



S3 Business Enterprise & ICT



Unit 3 Business Administration Induction Training



INTRODUCTION TO UNIT

The main focus of this unit is to explore the supporting role of Administration in a business. You will use IT software such as Word, Excel and Access to provide documents to organise and support a number of different events.

After working through this unit you will be able to:

- ✓ Create a **CV**

- ✓ Use functions of an **Access database** to complete a variety of tasks
 - Create a database table
 - Sorting a database table
 - Search for information using a database query
 - Present database information professionally

- ✓ Use functions of **Excel spreadsheet** to complete a variety of tasks
 - Add data to an excel worksheet
 - Apply simple formatting to a spreadsheet (eg Currency £, decimal places)
 - Insert formulae
 - Edit data in a worksheet
 - Present spreadsheet data professionally

- ✓ Use functions of **Word** to complete a variety of tasks



INDUCTION TRAINING - PART 1



ACCESS DATABASES

Your induction training will focus on the following areas:

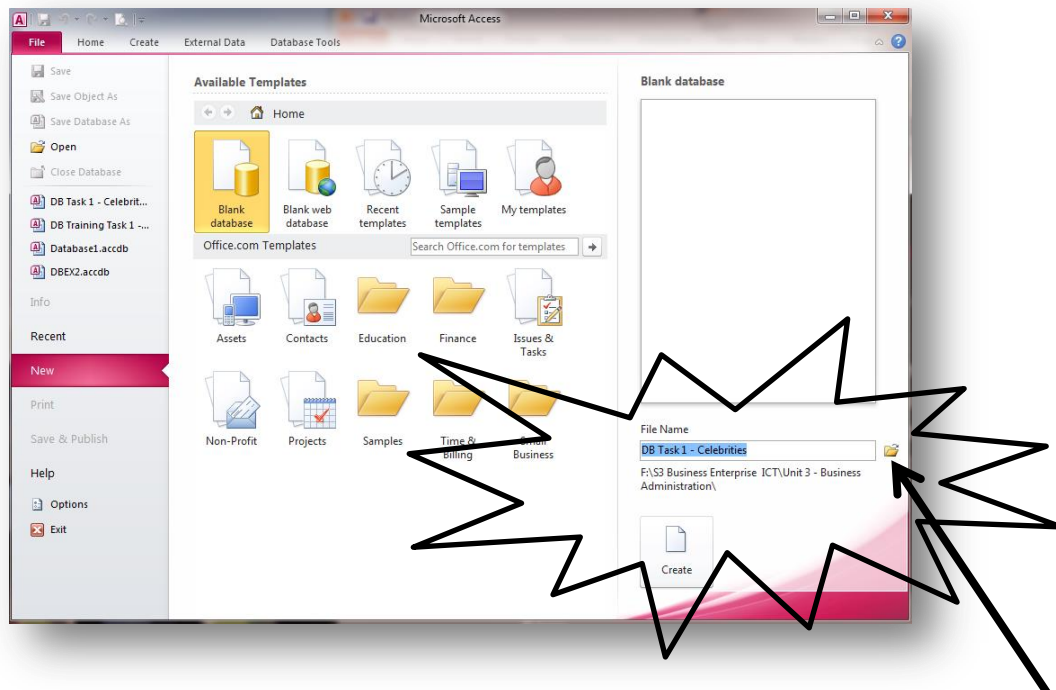
- The purpose of a database (giving examples)
- The advantages of a database
- The structure of a database

You will complete the following Induction Training Tasks:

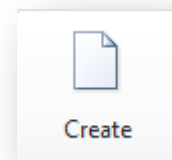
- DB Task 1 - Celebrities
- DB Task 2 - Hotels
- DB Task 3 - Ski
- DB Task 4 - Flights

Creating a database file

- Open Microsoft Access and you will see the following screen:

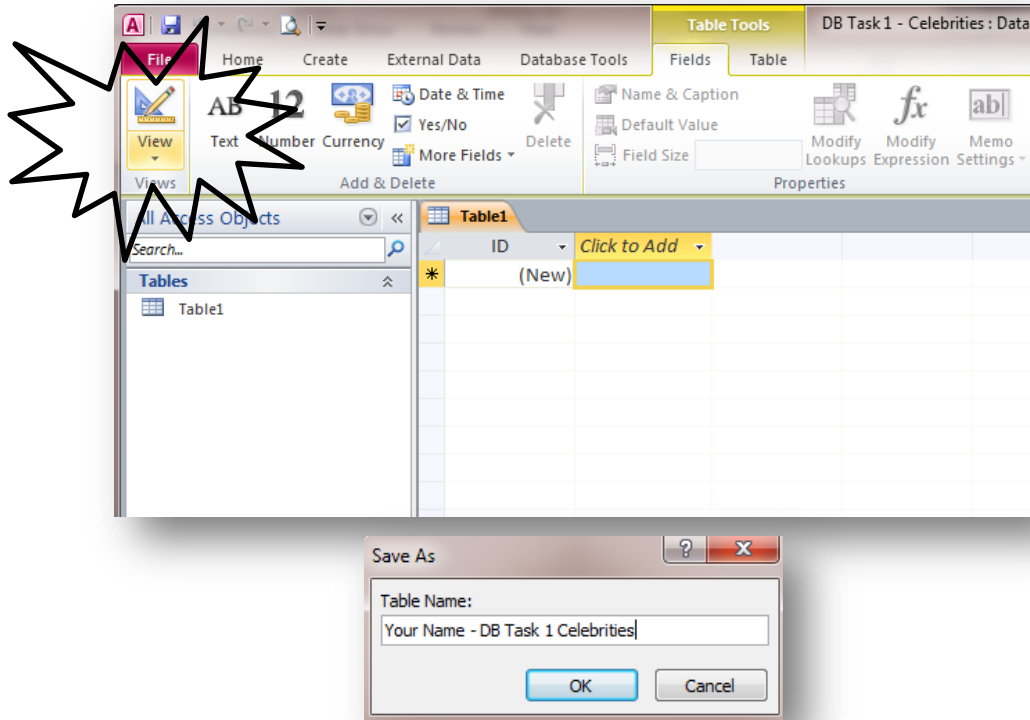


- **IMPORTANT:** Make sure you save your database file into the correct folder (eg Library/S3 Business Enterprise/Business Administration.)
- **IMPORTANT:** Make sure you save your database file with an appropriate file name
- Click on **CREATE** when you have entered the file name and location



Creating a database table

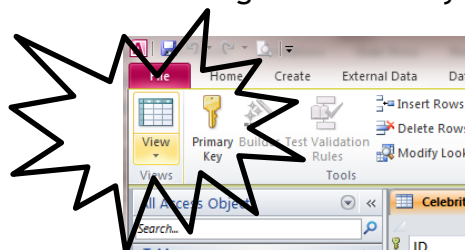
- Before you can enter information into the database, you must **DESIGN** the layout of the table
- Click on **DESIGN** view - you will be asked to **SAVE** the table



- **IMPORTANT:** Enter your **FULL NAME** into the database table as well as the task number
- You can now get to work creating the **FIELD NAMES** and **DATA TYPES** needed:

Field Name	Data Type
ID	Number
Forename	Text
Surname	Text
Country of Citizenship	Text
Age	Number
Occupation	Text
Marital Status	Text
Earnings £m	Currency
	Text
	Memo
	Number
	Date/Time
	Currency
	AutoNumber
	Yes/No

- When you are ready to start entering information you need to return to **DATASHEET VIEW**



DB Task 1 - Celebrities

- ✓ Use the information below to create a database - save as **DB Task 1 Celebrities**
- ✓ Create a new table (in design view) - save as **Your Name - DB Task 1 Celebrities**

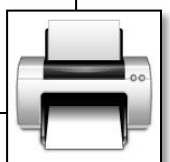
Use the field names and data types shown below to create the table:

Field Name	Data Type
Forename	Text
Surname	Text
Country of Citizenship	Text
Age	Number
Occupation	Text
Earnings £m	Currency

Enter the information shown below into the table you have just created:

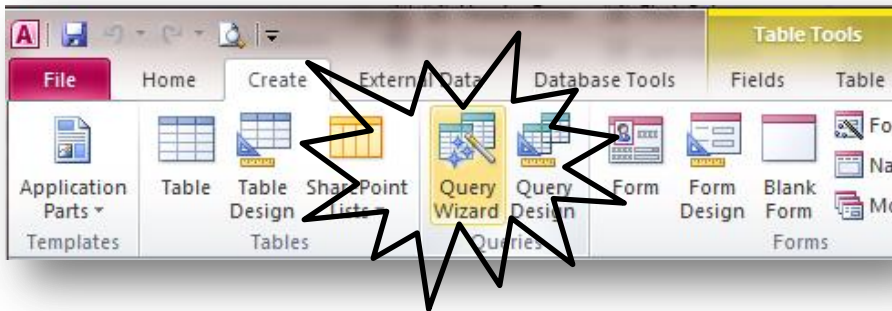
Forename	Surname	Country of Citizenship	Age	Occupation	Earnings £m
Taylor	Swift	USA	23	Musician	£57
Rihanna	Fenty	Barbados	24	Musician	£53
Justin	Bieber	Canada	18	Musician	£55
Simon	Cowell	UK	53	Music Exec, TV Producer	£90
Adele	Adkins	UK	24	Musician	£35
David	Beckham	UK	37	Football Player	£46
Kristen	Stewart	USA	22	Actress	£34
Rafael	Nadal	Spain	26	Tennis Player	£33
Kanye	West	USA	35	Musician	£35
Robert	Pattinson	UK	26	Actor	£17
Rio	Ferdinand	UK	34	Football Player	£40
Cheryl	Cole	UK	29	Musician	£18
Andy	Murray	UK	25	Tennis Player	£24
Emma	Watson	UK	22	Actress	£26
Daniel	Radcliffe	UK	23	Actor	£54

- ✓ Check all fields are wide enough to display data
- ✓ Proof read your database table carefully to check for accuracy
- ✓ Print out one copy of the database you have created in landscape orientation



Searching a database using a Query

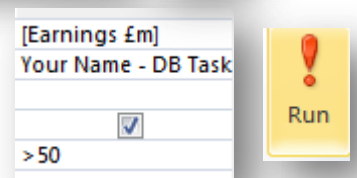
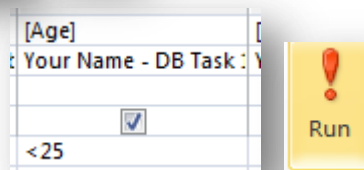
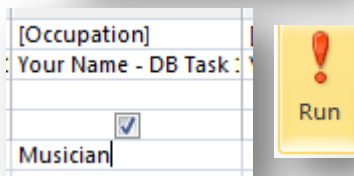
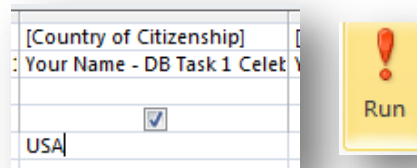
- In the **CREATE** ribbon, select **QUERY WIZARD**



- Follow the **WIZARD** to create a **SIMPLE QUERY**
 - Fields to include
 - Detailed query
 - Modify the query design
 - Query Name & Finish
- You are now in **QUERY DESIGN VIEW** where you can decide on the **CRITERIA** to search for:

For example:

- Which celebrities are from the USA?
- Which celebrities are musicians?
- How many celebrities are less than 25 years old?
- Which celebrities have earnings of more than £50 million?



- When you have entered the **CRITERIA** click on the **RUN** button to perform the **QUERY**.

DB Task 1 - Celebrities Queries

✓ Use the Celebrities database to create and save the **4 queries** explained on page 5.

- 1 Which celebrities are from the USA?
- 2 Which celebrities are musicians?
- 3 How many celebrities are less than 25 years old?
- 4 Which celebrities have earnings of more than £50 million?

- ✓ Save each query
- ✓ Check all fields are wide enough to display data
- ✓ Print out **QUERY 4 ONLY**



DB Task 2 - Hotels

- ✓ Use the information below to create a database - save as **DB Task 2 Hotels**
- ✓ Create a new table (in design view) - save as **Your Name - DB Task 2 Hotels**

Use the field names and data types shown below to create the table:

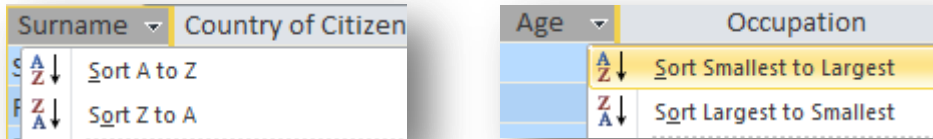
Field Name	Data Type
Hotel Name	Text
City	Text
Star Rating	Number
Cost Per Night	Currency
Number of Rooms	Number
Room Service	Yes/No

Enter the information shown below into the table you have just created:

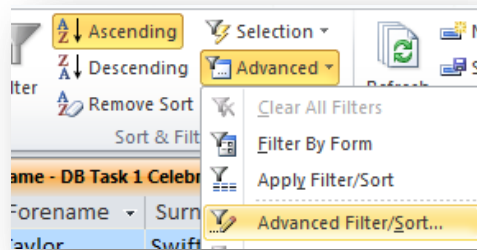
Hotel Name	City	Star Rating	Cost Per Night	Number of Rooms	Room Service
Ashton	Liverpool	2	£35	15	No
Bradbury	Leeds	2	£30	20	No
Westpoint	London	4	£85	40	Yes
Keyside	Durham	2	£35	40	No
Central	Manchester	3	£70	34	Yes
Anderson	Norwich	2	£40	48	No
Weirside	Liverpool	3	£55	62	No
Burnbank	Newcastle	5	£115	95	Yes
Accrington	Newcastle	4	£80	111	Yes
Royal London	London	5	£140	149	Yes

Sorting a database table

- Sorting the records in a database table is very straight forward if you are **sorting on one field**.
- Simply click on the drop down menu at the side of the field name to reveal sorting options for the field type. For example:



- To **sort a database on more than one field** (eg by town and then surname) you need to use an **ADVANCED FILTER/SORT**.



DB Task 2 - Hotels

- ✓ Sort the database into **alphabetical order of Hotel Name**
- ✓ Check all fields are wide enough to display data
- ✓ Proof read your database table carefully to check for accuracy
- ✓ Print out one copy of the database you have created in landscape orientation



DB Task 3 - Ski

- ✓ Use the information below to create a database - save as **DB Task 3 Ski**
- ✓ Create a new table (in design view) - save as **Your Name - DB Task 3 Ski**

Use the field names and data types shown below to create the table:

Field Name	Data Type
Resort	Text
Country	Text
Cost	Currency
Ski Rating	Number
Number of Runs	Number
Run Difficulty	Text

Enter the information shown below into the table you have just created:

Resort	Country	Cost	Ski Rating	Number of Runs	Run Difficulty
Rosar	Romania	£555	3	27	Easy
Nesden	Sweden	£650	4	18	Medium
Norjand	Norway	£400	3	17	Medium
Rodora	Andorra	£775	3	31	Easy
Argalia	Bulgaria	£450	4	33	Hard
Donario	Italy	£725	5	44	Hard
Zenert	Austria	£700	4	28	Easy
Sun Mountain	USA	£975	5	51	Hard
Blue Ridge	Canada	£925	4	49	Medium
Cestao	France	£710	4	38	Hard

- ✓ Sort the database into **descending order of ski rating and cost (advanced filter/sort)**
- ✓ Check all fields are wide enough to display data
- ✓ Proof read your database table carefully to check for accuracy
- ✓ Print out one copy of the database you have created in landscape orientation



DB Task 3 - Ski Queries

✓ Use the Ski database to create and save the following 3 queries.

1. Which resorts have more than 35 runs
2. Which ski holidays cost less than £400
3. Which resorts have ski runs that are classed as “hard”

- ✓ Save each query
- ✓ Check all fields are wide enough to display data
- ✓ Print out **QUERY 3 ONLY**



DB Task 4 - Flights

- ✓ Use the information below to create a database - save as **DB Task 4 Flights**
- ✓ Create a new table (in design view) - save as **Your Name - DB Task 4 Flights**

Use the field names and data types shown below to create the table:

Field Name	Data Type
Destination	Text
Route (via)	Text
Journey Time Out (Hours)	Number
Journey Time Return (Hours)	Number
Time Difference	Number

Enter the information shown below into the table you have just created:

Destination	Route (Via)	Journey Times Out (Hours)	Journey Times Return (Hours)	Time Difference
New York	Heathrow	7.5	7	-5
Chicago	Heathrow	8.5	8	-6
Washington	Heathrow	8	7	-5
Boston	Washington	11	9.5	-5
Miami	Washington	12	11.5	-6
Los Angeles	Non Stop	11	10.5	-8
San Diego	Los Angeles	13	12	-8
Maui	Los Angeles	19	20	-10
Vancouver	Non Stop	10	9.5	-8
Ottawa	Non Stop	7.5	6.5	-6

- ✓ Sort the database into alphabetical order on **Route and Destination (advanced filter/sort)**
- ✓ Check all fields are wide enough to display data
- ✓ Proof read your database table carefully to check for accuracy
- ✓ Print out one copy of the database you have created in landscape orientation



DB Task 4 - Flights Queries

✓ Use the Flights database to create and save the following 3 queries.

1. Which flights are non-stop
2. Which flights have a journey time (out) of more than 10 hours
3. Which flight have a time difference of less than 6 hours

- ✓ Save each query
✓ Check all fields are wide enough to display data
✓ Print out **QUERY 3 ONLY**



INDUCTION TRAINING - PART 2



EXCEL SPREADSHEETS

Your induction training will focus on the following areas:

- The purpose of a spreadsheet (giving examples)
- The advantages of a spreadsheet
- How to enter formulae

Complete the following Induction Training Tasks:

- SS Task 1 - Intro to Formulae
- SS Task 2 - News
- SS Task 3 - Savings
- SS Task 4 - Student
- SS Task 5 - Stationery

Introduction to Spreadsheets

A **Spreadsheet** is a piece of software, such as **Microsoft Excel**, used to do calculations. It acts like a very powerful calculator that can be saved and changed very easily.

When you open a new spreadsheet you are presented with lots of boxes known as **CELLS** into which you can enter data.

- ✓ The cells are organised in **columns** and **rows**.
- ✓ Each cell has its own name or **CELL REFERENCE**.

COLUMN



ROW



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

You can enter **3** different “things” into a spreadsheet:

1. A **VALUE** is a number Eg 24
2. **TEXT** can be entered Eg Grove Academy
3. A **FORMULA** can be entered to link cells and carry out calculations

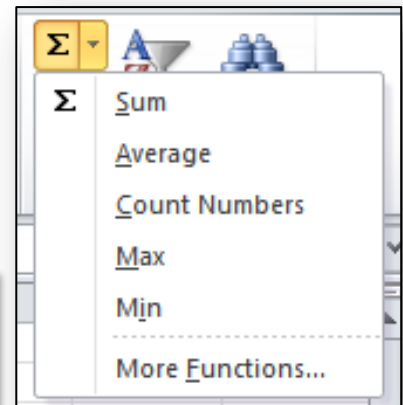
Spreadsheet Formulae

All formulae in spreadsheets need to begin with the = sign

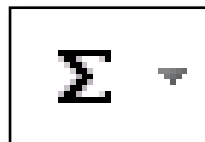
This tells the cell to expect a formula rather than a value or text

Simple Spreadsheet Formulae:

Calculation	Symbol	Example
Add	+	= A1 + A2
Subtract	-	= A1 - A2
Multiply	*	= A1 * A2
Divide	/	= A1 / A2



Formulae Functions:



Some formulae use **FUNCTIONS**.

Functions are built in commands that help us carry out calculations.

You will use the following functions:

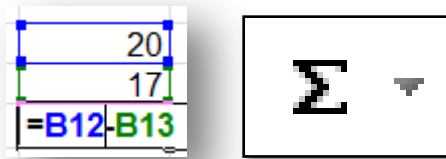
SUM	Adds a number of highlighted cells together. (Autosum)
AVERAGE	Used to work out the average of cells. More efficient than adding cells together and then dividing by the number of cells.
COUNT	Counts the <u>number</u> of cells (not the data within them)
MAX	Finds the largest value in a list of cells
MIN	Finds the smallest value in a list of cells

Spreadsheet Functions

Here is a quick reminder of the spreadsheet functions you will need to use to develop your ICT skills:

Inserting formulae

- ✓ All formulae must begin with the = sign
- ✓ Click on cells to be used within the formulae (do not type them in)
- ✓ Use the calculator keypad to enter + - * /
- ✓ Press the enter/return key when you have entered the formulae
- ✓ Use the SUM function when adding lots of cell together



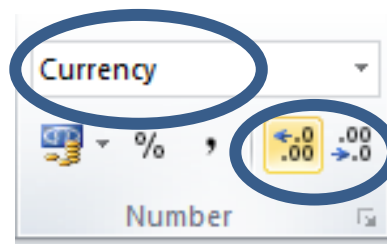
Copying formulae

- ✓ If the same formulae has to be calculated a number of times, remember to **copy the formulae** (the cells used will automatically change)



Formatting individual cells

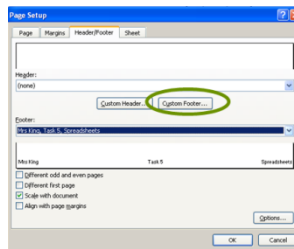
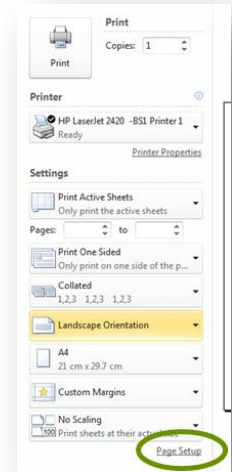
- ✓ All headings and totals should be formatting to make them stand out - eg using bold or larger font size
- ✓ To format number for currency and decimal places, use **FORMAT CELLS** (do not type in the £ signs and zeros)



Inserting Headers or Footers

The easiest way to add information to a header or footer (such as your name and task number) is by going to the **PAGE SET-UP LINK** on the print screen

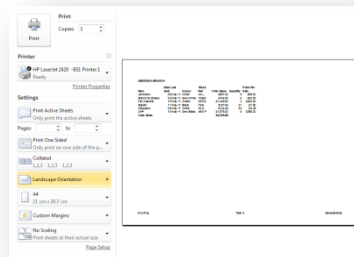
- ✓ This is a very useful screen as it gives you a preview of the spreadsheet
- ✓ Click on the **Page Set-up Link**
- ✓ Click on the **Header/Footer tab**
- ✓ You can enter information in the left, middle or right hand side of the footer
- ✓ Click on **OK**



Printing answer/values and formulae copies

Answer Copies:

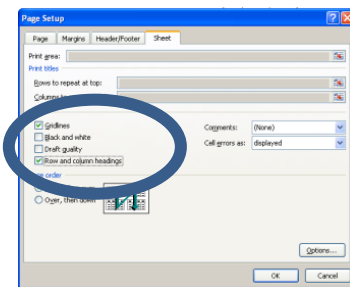
- ✓ **Proof read** your spreadsheet before printing
- ✓ Use the **print preview screen** to ensure all data fits on one page and footers are inserted



Formulae Copies:

- ✓ Use the **toggle command** to show formulae
- ✓ Hold down **CTRL** and **button to left of number 1**
- ✓ Display headings (row/column) and gridlines by selecting the **SHEET** options in **PAGE SET-UP**

NAME	DATE LAST VISIT	COLLEGE	UNIVERSITY	OTHER SCHOOLS	CHARITY	PHONE / FAX NUM
1	2010	2010	2010	2010	2010	2010
2	2010	2010	2010	2010	2010	2010
3	2010	2010	2010	2010	2010	2010
4	2010	2010	2010	2010	2010	2010
5	2010	2010	2010	2010	2010	2010
6	2010	2010	2010	2010	2010	2010
7	2010	2010	2010	2010	2010	2010
8	2010	2010	2010	2010	2010	2010
9	2010	2010	2010	2010	2010	2010
10	2010	2010	2010	2010	2010	2010
11	2010	2010	2010	2010	2010	2010
12	2010	2010	2010	2010	2010	2010
13	2010	2010	2010	2010	2010	2010
14	2010	2010	2010	2010	2010	2010
15	2010	2010	2010	2010	2010	2010
16	2010	2010	2010	2010	2010	2010
17	2010	2010	2010	2010	2010	2010
18	2010	2010	2010	2010	2010	2010
19	2010	2010	2010	2010	2010	2010
20	2010	2010	2010	2010	2010	2010
21	2010	2010	2010	2010	2010	2010
22	2010	2010	2010	2010	2010	2010
23	2010	2010	2010	2010	2010	2010
24	2010	2010	2010	2010	2010	2010
25	2010	2010	2010	2010	2010	2010
26	2010	2010	2010	2010	2010	2010
27	2010	2010	2010	2010	2010	2010
28	2010	2010	2010	2010	2010	2010
29	2010	2010	2010	2010	2010	2010
30	2010	2010	2010	2010	2010	2010



SS Task 1 - Intro to Formulae

- ✓ Open the spreadsheet **SS Task 1 - Intro to Formulae**
- ✓ Insert and copy appropriate formulae/functions to perform the required calculations
- ✓ Enter your **name** and **task number** into the custom footer
- ✓ **Save** the spreadsheet
- ✓ **Print one copy** of the spreadsheet showing the **values** (print double sided)

SS Task 2 - News

- ✓ Open the spreadsheet **SS Task 2 - News**
- ✓ Insert and copy appropriate formulae to calculate the total number of each newspaper sold
- ✓ Insert and copy appropriate formulae to calculate the total number of newspapers sold by each shop
- ✓ Insert and copy appropriate formulae to calculate the average newspapers sold
- ✓ Enter your **name** and **task number** into the custom footer
- ✓ **Save** the spreadsheet
- ✓ **Print one landscape** copy of the spreadsheet showing the **values (answers)** on one page
- ✓ **Print one landscape** copy of the spreadsheet showing the **formulae** on one page (ensure you show **gridlines** and **headings** and **fit to one page**).



SS Task 3 - Savings

- ✓ Open the spreadsheet **SS Task 3 - Savings**
- ✓ Insert and copy appropriate formulae to calculate the commission due to each employee (12.5% of basic salary)
- ✓ Insert and copy appropriate formulae to calculate the total pay for each employee
- ✓ Insert and copy appropriate formulae to calculate the amount each employee will contribute to the Savings Scheme (5% of total pay)
- ✓ Insert and copy appropriate formulae to calculate the Net Pay for each employee
- ✓ Enter your **name** and **task number** into the custom footer
- ✓ **Save** the spreadsheet
- ✓ **Print one landscape copy** of the spreadsheet showing the **values (answers)** on one page
- ✓ **Print one landscape copy** of the spreadsheet showing the **formulae** on one page (ensure you show **gridlines** and **headings** and **fit to one page**).

SS Task 4 - Students

- ✓ Open the spreadsheet **SS Task 4 - Students**
- ✓ Insert and copy appropriate formulae to calculate the average mark for each student (format to whole numbers)
- ✓ Insert and copy appropriate formulae to calculate the average test mark for each unit (format to whole numbers)
- ✓ Insert and copy appropriate formulae to calculate the minimum test mark for each unit
- ✓ Insert and copy appropriate formulae to calculate the maximum test mark for each unit
- ✓ Enter your **name** and **task number** into the custom footer
- ✓ **Save** the spreadsheet
- ✓ **Print one landscape copy** of the spreadsheet showing the **values (answers)** on one page
- ✓ **Print one landscape copy** of the spreadsheet showing the **formulae** on one page (ensure you show **gridlines** and **headings** and **fit to one page**).

SS Task 5 - Stationery

- ✓ Open the spreadsheet **SS Task 5 - Stationery**
- ✓ Insert and copy appropriate formulae to calculate the total spent on stationery in each of the months January to March and the total for the whole 3 months
- ✓ Insert and copy appropriate formulae to calculate the total spent on each item of stationery for the period January-March
- ✓ Insert and copy appropriate formulae to calculate the average spent on each item of stationery per month in the period January-March
- ✓ Insert and copy appropriate formulae to calculate the minimum amount spent on each item of stationery in the period January-March
- ✓ Insert and copy appropriate formulae to calculate the maximum amount spent on each item of stationery in the period January-March
- ✓ Insert a formulae to count the number of stationery items
- ✓ Enter your **name** and **task number** into the custom footer
- ✓ **Save** the spreadsheet
- ✓ **Print one landscape copy** of the spreadsheet showing the values (answers) on one page
- ✓ **Print one landscape copy** of the spreadsheet showing the **formulae** on one page (ensure you show **gridlines** and **headings** and **fit to one page**).

Well done, you have completed your Induction Training on Access and Excel.

