



Unit: Office Solutions Development

Assignment title: Home Improvements

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 home improvements store has been selling products to members of the public and trade for ten years. The shop is popular with many loyal customers who have purchased products year after year. However, due to online competition from similar companies, the owners have decided that they must also develop an online service to rival their competitors.

The owners want an online shop and a website to be developed that enables products to be ordered and paid for online. They have also taken the decision to purchase the logistics software in order to ensure that delivery and stock control are performed more efficiently and reliably.

You have been recommended to the owners by the manager of an organisation that you have worked for recently. The owners want you to provide information on a number of issues regarding application software and to showcase your skills within the MS Office environment.

Task 1 – Application software and business processes (25 Marks)

The owners need a report that will allow them to approach a bank for funding. This report will need to:

- a) Discuss how FOUR (4) types of application software could be used to specifically market the products sold by the home improvements store. **(12 Marks)**
- b) Evaluate how Management Information Software (MIS) could assist in the day-to-day running of the home improvement store (specifically considering the types of tasks involved in running a store like this). **(13 Marks)**

Task 2 – End-user development (25 Marks)

A member of staff at the business has offered to help develop the new software. They will be able to incorporate features such as payment details, stock data and an online catalogue which would allow the business to expand. The owners would like information on the benefits to the company if the staff member undertakes the development.

- a) Discuss, with justification FIVE (5) 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. **(10 Marks)**
- b) Discuss, with justification, how the company would benefit if an end user develops the company's software. **(15 Marks)**

Task 3 – Advanced features and functions of Microsoft Word

(25 Marks)

a) You have been asked to showcase your skills using word processing software. The owners want to see what the benefits of macros are. You have been asked to come up with a time saving macro feature relating to important company communications, such as word-processed documents e.g. corporate letters that will be sent out to stakeholders and to show it in action.

- Create a macro in a word document that will help the business save time when creating corporate communications. Explain the purpose of the macro and how it benefits the company.

Save your work for Task 3 a) in the following format:

OSD_Assignment_Task3a_YourName_StudentNumber_Date **(13 Marks)**

b) The admin staff at the organisation need to be aware of the security risks that are associated with word processed documents and macros. You have been asked to create a report which identifies potential security risks and protection methods for staff members.

- Produce a report that discusses THREE (3) potential security risks associated with word processed documents and macros **and** describe THREE (3) methods of protecting against these risks. **(12 Marks)**

Task 4 – Advanced features and functions of Microsoft Excel

(25 Marks)

a) The owners have requested that you construct an interactive form which staff can input product data. Using spreadsheet software, your interactive form should display THREE (3) pieces of product data. ONE (1) piece of data should be the Product ID, the other pieces of product data can be any data relating to the products.

Save your work for Task 4 a) in the following format:

OSD_Assignment_Task4a_YourName_StudentNumber_Date **(13 Marks)**

b) You need to enhance the interactive form that you produced for Task 4 a). You should edit the form to include questions with buttons for responses which will act as user interaction.

Using spreadsheet software, produce an interactive form which displays the following requests:

- Enter the product ID
- Display a question relating to the product
- Create TWO (2) buttons in response to the question with suitable labels
- When a button is clicked a second question is generated
- Create TWO (2) buttons in response to the question with suitable labels

Save your work for Task 4 b) in the following format:
OSD_Assignment_Task4b_YourName_StudentNumber_Date (12 Marks)

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

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?