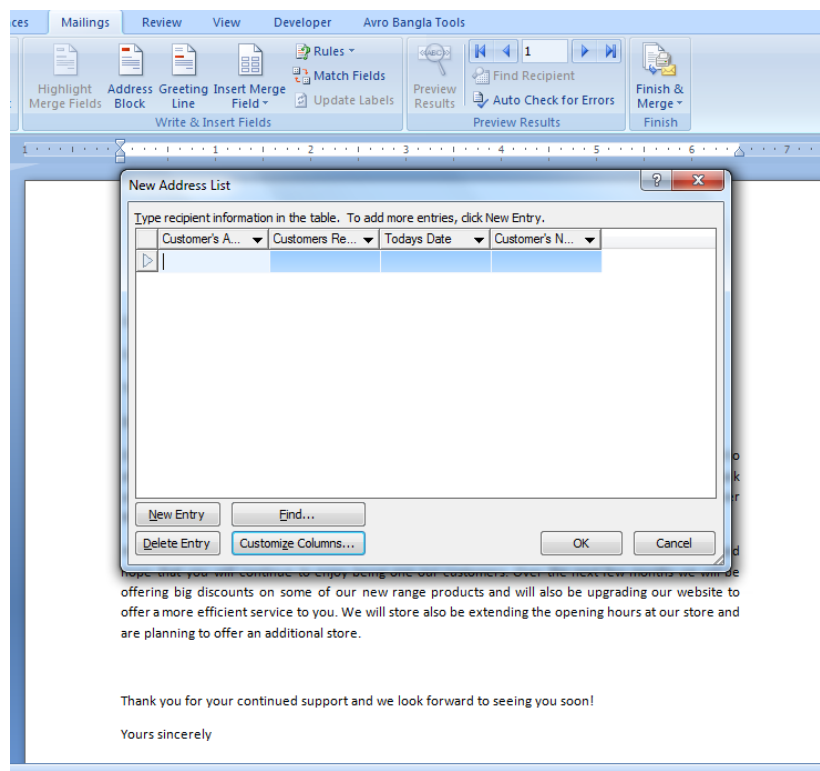


Figure.No-3.8: Interface of New Address List with customize details

- Then I have fulfilled all filed names

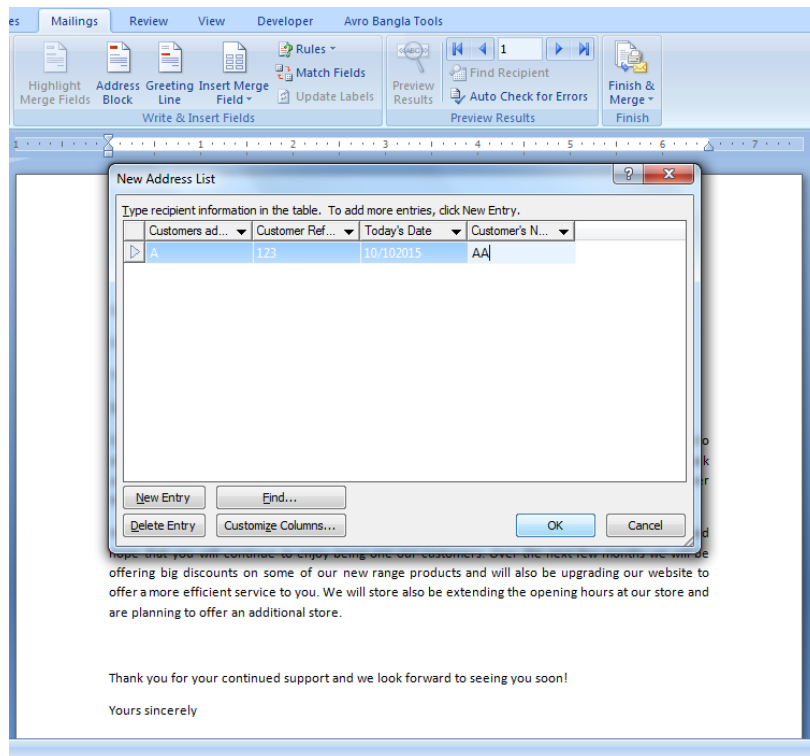


Figure.No-3.9: Interface of fulfilled all filed

- Then I have save macros

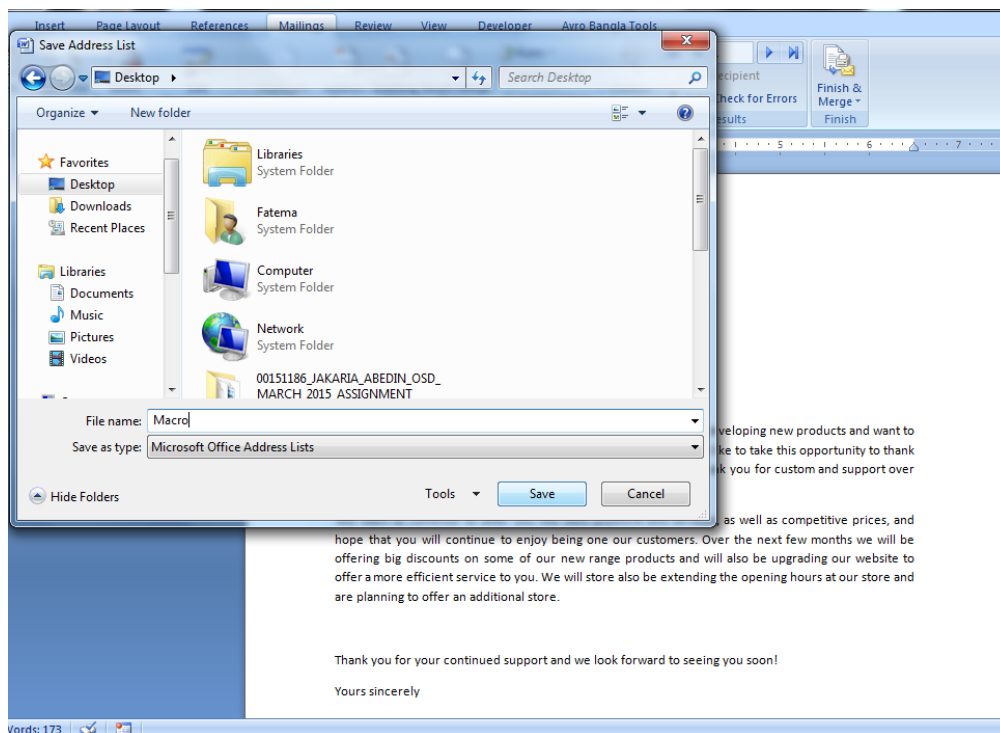


Figure.No-3.10: Interface of save macro

- Then I have to insert Marge field

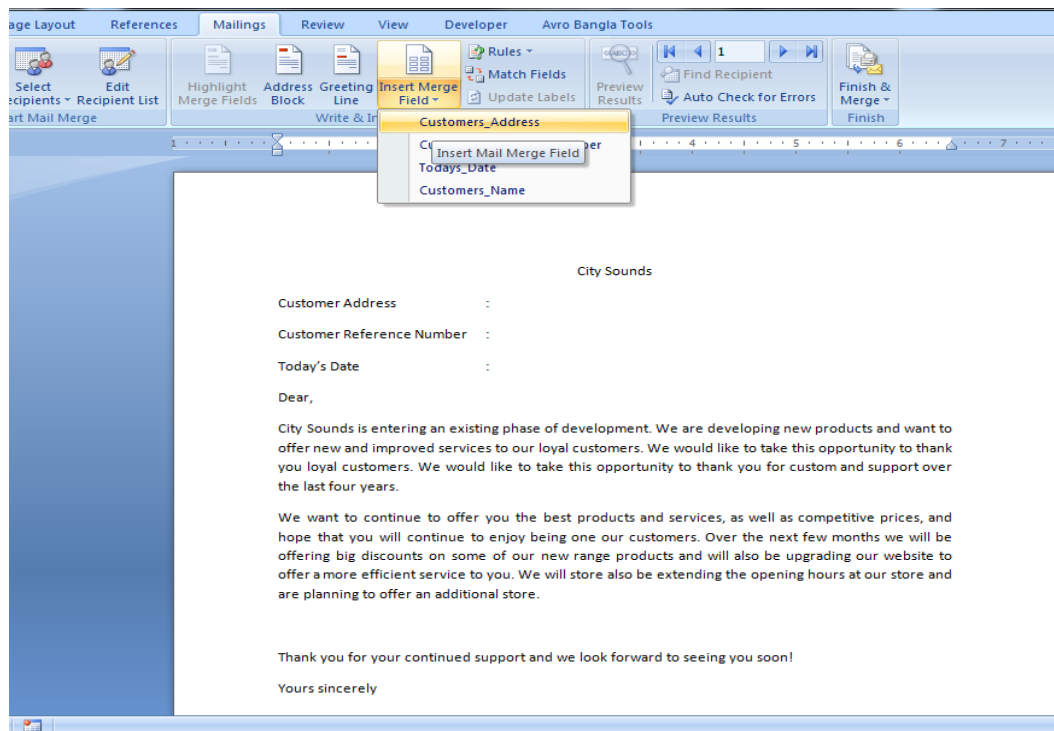


Figure.No-3.11: Interface of insert Marge field

- And all fields are insert same way

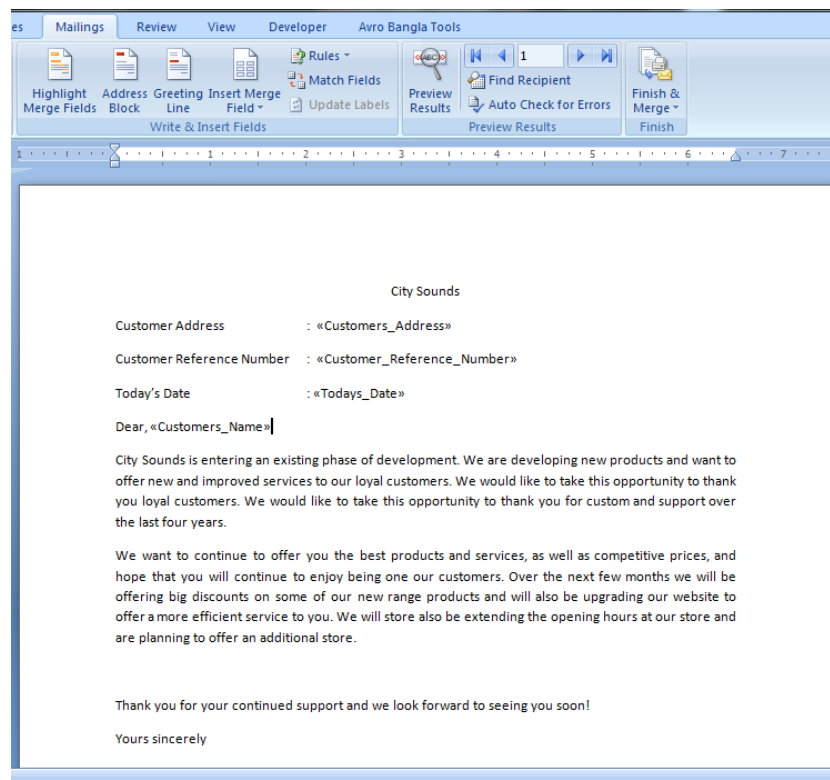


Figure.No-3.12: Interface of all insert Marge field

- Then I have to preview result by click in next record after I can see one by one record

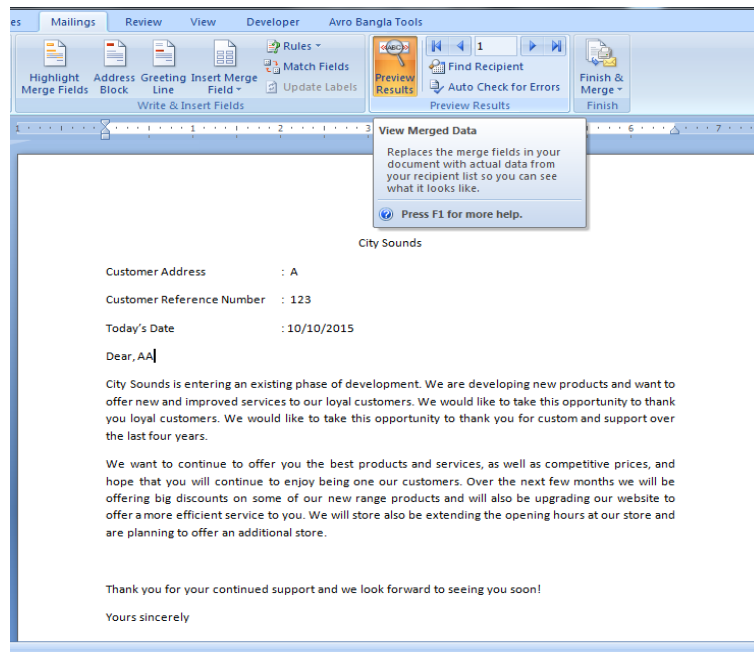


Figure.No-3.13: Interface of preview result

- Now finally I have successfully submitted all information for the mail merge with excel document. This interface is record of macro. The macro record in Microsoft excels.

	A	B	C	D
1	Customer's Address	Customer Reference Number	Today's Date	Customer Name
2	A	123	12/10/2015	AA
3	B	456	12/05/2015	BB
4	C	789	15/05/2015	CC

Figure.No-3.14: Interface of all macro records in Microsoft Excels

(Anon., n.d.)

(b)The macro checks spellings:

- How I have created macro. First I have open Microsoft office word
- Then selected developer option

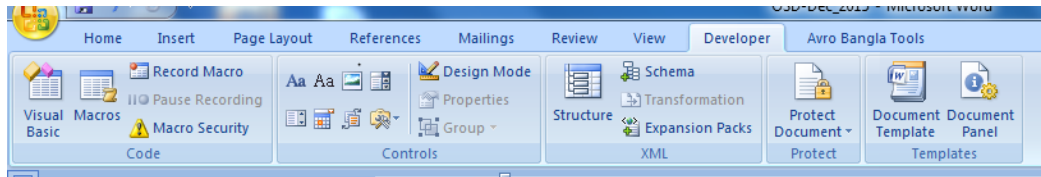


Figure.No-3.15: Interface of developer option

- Then open visual basic

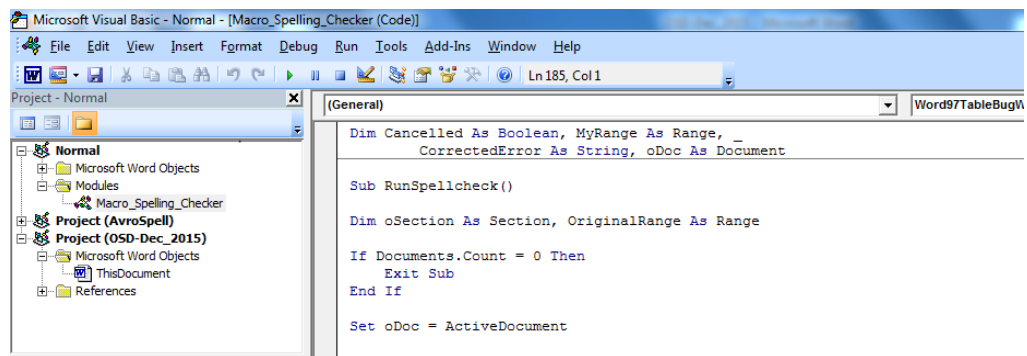
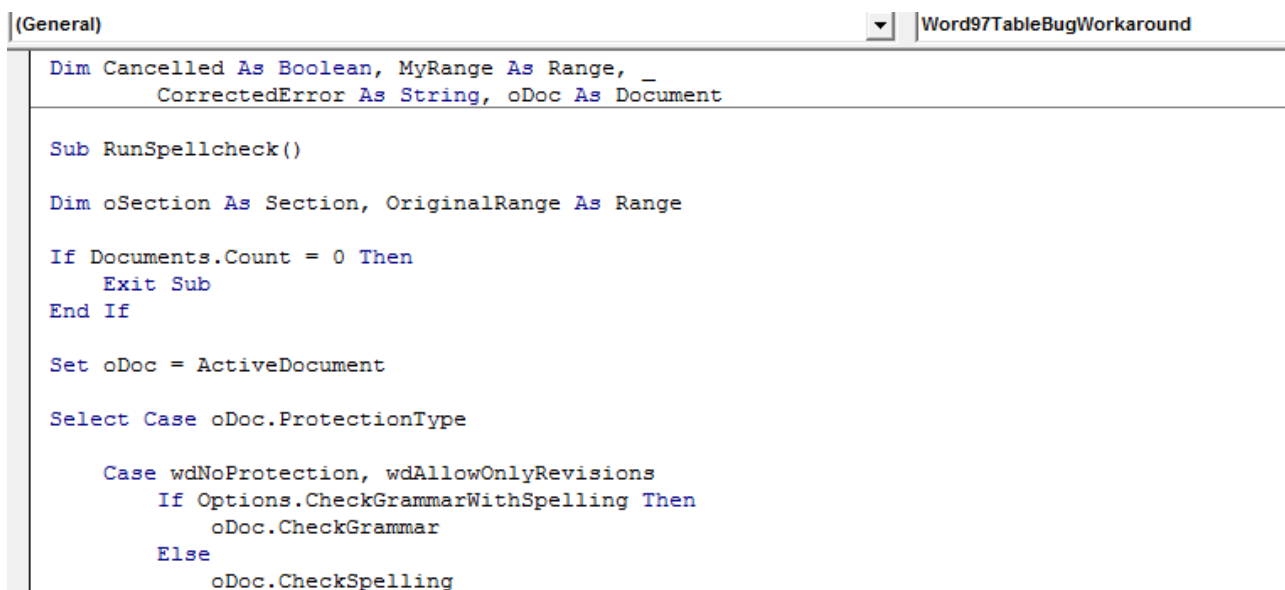


Figure.No-3.16: Interface of Visual basic

- Then insert visual basic code



```

End If
Application.ScreenUpdating = True
Application.ScreenRefresh
If oDoc.SpellingErrors.Count = 0 Then
    If Options.CheckGrammarWithSpelling Then
        MsgBox "The spelling and grammar check is complete", _
            vbInformation
    Else
        MsgBox "The spelling check is complete", vbInformation
    End If
End If
System.Cursor = wdCursorNormal
Exit Sub

Case wdAllowOnlyComments

    Exit Sub
End Select

Set OriginalRange = Selection.Range
System.Cursor = wdCursorWait

oDoc.Unprotect
oDoc.SpellingChecked = False

StatusBar = "Spellchecking document ..."
For Each oSection In oDoc.Sections
    If oSection.ProtectedForForms Then
        Call CheckProtectedSection(oSection)
        If Cancelled Then
            Exit For
        End If
    Else
        If oSection.Range.SpellingErrors.Count > 0 Then
            Application.ScreenUpdating = True

            oSection.Range.CheckSpelling
            If oSection.Range.SpellingErrors.Count > 0 Then
                'User pressed Cancel button
                '(Pressing Ignore reduces the count, pressing Cancel doesn't)
                Exit For
            End If
        End If
    End If
End For
Next oSection

oDoc.Protect Type:=wdAllowOnlyFormFields, NoReset:=True
OriginalRange.Select
Application.ScreenUpdating = True
Application.ScreenRefresh
If oDoc.Range.SpellingErrors.Count = 0 Then
    If Options.CheckGrammarWithSpelling Then
        MsgBox "The spelling and grammar check is complete", _
            vbInformation
    Else
        MsgBox "The spelling check is complete", vbInformation
    End If
End If
End If

```

```

System.Cursor = wdCursorNormal
Cancelled = False
CorrectedError = vbNullString
Set MyRange = Nothing

End Sub

Private Sub CheckProtectedSection(oSection As Section)

Dim FmFld As FormField, FmFldCount As Long, Pos As Long

Application.ScreenUpdating = False
For Each FmFld In oSection.Range.FormFields
    'Check to see if the field is a text formfield
    If FmFld.Type = wdFieldFormTextInput Then

        If FmFld.TextInput.Type = wdRegularText And FmFld.Enabled Then

            If Not Left$(Application.Version, 1) = "8" Then
                Call TurnNoProofingOff(FmFld)
            End If
            FmFld.Range.SpellingChecked = False

            FmFld.Range.LanguageID = wdEnglishUS

            If FmFld.Range.SpellingErrors.Count > 0 Then

                If Left$(Application.Version, 1) = "8" _
                    And FmFld.Range.Paragraphs.Count > 1 _
                    And FmFld.Range.Tables.Count > 0 Then
                    Call Word97TableBugWorkaround(FmFld)
                    If Cancelled Then Exit Sub
                Else

                    Set MyRange = FmFld.Range
                    FmFldCount = oSection.Range.FormFields.Count
                    Application.ScreenUpdating = True

                    FmFld.Range.CheckSpelling

                    If IsObjectValid(FmFld) Then
                        If FmFld.Range.SpellingErrors.Count > 0 Then

                            Cancelled = True
                            Exit Sub
                        End If
                    Else

                        CorrectedError = MyRange.Text
                        If Len(CorrectedError) = 0 Then
                            CorrectedError = MyRange.Words(1).Text
                        End If

                        Pos = InStr(CorrectedError, vbTab)
                        Do While Pos > 0
                            CorrectedError = Mid$(CorrectedError, Pos + 1)
                            Pos = InStr(CorrectedError, vbTab)
                        Loop
                    End If
                End If
            End If
        End If
    End If
End For

```

```

        Do While Not FmFldCount = _
            oSection.Range.FormFields.Count
            oDoc.Undo
        Loop

        If Selection.FormFields.Count = 0 Then
            Selection.MoveRight unit:=wdCharacter
            Selection.MoveLeft unit:=wdCharacter, Extend:=True
        End If
        If Not IsObjectValid(FmFld) Then
            Set FmFld = Selection.FormFields(1)
        End If
        FmFld.Result = CorrectedError
    End If
End If
Application.ScreenUpdating = False
End If
End If
Next FmFld

End Sub

Private Sub TurnNoProofingOff(FmFld As FormField)

    FmFld.Range.NoProofing = False
End Sub

Private Sub Word97TableBugWorkaround(FmFld As FormField)

Set MyRange = FmFld.Range
FmFld.Range.Fields(1).Unlink
Application.ScreenUpdating = True
MyRange.CheckSpelling
If MyRange.SpellingErrors.Count > 0 Then

    Cancelled = True
End If
CorrectedError = MyRange.Text

Do While Not IsObjectValid(FmFld)
    oDoc.Undo
Loop
FmFld.Range.Fields(1).Result.Text = CorrectedError
Application.ScreenUpdating = False
.

End Sub

```

Figure.No-3.17: Interface of all macro codes

- Now I have checking the spelling .again click on developer option.

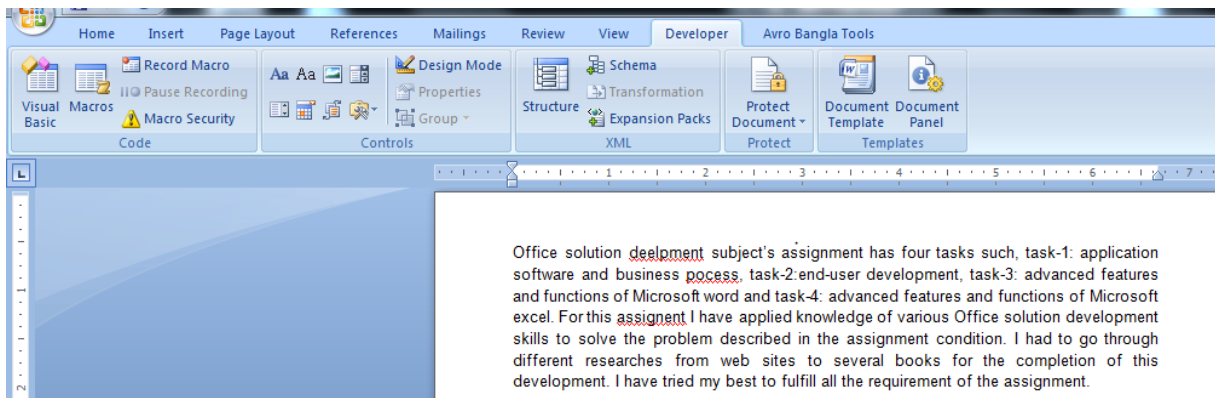


Figure.No-3.18: Interface of mistake spelling

- Then click on macros button. After show macro then chose RunSpellcheck and click on run button.

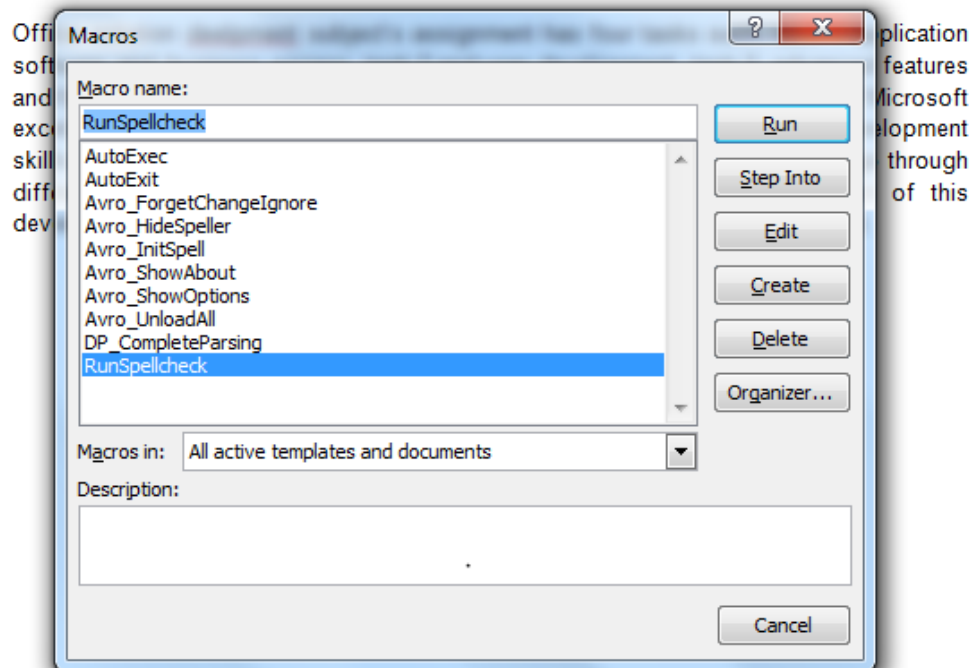


Figure.No-3.19: Interface of RunSpellcheck

- After click on run button then show spelling and grammar interface

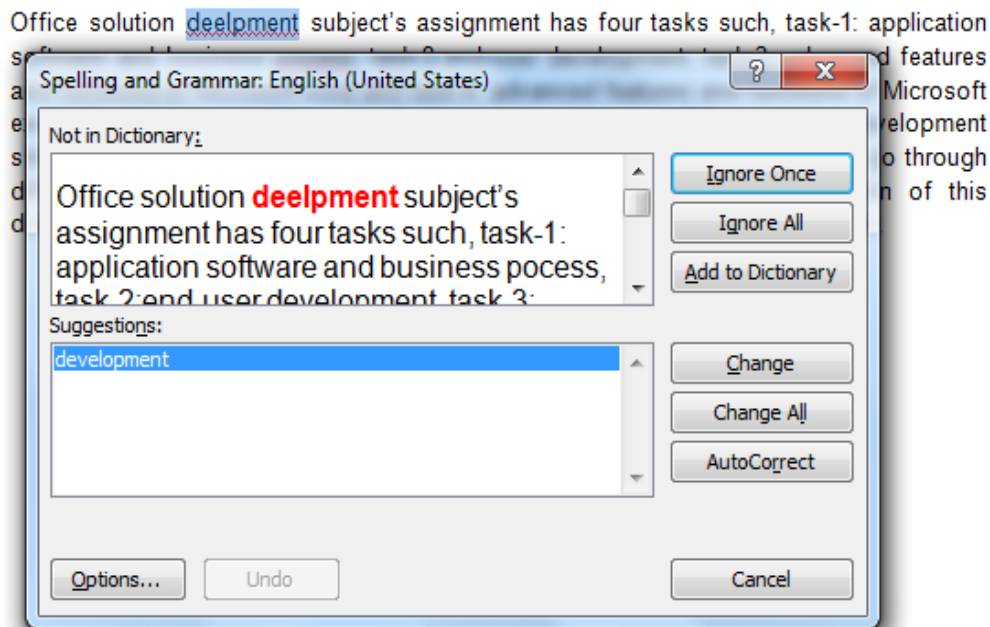


Figure.No-3.20: Interface of Not in Dictionary

- Now we can show my spelling mistake like as development.
- If click change button then the spelling change and click on change all button then all mistake spelling will be changed.
- After change all spelling mistake. Then message box will be show. The spelling and grammar check is complete.

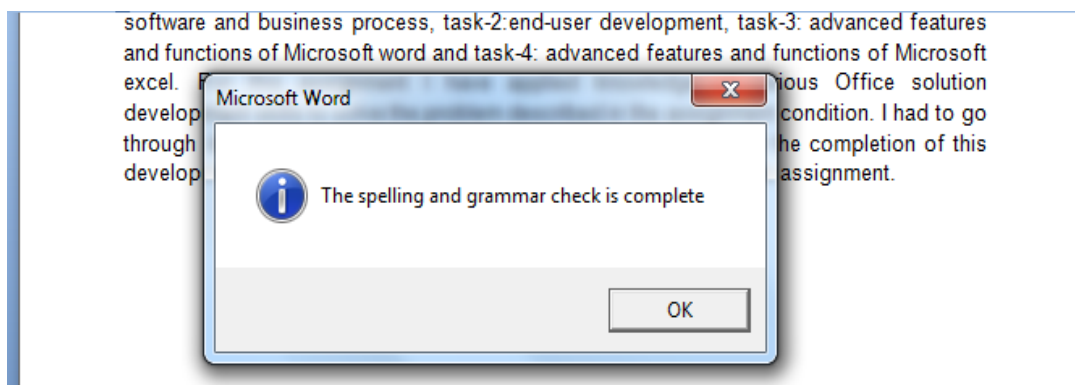


Figure.No-3.21: Interface of spelling and grammar check completed message box

(Anon., n.d.)

(c) Benefits of creating templates:

There are many kinds of templates. Such as

- A template is a document in which some parts are already created such as the layout, fonts, margins, and other feature
- They include word processed letters as well as invoices, spreadsheet, worksheets, and database report.
- Save time when create same type of letters and that is contain only
- Simplify document creation for example, you can record the names and other details of the people involved
- Increase productivity: worker productivity will increase since staff will have readymade templates to use when creating documents.
- Availability: Templates are simply available and mainly word processing application arrives with many templates. For example, MS Office comprises of a lot of features that you can use to produce and professional looking document.

(Anon., n.d.)

Task-4

Advanced features and functions of Microsoft Excel

(a)Created interactive staff marketing development:

- Marketing department input Interactive from interface.



Interactive Form

City Sound Interactive Form

Staff ID

Staff Name

Department

Manager's Name

Project ID

Project Start Date

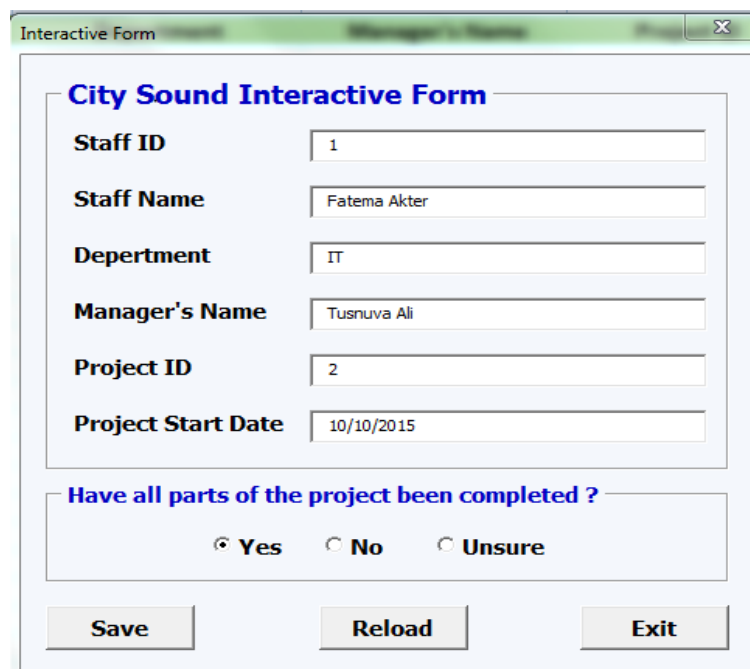
Have all parts of the project been completed ?

☐ Yes ☐ No ☐ Unsure

Save Reload Exit

Figure.No-4.1: Interface of Interactive form

- Now I have fulfill all requirement
- and then select "Yes" button



Interactive Form

City Sound Interactive Form

Staff ID

Staff Name

Department

Manager's Name

Project ID

Project Start Date

Have all parts of the project been completed ?

☒ Yes ☐ No ☐ Unsure

Save Reload Exit

Figure.No-4.2: Interface of fulfilled Interactive form by yes

- Then click on “save” button for send my information to excel data sheet
 - After “your information is successfully send” this message box is show

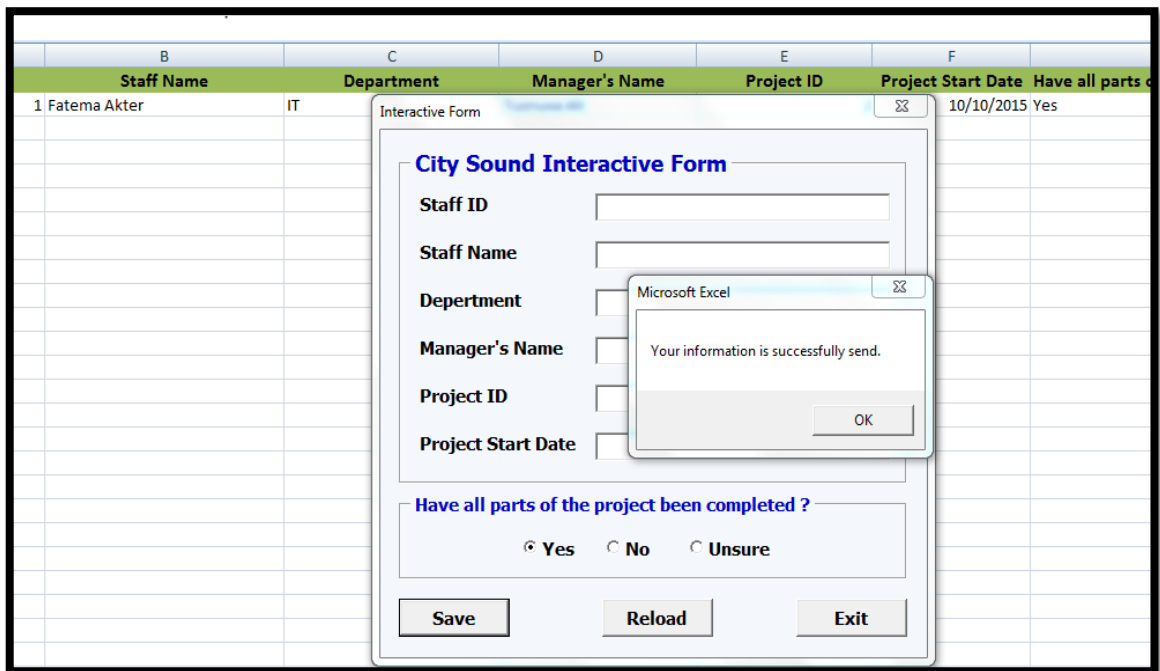


Figure.No-4.3: Interface of message box that “your information is successfully send” in excel data sheet

- Again fulfilled all requirement and selected on “No” button

Figure.No-4.4: Interface of fulfilled Interactive form by No

- Then click on “save” button and “your information is successfully send” this message box is show
- And the information is send in excel data sheet

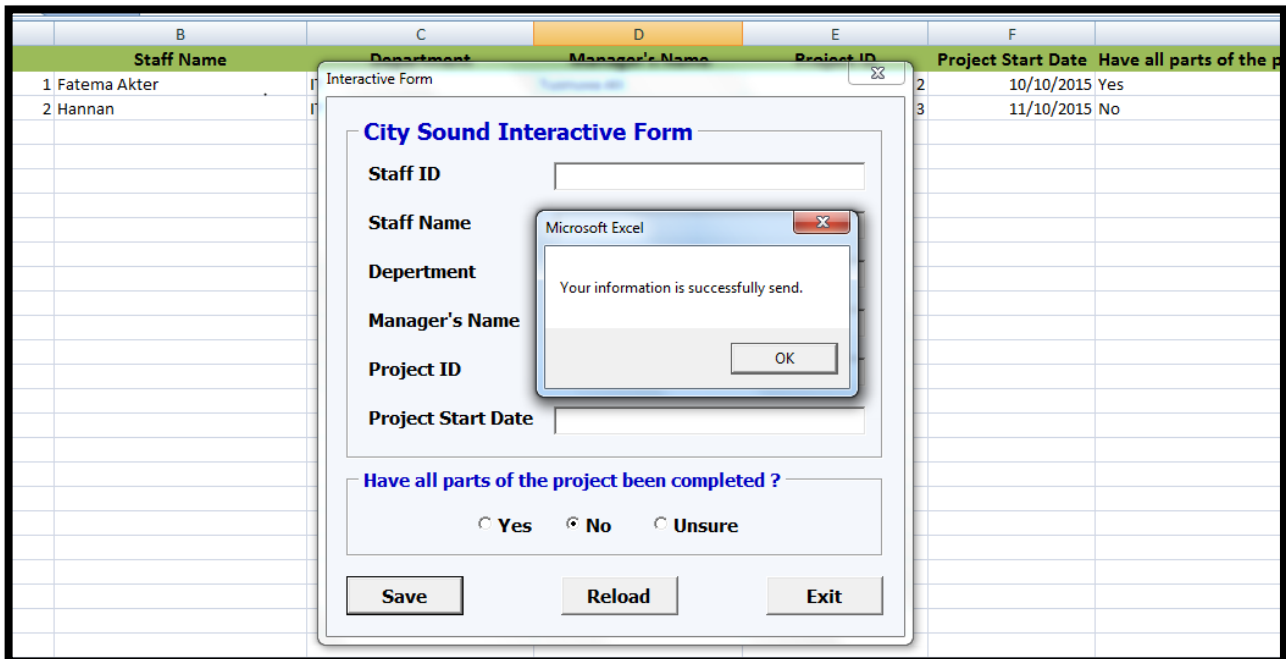


Figure.No-4.5: Interface of message box that “your information is successfully send” in excel data sheet

- Same way this filed is completed and selected on “Unsure” button

Figure.No-4.6: Interface of fulfilled Interactive form by unsure

- Then click on “save” button and “your information is successfully send” this message box is show and the information send in excel data sheet

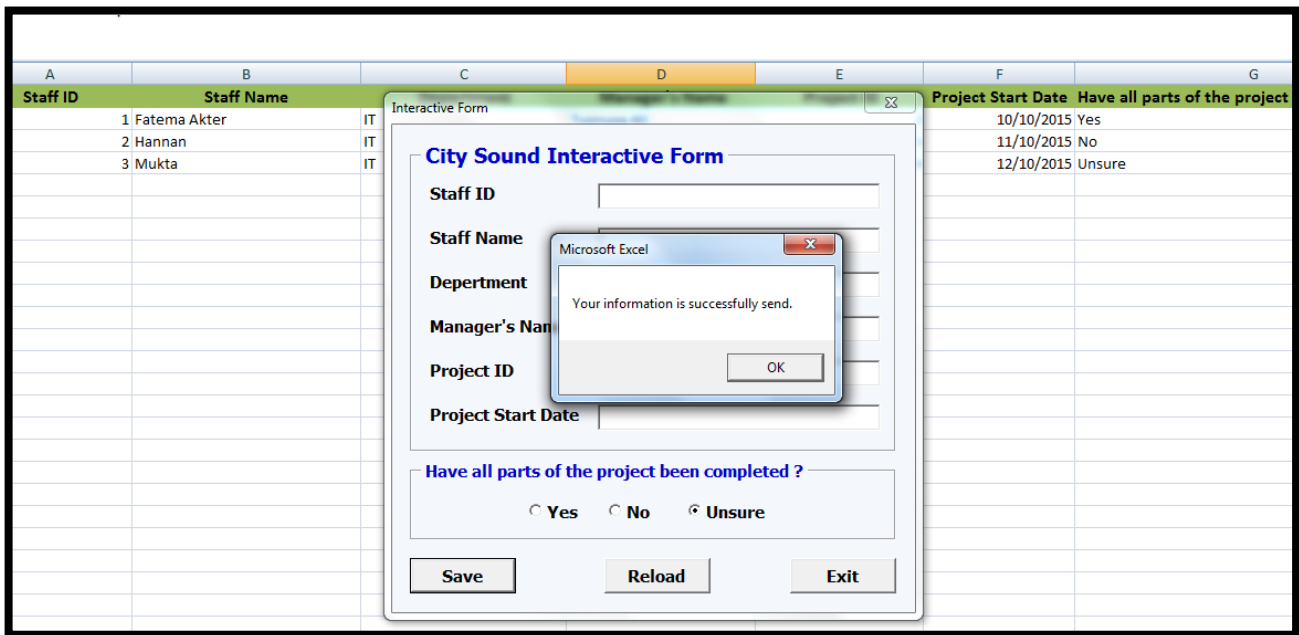


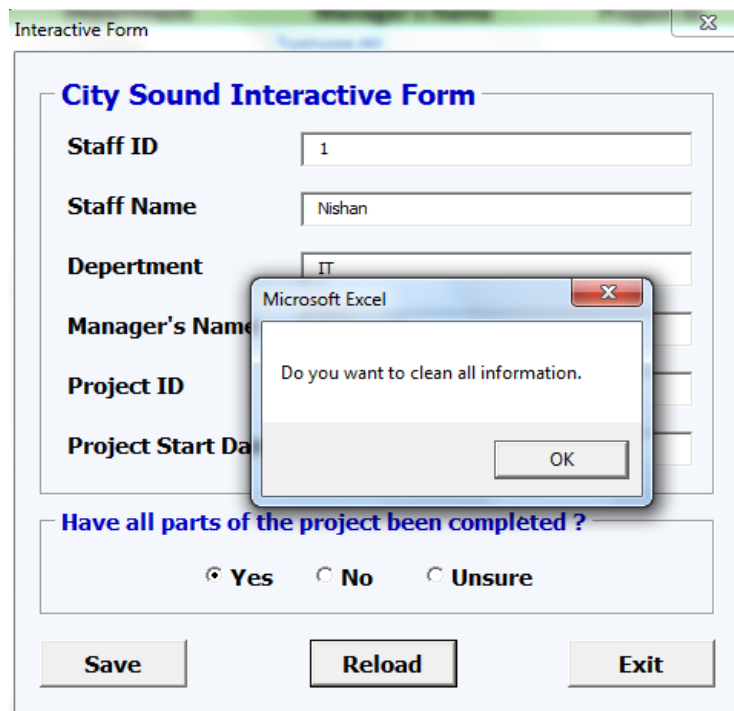
Figure.No-4.7: Interface of message box that “your information is successfully send” in excel data sheet

- Show on All information is save in Microsoft Excle data sheet

	A	B	C	D	E	F	G
1	Staff ID	Staff Name	Department	Manager's Name	Project ID	Project Start Date	Have all parts of the project been completed?
2	1	Fatema Akter	IT	Tusnuva Ali	2	10/10/2015	Yes
3	2	Hannan	IT	Tusnuva Ali	3	11/10/2015	No
4	3	Mukta	IT	Tusnuva Ali	4	12/10/2015	Unsure

Figure.No-4.8: Interface of Excel data

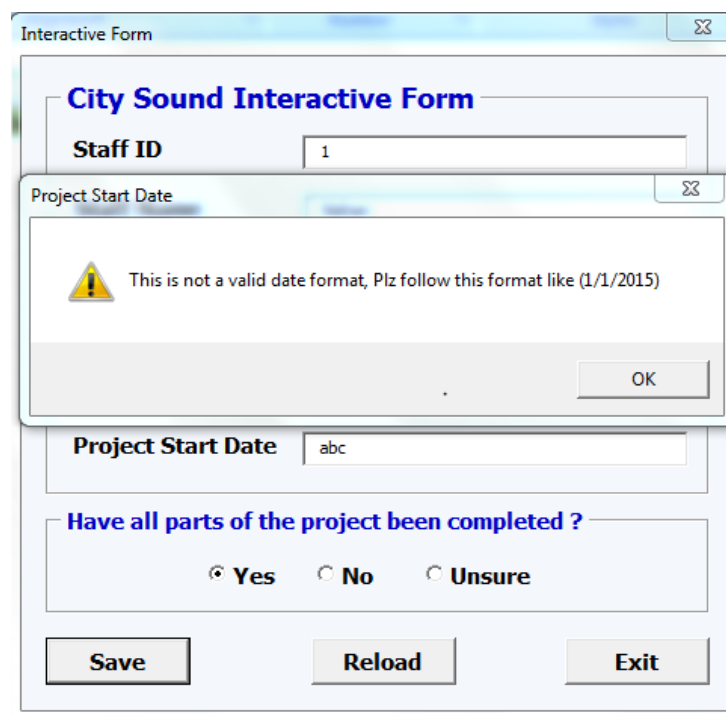
- If click on “Reload” button then “Do you want to clean all information” this message box is show.
- Then if click on ok button then all information will be cleared



The screenshot shows a web application titled "City Sound Interactive Form". It contains several input fields: Staff ID (1), Staff Name (Nishan), Department (IT), Manager's Name, Project ID, and Project Start Date. Below these fields is a section titled "Have all parts of the project been completed ?" with radio buttons for Yes, No, and Unsure. At the bottom are buttons for Save, Reload, and Exit. A Microsoft Excel dialog box is overlaid on the form, asking "Do you want to clean all information." with an OK button.

Figure.No-4.9: Interface of clear information

- If we write a letter in “project start Data” filed then “This is not a valid date format, Plz follow this format like (1/1/2015)” this message box is show.



The screenshot shows the same "City Sound Interactive Form" as Figure 4.9. The Project Start Date field now contains the text "abc". A warning dialog box is displayed over the form, stating: "This is not a valid date format, Plz follow this format like (1/1/2015)". The dialog box has a yellow warning icon and an OK button. The form fields and buttons remain visible in the background.

Figure.No-4.10: Interface of follow right forma

Validation:

- If we do not type “Staff ID” then “Staff ID is required” this message box is show.

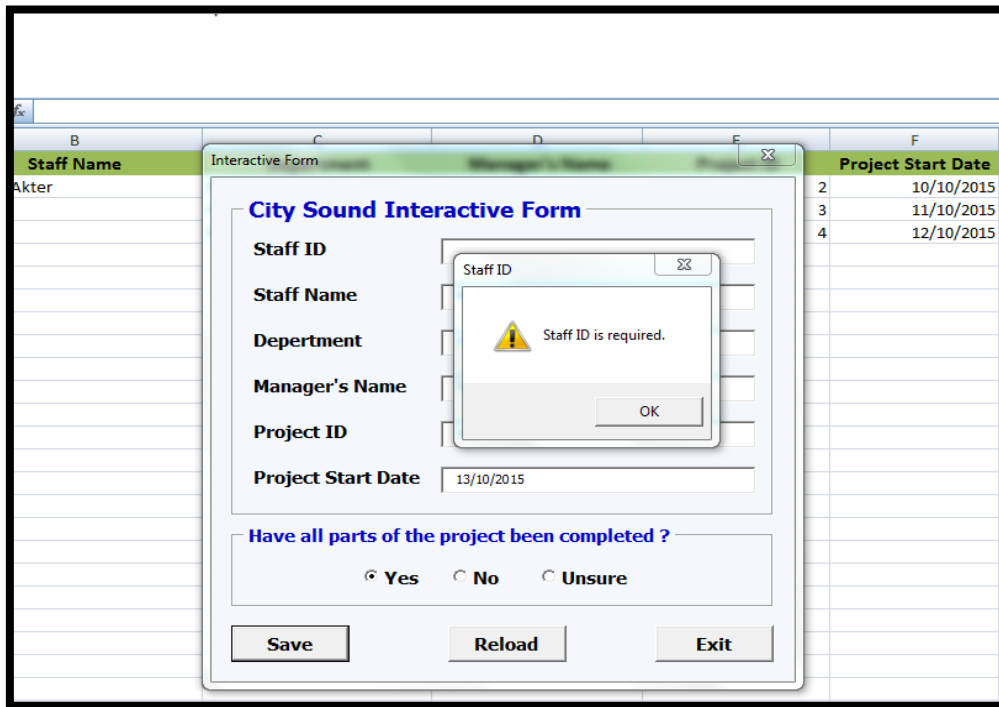


Figure.No-4.11: Interface of staff ID is required

- If we do not type “Staff Name” then “Staff Name is required” this message box is show.

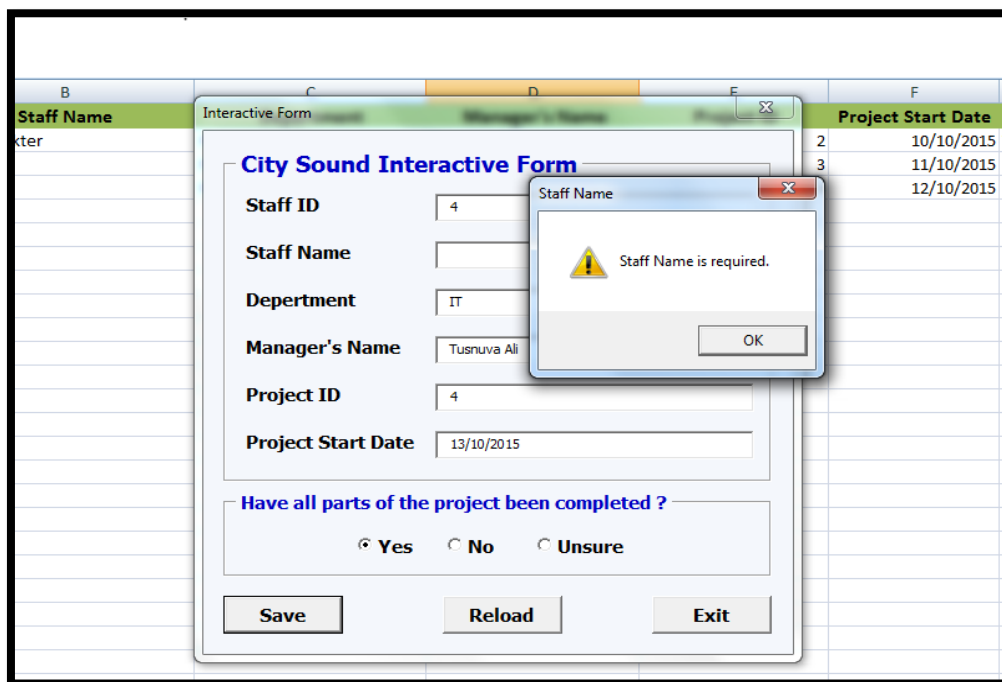


Figure.No-4.12: Interface of Staff name is required

- If we do not type “Department” then “Department is required” this message box is show.

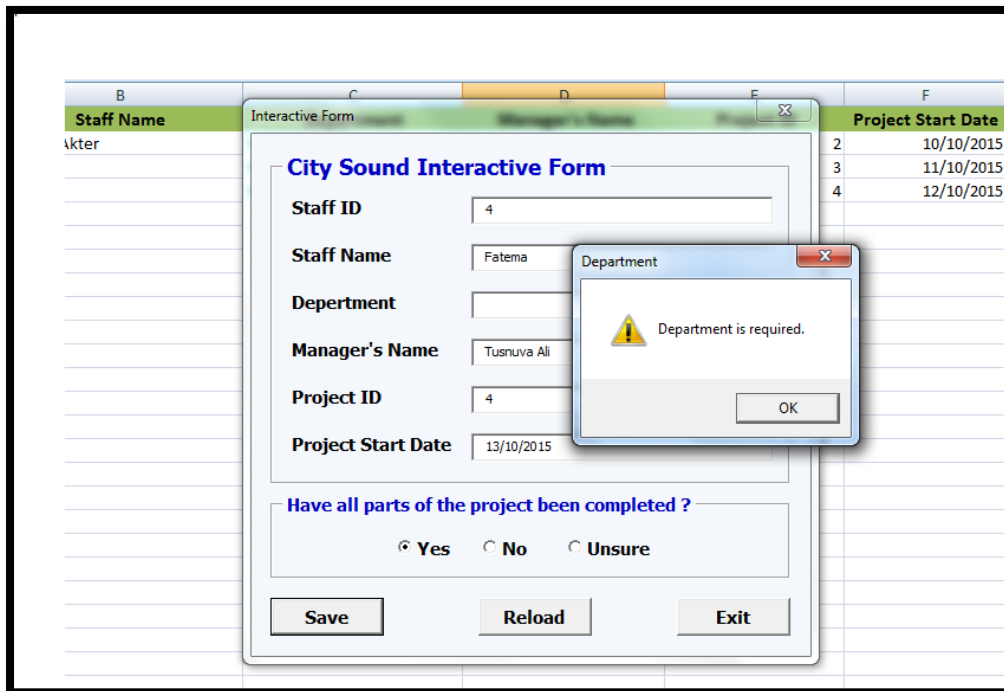


Figure.No-4.13: Interface of Department is required

- If we do not type “Manager’s Name” then “Manager’s Name is required” this message box is show.

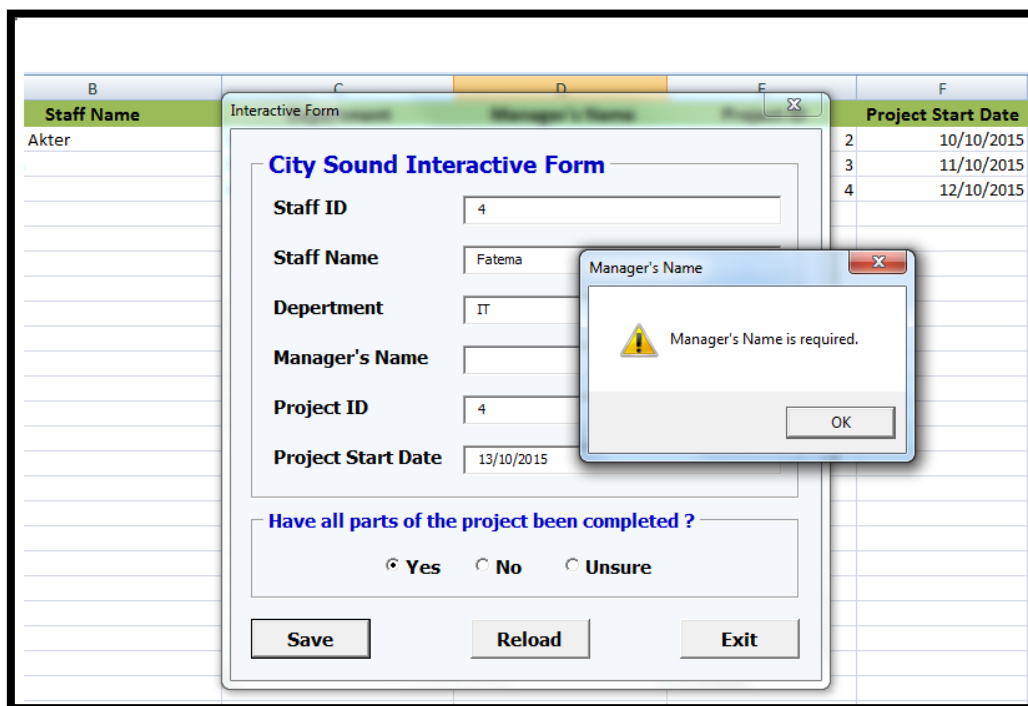


Figure.No-4.14: Interface of Manager's name is required

- If we do not type "Project ID" then "Project ID is required" this message box is show.

The screenshot shows the 'City Sound Interactive Form' overlaid on an Excel spreadsheet. The form contains the following fields: Staff ID (4), Staff Name (Fatema), Department (IT), Manager's Name (Tusnuva Ali), Project ID (empty), and Project Start Date (13/10/2015). A small error dialog box titled 'Project ID' is displayed, stating 'Project ID is required.' with an 'OK' button. Below the form, there is a section titled 'Have all parts of the project been completed?' with radio buttons for Yes, No, and Unsure. At the bottom of the form are 'Save', 'Reload', and 'Exit' buttons. The background Excel spreadsheet has columns for Staff Name, Project Start Date, and a column for completion status.

Figure.No-4.15: Interface of Project ID is required

- If we do not type "Project Start Date" then "This is not valid data format, Plz follow this format like (1/1/2015)" this message box is show.

The screenshot shows the 'City Sound Interactive Form' overlaid on an Excel spreadsheet. The form contains the following fields: Staff ID (4), Staff Name (Fatema), Department (IT), Manager's Name (Tusnuva Ali), Project ID (4), and Project Start Date (empty). A small error dialog box titled 'Project Start Date' is displayed, stating 'This is not a valid date format, Plz follow this format like (1/1/2015)' with an 'OK' button. Below the form, there is a section titled 'Have all parts of the project been completed?' with radio buttons for Yes, No, and Unsure. At the bottom of the form are 'Save', 'Reload', and 'Exit' buttons. The background Excel spreadsheet has columns for Staff Name, Project Start Date, and a column for completion status.

Figure.No-4.16: Interface of Project start date format

Coding for Interactive form

```

CommandButton1 Click
Dim Row As Long
Dim Ques As String

Private Sub CommandButton1_Click()
If Me.TextBox1.Value = "" Then
MsgBox ("Staff ID is required."), vbExclamation, "Staff ID"
Me.TextBox1.SetFocus
Exit Sub
End If

If Me.TextBox2.Value = "" Then
MsgBox ("Staff Name is required."), vbExclamation, "Staff Name"
Me.TextBox2.SetFocus
Exit Sub
End If

If Me.TextBox3.Value = "" Then
MsgBox ("Department is required."), vbExclamation, "Department"
Me.TextBox3.SetFocus
Exit Sub
End If

If Me.TextBox4.Value = "" Then
MsgBox ("Manager's Name is required."), vbExclamation, "Manager's Name"
Me.TextBox4.SetFocus
Exit Sub
End If

If Me.TextBox5.Value = "" Then
MsgBox ("Project ID is required."), vbExclamation, "Project ID"
Me.TextBox5.SetFocus
Exit Sub
End If

If Not IsDate(Me.TextBox6.Value) Then
MsgBox ("This is not a valid date format, Plz follow this format like (1/1/2015) "), vbExclamation, "Project Sta
Me.TextBox6.SetFocus
Exit Sub
End If

If OptionButton1.Value Then
Ques = "Yes"
End If

If OptionButton2.Value Then
Ques = "No"
End If

If OptionButton3.Value Then
Ques = "Unsure"
End If

Row = Worksheets("Sheet1").Range("A1").CurrentRegion.Rows.Count
With Worksheets("Sheet1").Range("A1")
.Offset(Row, 0).Value = Me.TextBox1.Value
.Offset(Row, 1).Value = Me.TextBox2.Value
.Offset(Row, 2).Value = Me.TextBox3.Value
.Offset(Row, 3).Value = Me.TextBox4.Value
.Offset(Row, 4).Value = Me.TextBox5.Value
.Offset(Row, 5).Value = DateValue(Me.TextBox6.Value)
.Offset(Row, 6).Value = Ques
End With

TextBox1.Value = ""
TextBox2.Value = ""
TextBox3.Value = ""
TextBox4.Value = ""
TextBox5.Value = ""
TextBox6.Value = ""

MsgBox "Your information is successfully send."
End Sub

Private Sub CommandButton2_Click()
End
End Sub

Private Sub CommandButton3_Click()
MsgBox "Do you want to clean all information."

TextBox1.Value = ""
TextBox2.Value = ""
TextBox3.Value = ""
TextBox4.Value = ""
TextBox5.Value = ""
TextBox6.Value = ""
End Sub

Private Sub Frame1_Click()
End Sub

```

Figure.No-4.17: Interface of program coding

(Anon., n.d.)

(b) Describe and identify four software techniques:

There are many kinds of software techniques. I have used to some technique for this program development. Such as:

- **Text box:** I have to use this box for input staff details
- **Radio button:** this button use for user commends like click in “Yes”, “No”, and “Unsure”.
- **Command button:** this button for use action perform
- **Laval:** I have to use Laval for write staff information. Such as: “Staff ID”, “Staff Name”, “Department”, “Manager’s Name”, “Project ID”, “Project Start Date”.
- **Message box:** this box use for show in message.

(Limited, 2011)

Conclusion:

At the end of this assignment I had a best working experience. I got to gained knowledge of development. Confidently my experience will help me complete better achievement in the near future where office solution development problems will come out.

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