NCC Level-4 Diploma in Computing

Office Solutions Development

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Title : Office Solutions Development

Examination Cycle : March 2015

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Expected candidate time allocation: 35 to 40 hours

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Marker's comment:

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Statement of confirmation of own work

Programmed /qualification name: Office Solutions Development

Student Declaration:

I have read and understood the NCC Education's policy on Academic Dishonesty and Plagiarism.

I can confirm the following details:

Student ID/Registration number: 00154713

Name: Fatema Akter

Center Name: Daffodil Institute of Information Technology.

Module Name : Office Solutions Development

Assignment title : Sunny Beach Nature Tours

Number of Words : 1171

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:

Student Signature:

Submitted Date:

Table of Contents

Introduction: 5
Task: 1 6
Application Software and Business processes: 6
(a)Application software: 6
Spreadsheet software: 6
Features of spreadsheet software: 6
Accounting software: 6
Accounting software features for Analysis: 6
Word Processing software: 6
Feature for word processing software: 6
Desktop Publishing software: 7
Feature of desktop publishing software: 7
(b)Eight E-commerce business functions: 7
(c) Data mining: 8
Advantage of data mining: 8
Task: 2 9
End user Development: 9
(a)End user Development: 9
(b)Human computer interface: 9
(Anon., n.d.) 10
(c)Six type of business process: 10
(Anon., n.d.) 11
Task: 3 11
(a)Six reasons for administration staff: 11
(b) Automate Formatting features report: 12
(c)Word count: 18
Task-4 19
Advanced features and functions of Microsoft excel: 19

Testing program: 21
Figure no: 4.7: Display of Exit 24
(b) Software technique method: 25
Figure no: 4.9: Display of method for tour date 25
Conclusion: 27
Bibliography 28

Introduction:

In my assignment I have develop a website for “Sunny Beach Nature Tours”. I have describe about application Software and business process, about End user development, advanced features with functions of Microsoft word and excel. I have also made a macro and visual basic.

Task: 1

Application Software and Business processes:

(a)Application software:

Application software are often called production programs or end-user program for the reason that they allow the user to complete tasks such as, publications, sending email, designing graphics.

Feature of all four software:

Spreadsheet software:

Like, Quattro Pro, MS Excel, MS Works, Lotus 1-2-3, AppleWorks…

Features of spreadsheet software:

- Data analysis
- Report generation and communication
- Data management

Accounting software:

Like, accounts payable, accounts receivable.

Accounting software features for Analysis:

- **Reporting and analysis**
- **Graphics**
- **Automation**

Word Processing software:

Like, AppleWorks, WordPerfect, MS Word, MS Works …

Feature for word processing software:

- **File management**
- **footnotes and cross-reference**
- **Macros** (Anon., n.d.)

Desktop Publishing software:

Like, AppleWorks, Quark Express, MS Works, Adobe PageMaker, MS Word, MS Publisher,

Feature of desktop publishing software:

- Styles
- Borders
- Design wizards

(b)Eight E-commerce business functions:

Such as-

- Business-to-Consumer (B2C)
- Business-to-Business (B2B)
- Consumer-to-Business (C2B)
- Consumer-to-Consumer (C2C)
- Integrated E-commerce
- Interfaced E-commerce
- Business-to-government (B2G)
- Mobile commerce (m-commerce)

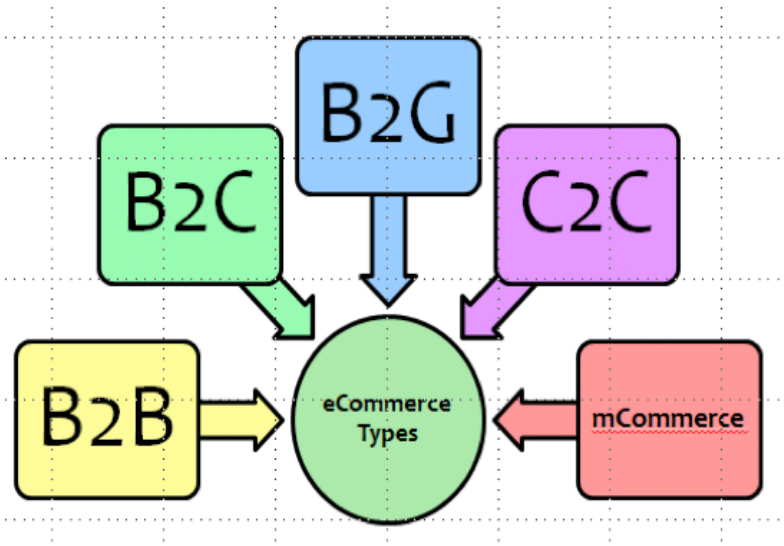


Figure no: 1.1: Display of type of E-commerce

(Anon., n.d.)

(c) Data mining:

Data mining is the analysis of data for relationships to have not before been exposed. For example, the sales report for a particular product of tennis noise power, if suitably analyzed and connected to new market data, expose a serial.

Advantage of data mining:

- Law enforcement
- Retailing/ Marking
- Crediting/ Banking
- Researcher (Anon., n.d.)

Task: 2

End user Development:

(a)End user Development:

End-User Development container be clear as a set of methods, techniques, as well as tools to permit users of software systems, who are performing as non-professional software developers.

Here are 7 of the most common reasons why end users go around the IT department:

- IT does not deliver solutions quickly
- IT does not offer the appropriate resources
- IT is viewed as a barrier
- Consumer technology has surpassed business technology
- IT is handcuffed by outdated policies/processes
- They aren't sure what to do
- Users feel like they don't need help

(b)Human computer interface:

The Classic Life Cycle or Waterfall Methodology:

- A Development Cycle with Emphasis on Testing
- Engineering Development Life-cycle with Added HCI Practitioners and Specialists
- Prototyping
- The Spiral Model
- Engineering Development Life-cycle
- Added HCI Awareness

(Anon., n.d.)

(c)Six type of business process:

- Human-intensive processes:
- Process discovery and project scoping
- Process modeling and design
- Primary processes (also called essential processes)
- Support processes
- Management processes

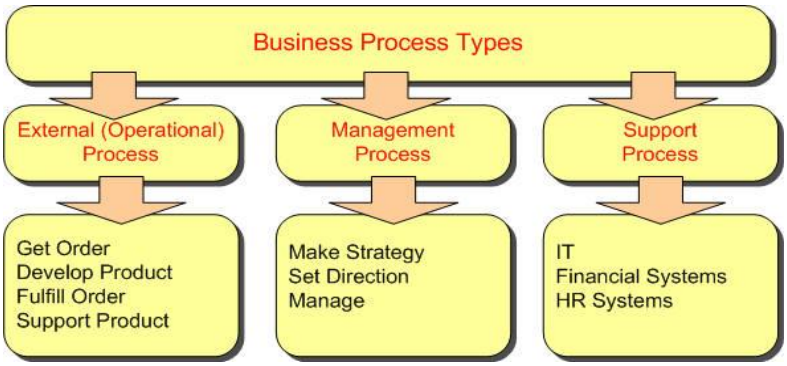


Figure no: 2.1: Business process type

(Anon., n.d.)

Task: 3

Advanced features and functions of Microsoft word:

(a)Six reasons for administration staff:

Six Clerical Skills we need:

There are a few basic skills that anyone interested in clerical work needs to know. Includes this,

- Word: Microsoft Word is the word processing program used in the majority offices.
- Excel: Microsoft Excel is the worksheet program used in the majority offices.
- Phone: How to move calls and put calls on hold on a multiline phone are simple enough skills to learn on the work.
- Typing: Jobs to call for typing skills typically wait for you to type around 60 words per minute with awfully few errors.
- Data Entry: Data entry is like to typing but includes the numeric key protection as well. For data entry clerks, truth is very vital.
- Filing: Alphabetical filing may seem easy, but an amazing number of people have trouble with it.(Anon., n.d.)

(b) Automate Formatting features report:

Now I am describe about automate formatting macro. First all I am open Microsoft word then click on view.

Figure no: 3.1: Display of view

Then click on macro.

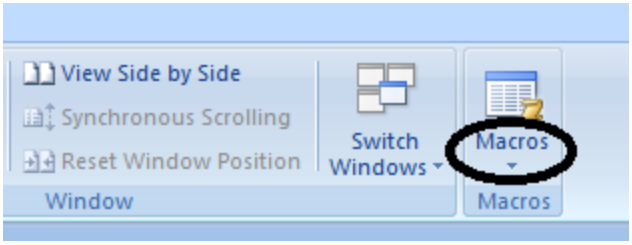


Figure no: 3.2: Display of macros

Click on record macro.

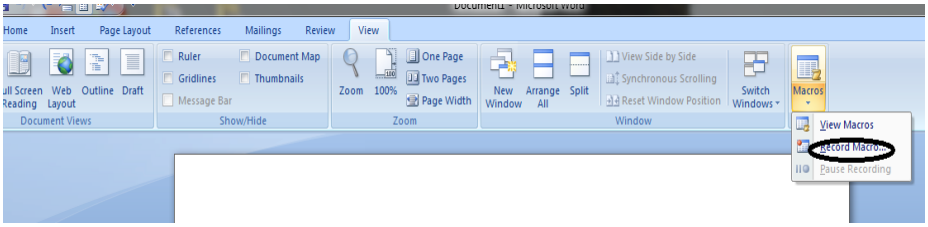


Figure no: 3.3: Display of record macro

Then macro names this box for name. Then selected on keyboard

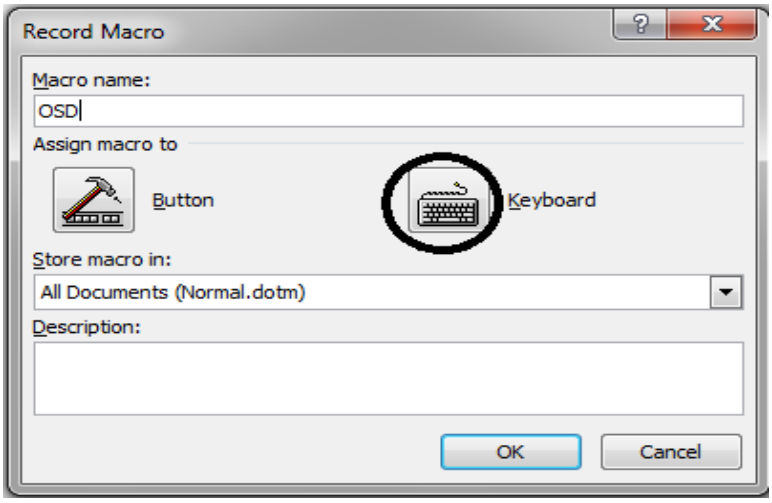


Figure no: 3.4: Display of macro name

After I am selected press new shortcut key as well as my shortcut key is ctrl alt m. then click on assign.

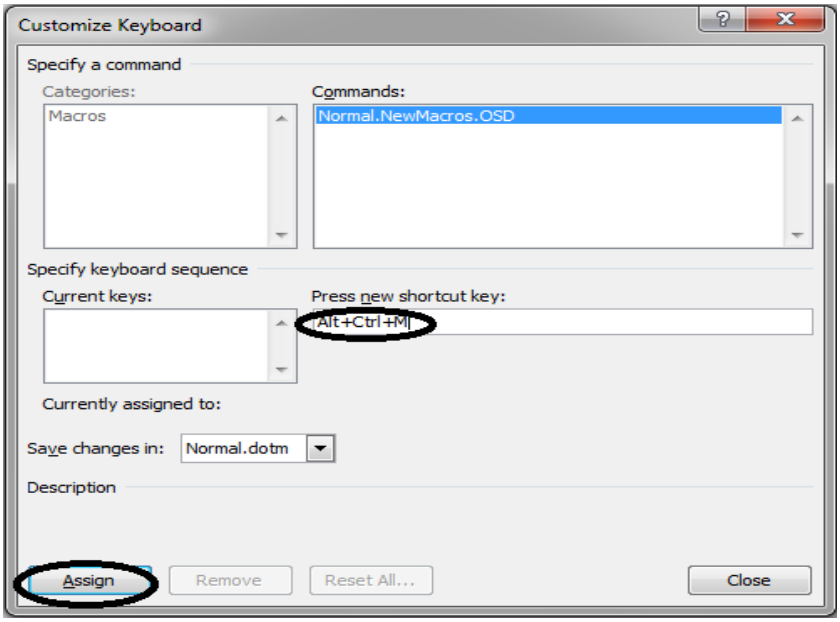


Figure no: 3.5: Display of shortcut key assign

Then click on close.

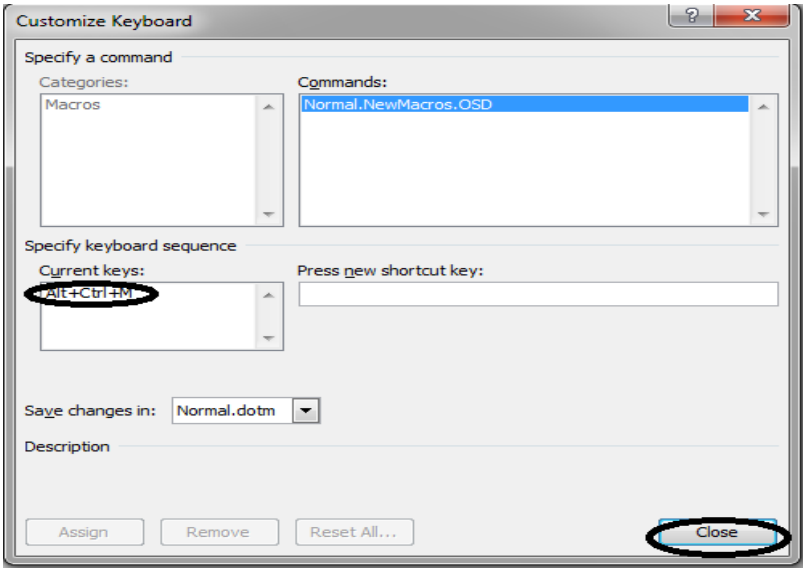


Figure no: 3.6: Display of close

After this screen is show. Now I am click on home for automate formatting macro. I am selected bold, Italic, underline, font color; align text left, font size 16.

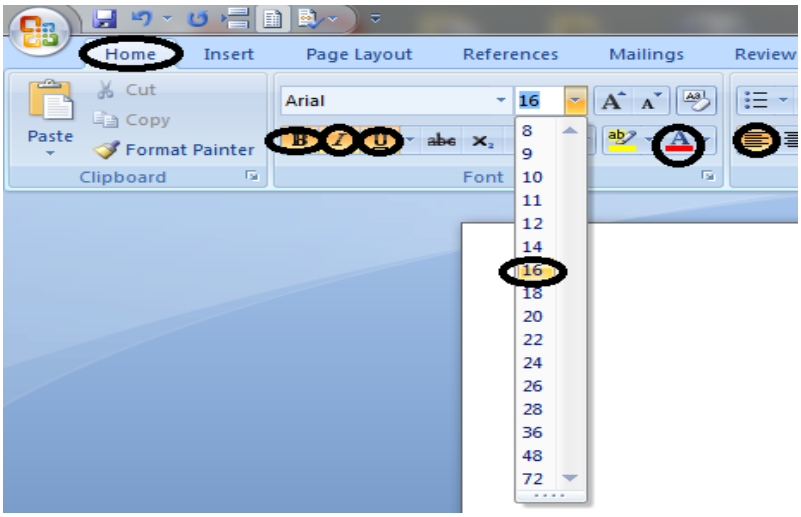


Figure no: 3.7: Display of selected format

After again click macro and selected stop recording as well as click this. So macro is record.

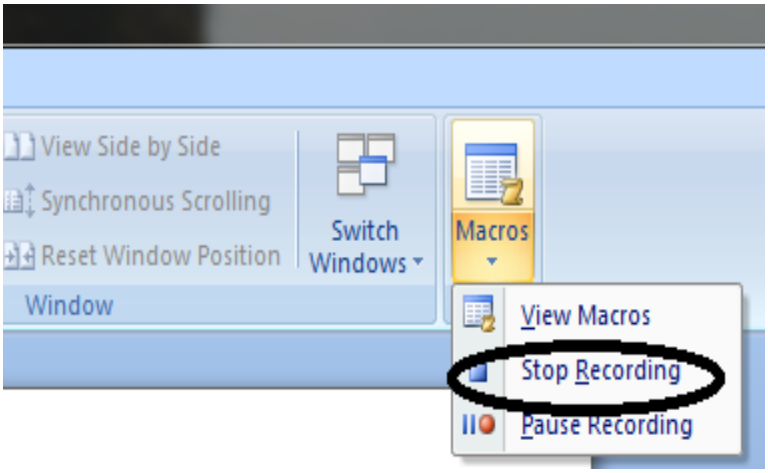


Figure no: 3.8: Display of stop recording

Now I am testing task-1, task-2 and task-3.i am successful for my macro testing. My all task is successfully run.

Task: 1

Application Software and Business processes:

(a)Application software:

Application software are often called production programs or end-user program for the reason that they allow the user to complete tasks such as, publications, sending email, designing graphics.

Feature of all four software:

Spreadsheet software:

Spreadsheet software applies this type of tool to compute number-intensive problems such as forecasting, budgeting, etc.

Quattro Pro, MS Excel, MS Works, Lotus 1-2-3, AppleWorks…

Features of spreadsheet software:

- ***Data analysis***
- ***Report generation and communication***
- ***Data management***

Accounting software:

Application software to records and processes accounting business within module. Such as accounts payable, accounts receivable.

Accounting software features for Analysis:

- ***Reporting and analysis***
- ***Graphics***

Task: 2

End user development:

(a) End user Development:

End-User Development container be clear as a set of methods, techniques, as well as tools to permit users of software systems, who are performing as non-professional software developers.

Here are 7 of the most common reasons why end users go around the IT department:

- ***IT does not deliver solutions quickly***

Most IT departments are already overworked. If your IT department can't deliver the solutions they need, at least set up some self-service options and let end users create their own solutions.

Task: 3

Advanced features and functions of Microsoft word:

(a)Six reasons for administration staff:

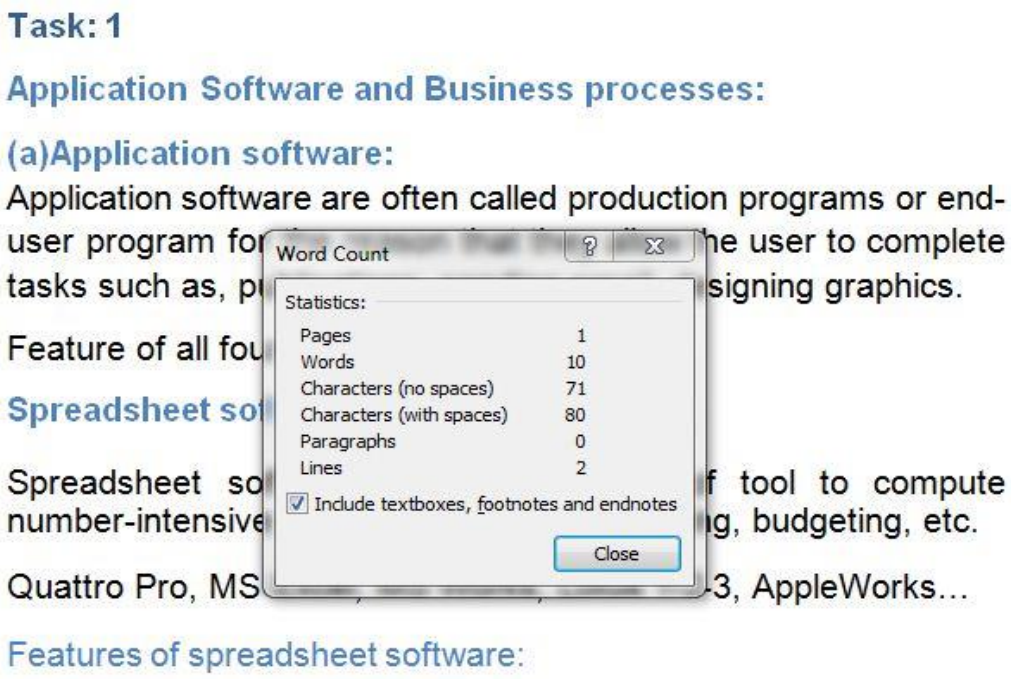
Six Clerical Skills we need:

There are a few basic skills that anyone interested in clerical work needs to know. Includes this,

- ***Word: Microsoft Word is the word processing program used in the majority offices.***
- ***Excel: Microsoft Excel is the worksheet program used in the majority offices.***
- ***Phone: How to move calls and put calls on hold on a multiline phone are simple enough skills to learn on the work.***
- ***Typing: Jobs to call for typing skills typically wait for you to type around 60 words per minute with awfully few errors.***

(c)Word count:

This picture is word count macro. I am successfully run my word count macro.



Task-4

Advanced features and functions of Microsoft excel:

First opening interface for visual basic and after click on Ok for next step

Figure no: 4.1: Display of next step

If we leave this program than we click on Exit

Figure no: 4.2: Display of Exit

Click on Ok, after this interface is open, here any option chose and selected type of tour and message than click on save. This message will save excel sheet.

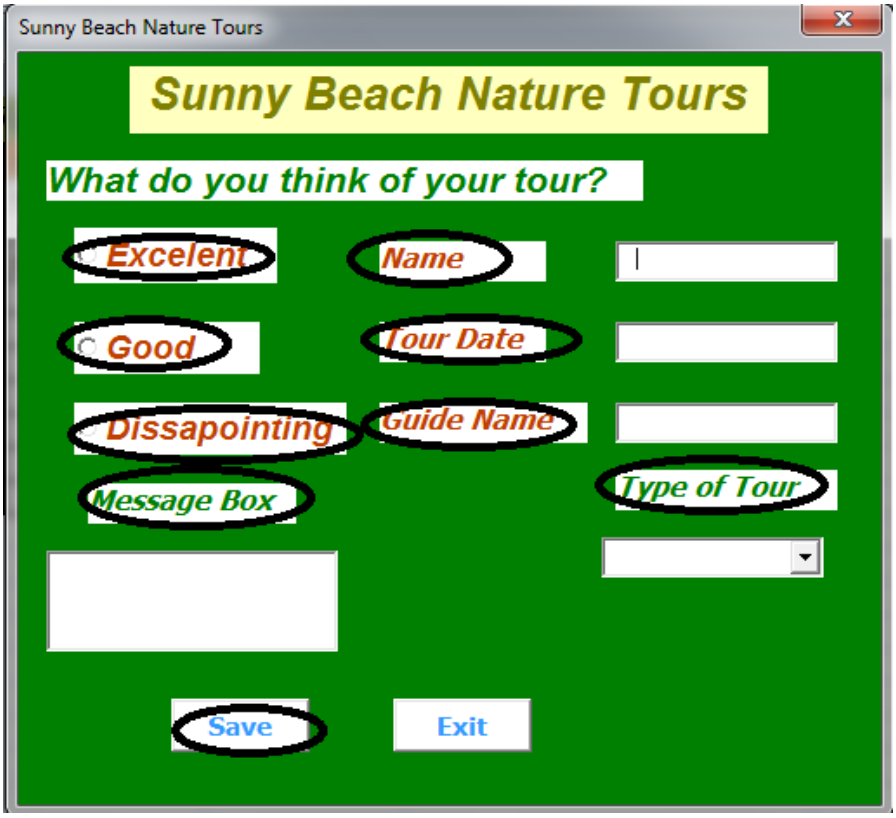


Figure no: 4.3: Display of whole interface

Testing program:

I have tested the program. I am selected one option from every type .then click on save.

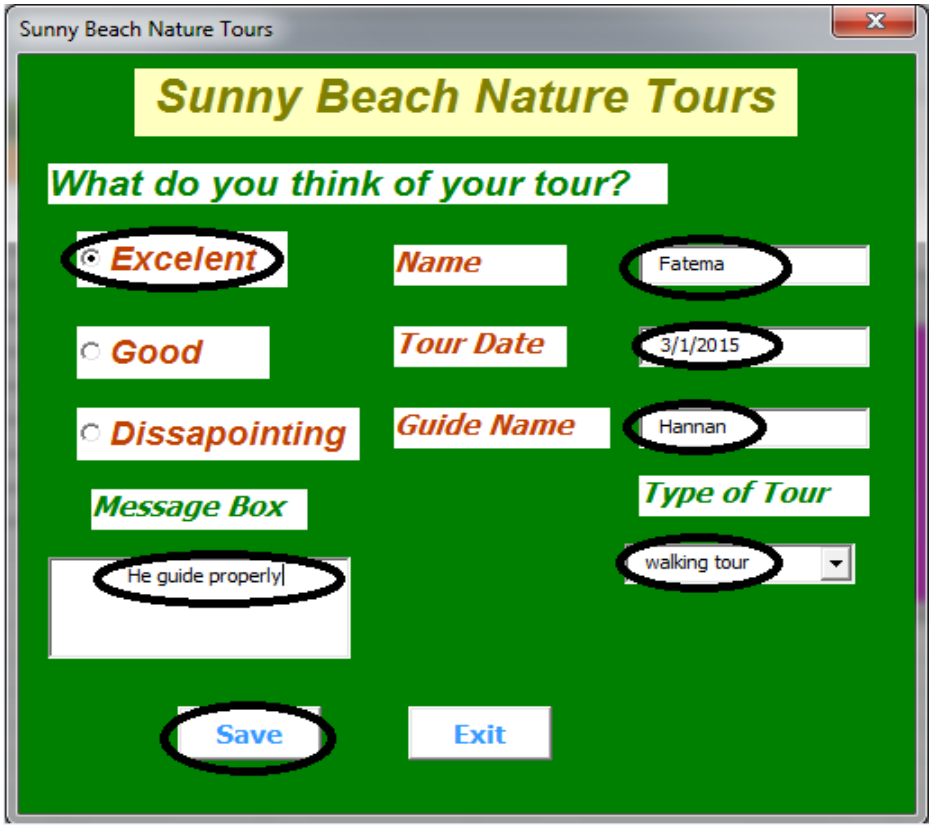


Figure no: 4.4: Display of first testing

Output result: My program is run successfully

	A	B	C	D	E	F	G
1	Feedback For Touriest						
2	Name	Tour date	Guide Name	type of tour	opinion	Message Box	
3	Fatema	3/1/2015	Hannan	walking tour	excellent	He guide properly	

I have tested the program. I am selected one option from every type. Then click on save.

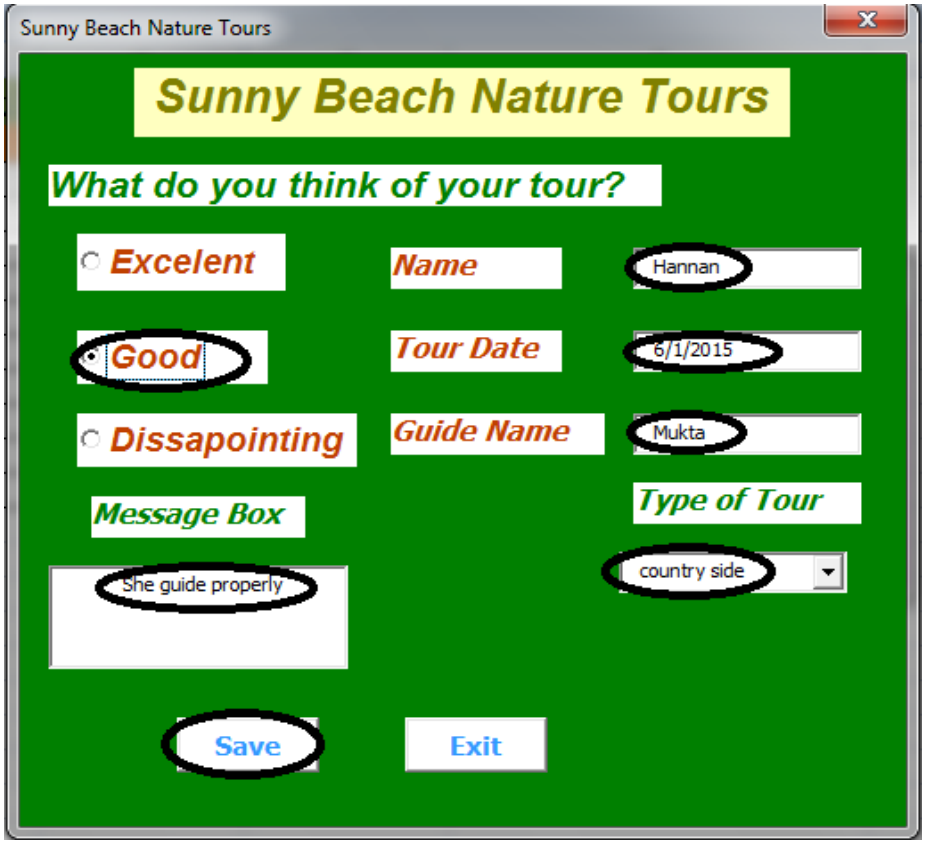


Figure no: 4.5: Display of second testing

Output result: My program is run successfully

	A	B	C	D	E	F	G
1	Feedback For Touriest						
2	*Name*	*Tour date*	*Guide Name*	*type of tour*	*opinion*	*Message Box*	
3	Fatema	3/1/2015	Hannan	walking tour	excellent	He guide properly	
4	Hannan	6/1/2015	Mukta	country side	good	She guide properlt	

I have tested the program. I am selected one option from every type. Then click on save.

Figure no: 4.6: Display of third testing

Output result: My program is run successfully

	A	B	C	D	E	F
1	Feedback For Touriest					
2	Name	Tour date	Guide Name	type of tour	opinion	Message Box
3	Fatema	3/1/2015	Hannan	walking tour	excellent	He guide properly
4	Hannan	6/1/2015	Mukta	country side	good	She guide properlt
5	Hannan	8/1/2015	Hassan	Driving tour	disappointing	He can,t guide properly
6						
7						

If we leave this program than we click on Exit

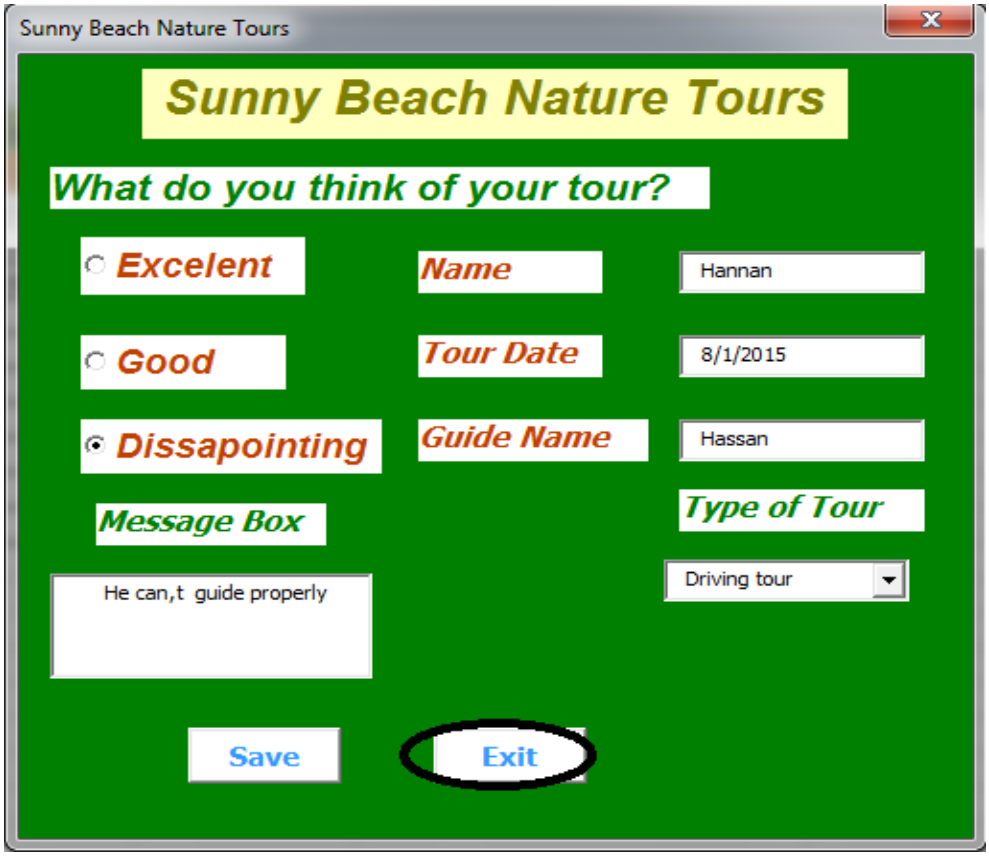


Figure no: 4.7: Display of Exit

(b) Software technique method:

Firstly I have tested method for name. If we input wrong values then this interface is show.

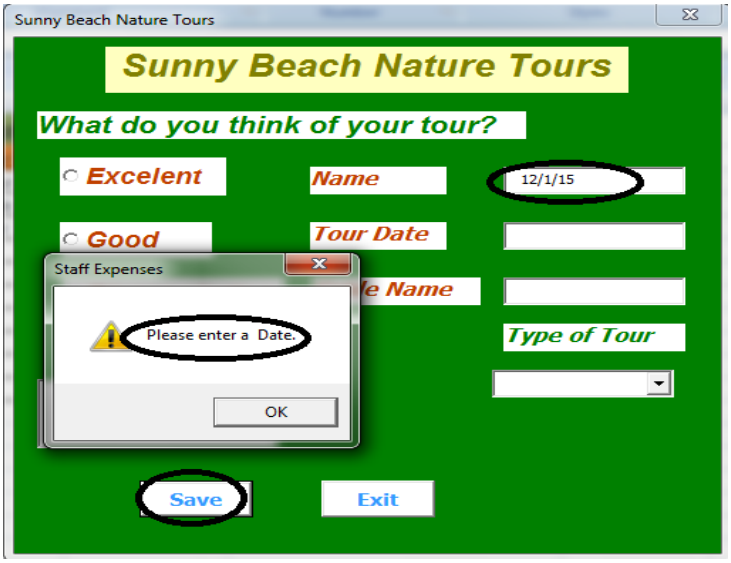


Figure no: 4.8: Display of method for name

After again I have tested method for tour date. If we input wrong values then this interface is show.

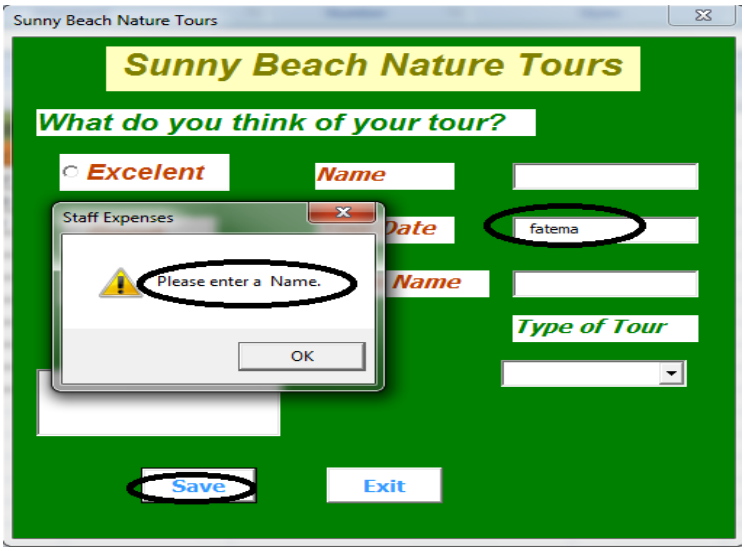


Figure no: 4.9: Display of method for tour date

Again I have tested method for guide name. If we input wrong values then this interface is show.

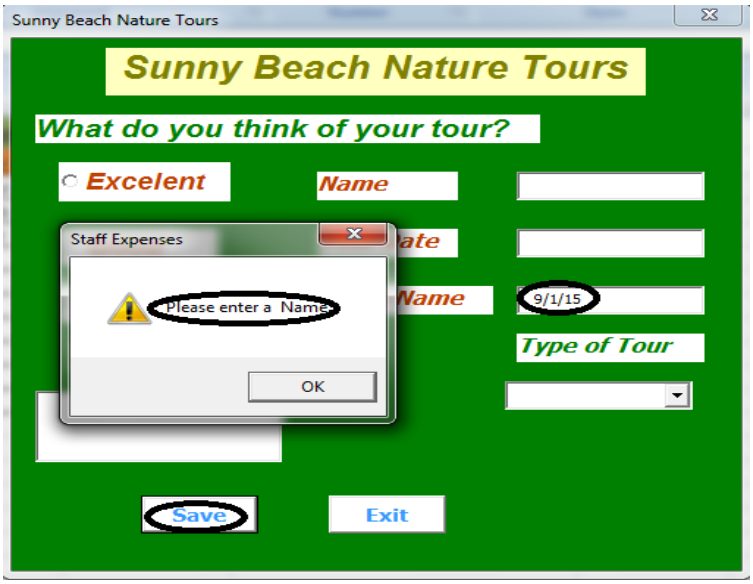


Figure no: 4.10: Display of method for guide name

Again I have tested method for Message Box. If we input wrong values then this interface is show.

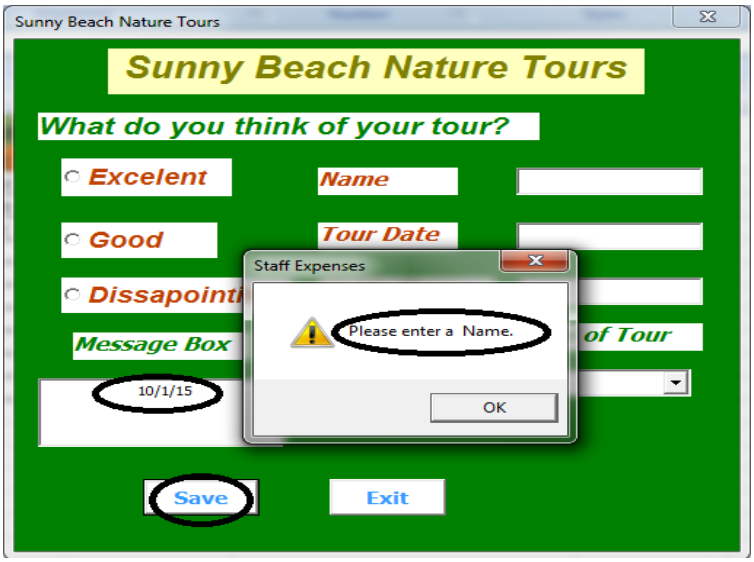


Figure no: 4.11: Display of method for Message Box

Conclusion:

In my assignment I have described the process with screenshot which I have followed for macro and visual basic .I have completed visual basic and macro and run successfully.(Anon., n.d.)

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