Unit:  
Office Solutions Development  
Assignment title:  
The Build and Repair Hire Company  
Sample Assignment

Important notes
- Please refer to the Assignment Presentation Requirements for advice on how to set out your assignment. These can be found on the NCC Education website. Click on ‘Policies & Advice’ on the main menu and then click on ‘Student Support’.
- You must read the NCC Education documents What is Academic Misconduct? Guidance for Candidates and Avoiding Plagiarism and Collusion: Guidance for Candidates and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Click on ‘Policies & Advice’ on the main menu and then click on ‘Student Support’.
- You must complete the Statement and Confirmation of Own Work. The form is available on the NCC Education website. Click on ‘Policies & Advice’ on the main menu and then click on ‘Student Support’.
- Please make a note of the recommended word count. You could lose marks if you write 10% more or less than this.
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.
Introduction

A small local business called The Build and Repair Hire Company has decided to expand. It currently hires out tools for building and repair work but it also wants to provide a hire service for equipment for gardening work and for digital equipment repairs.

A new website will be developed that will enable tools to be hired and paid for online. Customers will be able to request tools to be despatched and collected by courier.

A new warehouse needs to be built as the number of tools available for hire is increasing and the building that stores the tools at present is too small.

You are asked to produce reports which will provide information on aspects of various types of application software, e-commerce business functions, aspects of end user development and software interface design. You are also required to produce handouts on aspects of word processing and spreadsheet features and functions. You also need to complete practical tasks using word processing and spreadsheet software.

Task 1 – 25 Marks
Application software and business processes

The Director of The Build and Repair Hire Company is unsure of the differences between database and spreadsheet software. He would also like your advice which e-commerce business functions to include in the design of the new website. He would like information on the features of computer aided design (CAD) software and how they could help the design of a new warehouse for the company.

The Director has asked you to write a report in which you explain the difference between database software and spreadsheet software, recommend e-commerce business functions and identify and describe features of computer aided design software.

- Differentiate between database software and spreadsheet software. You should include FIVE (5) points that refer to database software and FIVE (5) points that refer to spreadsheet software.

- Recommend FOUR (4) e-commerce business functions that should be included in the design of the company’s new website and describe what benefits they could bring to the company.

- Describe SEVEN (7) features of computer aided design software that could be used to assist the design of the new warehouse for The Build and Repair Hire Company.

Task 1 requires a FIVE HUNDRED (500) word report.
Task 2 – 25 Marks
End-user development

A member of staff at The Build and Repair Hire Company has asked the Director if she could improve the software interface that is currently used for entry of customer data, tool hire data and payment details. The Director would like information on the benefits to the company if the staff member undertakes the development of the software, the success criteria that should be established to measure if the aims of the software development have been achieved and what will indicate that the interface is user friendly.

- Explain how the company could benefit if an IT competent member of staff develops the company's software interface. You should support your answer with FIVE (5) points and a detailed explanation of each benefit.

- Explain the success criteria that the member of staff developing the software should refer to in order to ensure that the aims of the software development are met. You should support your answer with FOUR (4) points and a detailed explanation of each benefit.

- Describe SEVEN (7) indicators of a user friendly interface.

Task 2 requires a FIVE HUNDRED (500) word report.

Task 3 – 25 Marks
Advanced features and functions of Microsoft Word

a) The Director of The Build and Repair Hire Company wants to send a large number of letters by post to existing customers who don't have access to email. Explain why it is advantageous to use the mail merge feature in word processing software to produce letters. Your answer should refer to SIX (6) points.

b) Word processing also provides collaboration tools that would assist staff at The Build and Repair Hire Company. Discuss SEVEN (7) benefits of collaboration tools that could assist the staff.

Task 3 a) and b) require a TWO HUNDRED (200) word report.

Task 3 continues on the next page
c) You have been asked to produce the following letter by the Director. You are instructed to set up the mail merge feature.

(Customer address) (This must be set up for the mail merge)
(Customer email address) (This must be set up for the mail merge)
(Customer number) (This must be set up for the mail merge)
(Date) (This must be set up for the mail merge)
Dear (Customer name) (This must be set up for the mail merge)

I am contacting you to let you know that next month there will be a much wider range of tools to hire from The Build and Repair Hire Company. We are also developing our website and soon you will be able to hire tools online and use our new courier despatch and collect service.

As a valued customer I would like to offer you a 15% discount on your next hire request. Please quote your customer number when you hire your next tool to claim your discount.

Thank you for continuing to use our company and if you have any questions please contact us.

Yours sincerely
(Insert a name) Director (A name must be entered for the Director)

- Create the names and addresses of THREE (3) customers.
- Link each of the customer’s details to the letter.
- Link the current date to the letter.
- Enter a name for the Director.
- Produce THREE (3) copies of the letter to be sent to each of the THREE (3) customers.
- To complete this task you should submit copies of the THREE (3) letters created by the mail merge.
- Save THREE (3) copies of the letter for THREE (3) different recipients using the following format:
  OSD_Assessment_Task3c_Name_StudentNumber_Date_1
  OSD_Assessment_Task3c_Name_StudentNumber_Date_2
  OSD_Assessment_Task3c_Name_StudentNumber_Date_3
**Task 4 – 25 Marks**  
**Advanced features and functions of Microsoft Excel**

**a)** Identify SIX (6) data validation methods that are supported by spreadsheet software and explain how each method assists data entry.

Task 4 a) requires a TWO HUNDRED (200) word report.

Save your work in the following format:  
OSD_Assignment_Task4a_YourName_StudentNumber_Date

**b)** The Director has asked you to create an interactive form to help the staff at *The Build and Repair Hire Company*. You should use spreadsheet software and the Visual Basic Editor to create the form.

The form should enable the following events:

i) A message box is displayed that prompts a member of staff as follows:
   - *Input the number of items hired*

ii) After the member of staff enters a number, a message box is displayed that displays the following question:
   - *Have the item/s been hired for more than 2 days?*

iii) Underneath the message displayed in the message box in Task 4(b) (ii), there should be TWO (2) buttons for the member of staff to choose from:
   - The first button should be labelled *Yes*
   - The second button should be labelled *No*

iv) If the *No* button is selected another message box is displayed that displays the statement:

   *Select OK to input more details OR select Cancel*

v) Develop the form so that underneath the instruction in the message box in Task 4(b) (iii) there are TWO (2) buttons for the member of staff to choose from:
   - The first button should be labelled *Ok*
   - The second button should be labelled *Cancel*

Save your work in the following format:  
OSD_Assignment_Task4b_YourName_StudentNumber_Date
Guidance
Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission requirements
For **Task 1** you must produce a FIVE HUNDRED (500) word report for the Director of *The Build and Repair Hire Company*.

For **Task 2** you must produce a FIVE HUNDRED (500) word report for the Director of *The Build and Repair Hire Company*.

For **Task 3 a) and b)** you must produce a TWO HUNDRED (200) word report.

For **Task 3 c)** you must submit copies of the THREE (3) letters created by the mail merge.

For **Task 4 a)** you must produce a TWO HUNDRED (200) word report.

For **Task 4 b)** you must develop a functional interactive form which satisfies the requirements stated in the task.

Candidate checklist
Please use the following checklist to ensure that your work is ready for submission.

- Have you read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensured that you have acknowledged all the sources that you have used in your work? □

- Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.** □

- Have you ensured that your work has not gone over or under the recommended word count by more than 10%? □

- Have you ensured that your work does not contain viruses and can be run directly? □