

S3 Business Enterprise & IT

Business Administration End of Topic Homework

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1

Define the term “database”.

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Ultimate Parties store their supplier records on database.

Ultimate Parties - Supplier Database				
ID	Company Name	Address	Town	Goods Supplied
1	Disco Divas	3 Newton Lane	PAISLEY	Entertainment
2	Treats Are Us	408 Grate Lane	GLASGOW	Cakes, Favours
3	Smashing Parties	32 Ardossan Road	SALTCOATS	Bouncy Castles
4	Birthday Bashes	5 South Avenue	GREENOCK	Entertainment
5	Fun Parties	88 Glen Lane	WISHAW	Bouncy Castles
6	Party Party Party!	5 Edmont Crescent	AIRDIRE	Entertainment

- a) How many fields are shown in the above database?

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- b) Ultimate Parties cannot contact suppliers urgently- eg to check latest prices or to place an urgent order, as there is not sufficient information in the database.

Suggest 2 other fields that could be added to the above database to make it more useful to staff.

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- c) How could Ultimate Parties find and print a list showing only suppliers of Bouncy Castles using the database?

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3 Employee records of Glen plc are stored on an electronic database. An extract from the database is shown below:

Glen plc - Employee Records				
Employee Forename	Employee Surname	Department	Salary	Date Started
Gina	Mullin	Human Resources	£15,000	25/10/2005
Harry	Hamlin	Sales	£40,000	03/01/1995
Petal	Jackson	Purchasing	£13,000	09/09/2006
Martin	Peacock	Finance	£50,000	10/01/1990
Justine	Smythe	Purchasing	£25,000	16/09/2004
Oliver	Watson	Human Resources	£30,000	22/06/2001

a) How many records are shown in the above database? 1

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b) The “Salary” field has been formatted as currency. Name **2** other ways in which **any** field in a database could be formatted. 2

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c) Describe **one** advantage of using a database compared to paper-based information. (*You must make an attempt to describe your advantage or no mark will be given*). 1

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4 Define the term “spreadsheet”. 1

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5 The following spreadsheet has been prepared by the Sales Manager of Glen plc.

	A	B	C	D	E
1	GLEN PLC - SALES FOR WEEK 1				
2					
	Product	Units		Price Per	Total Revenue
3	ID	Produced	Units Sold	Unit	(Income)
4	AA667	230	200	£20.00	?
5	AB980	170	130	£30.00	?
6	AC346	90	90	£25.00	?
7	BA147	450	440	£15.00	?
8	BA258	110	100	£40.00	?
9					

- a) What formulae is required in Cell E4 to calculate the **Total Revenue (Income)** made from Product AA667? 1
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- b) Explain how the formulae in Cell E4 can be reproduced into cells E5 to E8 without re-keying the formulae in. (*Try to explain exactly how you would do this – what steps are involved*). 2
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- c) Suggest **one** use (apart from calculating sales income) that could be made of spreadsheets in the Finance department of Glen plc. (*What else might the finance department use a spreadsheet for?*) 1
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- d) The Sales Manager wants the spreadsheet above to show the amount of stock left at the end of the week. How could this be achieved using the above spreadsheet? 1
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6 The following spreadsheet has been prepared by the Sales Manager of Bells Plc.

	A	B	C	D	E	F
1	BELLS PLC - SALES FIGURES FOR FEBRUARY					
2						
3	PRODUCT	PRICE PER UNIT	10% DISCOUNT	NET PRICE	NUMBER SOLD	TOTAL REVENUE (INCOME)
4	CD Drives	£30.00	£3.00	£27.00	4	£108.00
5	DVD Drives	£90.00	£9.00	£81.00	6	£486.00
6	Digital Camera	£70.00	£7.00	£63.00	2	£126.00
7	Monitors	£100.00	£10.00	£90.00	3	£270.00
8	Keyboards	£20.00	£2.00	£18.00	5	£90.00
9	USB Pen Drives	£6.00	£0.60	£5.40	12	£64.80
10	Graphics Cards	£40.00	£4.00	£36.00	6	£216.00
11						

- a) Identify and write down the exact formula that has been used to work out the Net price of CD Drives in Cell D4. 1

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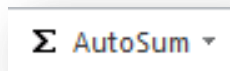
- b) The price of monitors (Price Per Unit) has been entered incorrectly. The correct price is £110 (not £100).

If this correction is made in cell B7, identify what **3** other cells will change automatically at the same time? 3

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- c) Identify **2** spreadsheet formulae/functions (**other than SUM**) that can be carried out efficiently using the AutoSum tool. 2



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- d) Describe **one** advantages of using a spreadsheet compared to carrying out calculations manually. .
(You must make an attempt to describe your advantage or no mark will be given). 1

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