

Assessment

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Portfolio Report on Contemporary Software Applications for Business

MODULE NAME: SOFTWARE SOLUTIONS FOR BUSINESS

MODULE CODE: ACCA 4026

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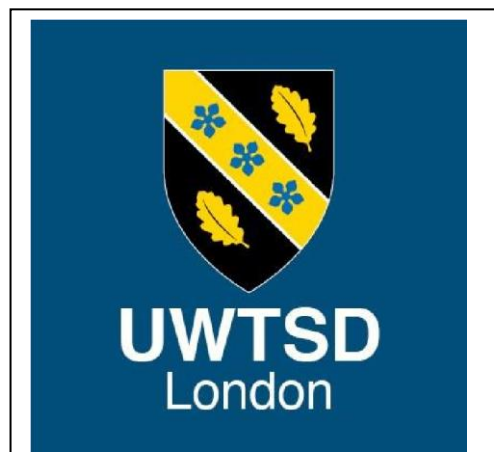


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Introduction



[1]

In these modern days technology-based solutions, are heavily relied on by many organisations. Understanding how several types of software can support activities such as information management, e-commerce, data analysis, and team collaboration is important. A range of different software tools are going to be explored, we will examine points such as the purpose of the software tools, unique features, and the benefits they give especially in a business setting.

Digital tools and software applications play a significant role in modern workplaces. They aid most organisations/business operations to run smoothly and efficiently. For example, things/skills such as communications, productivity and team collaboration have significantly improved due to digital tools and software. This shows that digital tools and software applications have had a positive impact in workplaces.

Main Body

Task 1 e-Commerce Website builders/software solutions

Name several e-Commerce website builders/software solutions most popularly used and give a description of 2 contemporary e-Commerce website builders/software solutions based on their major features, benefits and limitations (approx. 2/3 sources).

(10 marks) (Approx. 500 words)

Some of the most used e-Commerce websites are:

- Shopify
- Wix
- WooCommerce
- Square Commerce
- Big Commerce
- Magento (Adobe Commerce)
- Weebly eCommerce

One popular e-commerce website is shopify. Shopify is an e-commerce platform which helps those who want to start businesses and online store, it helps in managing payments and monitor the growth of the business. [2]



One of the major features shopify has that helps businesses and business owners operate easily is: it's easy to set up. It has a drag and drops builder which assists in creating an online store that looks professional without the need to code. Shopify is also easy to use as managers and business owners can manage their business from their phones.

Another Major feature shopify has is secure security. Shopify prioritises security. Every online store created comes with a free SSL certificate. This certificate builds trust between the business and the customer and protects customer data. Furthermore, Shopify meets the highest standards for payment security as they are PCI compliant. This means the payments that are made are always safe.

One of the benefits that comes with using shopify is it has a wide range of plugins. This means that if something cannot be found in the built-in feature, it can be added by the installation of a plugin. Another benefit is: shopify has a wide range of themes to select. This includes: colours, shapes, layout and more. Themes help to build rapport with customers. Furthermore, shopify offers free and paid themes.

However, a limitation that Shopify has is the tools available when selling digital products and services is limited. For example, if someone sells food products but also offers in-person cooking classes, they need to find a way of setting up services offerings on their site. Another limitation that shopify has is it has product upload limits. Shopify promotes itself as having "unlimited products, however there is restrictions. After a store reaches

50,000 products variants, the platform reduces the upload speed and only permits 1,000 new variants per day. [4]

Another popular e-commerce website is wix. Wix is an innovative website creation platform that offers a series of tools which assist in creating professional websites. One of the key features wix offers is hundreds of themes and templates to meet each company's characteristics. Another key feature is wix is uploaded on a cloud platform. This means it's a cloud service that can be accessed from people's browsers; this allows customers and users to have access and visit the website anytime and from any device such as phones, computers, ipads more.[5]



[6]

One benefit that attracts businesses and companies to use wix is: it offers a drag and drop editor which simplifies the website building process, this feature is user friendly. However, the limitation that wix has is: it suffers from delays when loading, often the loading speeds of Wix negatively affect user experience. [e-commerce website is Wix. Wix is an innovative website creation platform that offers a series of professional tools that can be used easily.](#)

In conclusion, shopify and wix both have useful tools for building an online store and presence. However, Shopify is a lot stronger in things like: Security and e-commerce whereas Wix has a lot more creative freedom. Both platforms have limitations but they both have and provide valuable features.

Task 2

(15 marks)

Mind-map of Contemporary Software Applications

(Approx. 500 words)

- a. Describe mind mapping and explain the benefits of using mind mapping in business operations (approx. 2/3 sources). **5 marks**

A mind map is an easy way of brainstorming different ideas and thoughts without worrying about structure. Brainstorming allows individuals and teams to visually structure different opinions and ideas.

A mind map is a diagram that provides structure for the organisation of information and ideas. They help individuals or teams break down different concepts for better understanding. A mind map is usually built around a specific or central topic. The central topic is usually placed at the centre of the mind map, so the core focus of the mind map is understood. Mind maps usually have tree branches connecting from the centre to a related point.[1]. A mind map usually includes different colours, lines and keywords and different colours can sometimes represent specific sections of the mind map.

Companies use Mind maps because they help with organisation and lead to better strategic planning and decision making. When companies use mind maps, it helps visualise the ideas they have and set goals and how to achieve those goals. [2] . Companies and businesses create mind maps by doing things like: brainstorming. Brainstorming tends to follow these basic principles:

- Quality over quantity: When brainstorming everyone is encouraged to come up with as many ideas as they can.
- No criticism: Participants should be open to others' ideas and not be judged.
- Embrace unusual ideas: Unusual ideas are encouraged but may not always be accepted.
- Combine, refine, improve: Everyone should build on each other's ideas

Brainstorming allows everyone's ideas to be heard.

Companies also use mind maps to project plan as it's a helpful way of managing projects. Mind maps in businesses make projects easy when it's time to them to plan a project as it makes things clearer.[3]. Businesses also use Brainstorming to organise information and understanding new ideas.

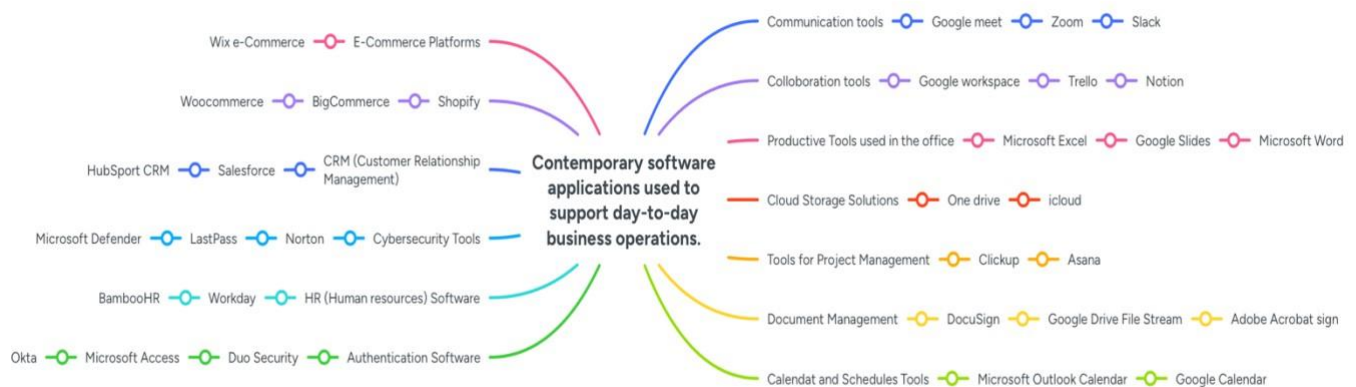
Businesses/companies also use brainstorming to solve problem solutions visually. Mind mapping helps businesses and companies explore complex issues effectively. To solve problems some businesses, go through these steps:

- Identify the main idea/problem and add it to the mind map
- Identify the main areas that have an impact or cause the problem
- Brainstorm ideas

Mind Mapping is useful in places because different peoples and teams collaborate which enhances teamwork. This is helpful when people are working from different locations. Therefore, team collaborations are more successful especially with the use of online mind mapping. [4]

b. Create a mind map of contemporary software applications that are used to support day-today business/Organisation operations. **10 marks**

<https://mm.tt/map/3889884712?t=HqsmdfNYAW>



The mind map above shows a range of different contemporary software applications which support day-to-day business operations. The mind map above has been organized into different categories such as: collaboration, office productivity, communication, cloud storage, e-commerce, project management, HR software, cybersecurity, CRM systems, authentication tools, document management and scheduling tools. Each category displays the different digital tools organisations use to apply in practical situations. Due to the mind map being displayed visually, it's easier to identify the digital tools businesses rely on. **Task 3**

(50 marks) 30 marks

Explain **four** office software solutions for business operations (**MS Word, MS PowerPoint, MS Excel, and MS Access**), highlighting their major features, benefits, and limitations (if there are any). You can use some images in addition to text (approx. 4/5 sources).

Office Applications for Creating, Storing, Presenting, and Analysing Data

(Approx. 2000 words)

Microsoft Word



[1]

Microsoft Word is part of Microsoft Office which assists with the creation, editing and formatting of different kinds of documents. It assists in checking grammar and spelling. Photos, tables and charts can also be included in Microsoft Word. Microsoft Word is also frequently used for formal communication, it's usually used for letters, reports and resumes. It's common in organisations like schools, law firms, universities and more.

One main feature found in Microsoft word is: It allows different formatting. This means users can customize things like fonts, sizes, colours and more to what fits their document. Another feature is: Microsoft Word includes different templates which are ready made and users have the option to choose from different templates. For example, letters, CV and more. This is useful for businesses as it makes it easier to format different documents. Another known feature is: Microsoft Word includes AutoCorrect and AutoText. This means word automatically fixes spelling errors and shortcuts are created for phrases that are commonly used. This makes it faster for users, businesses and different organisations. [2]

One benefit Microsoft Word has is : it uses updated services, tools and features that help different businesses create documents that are professional. For example, updates such as collaboration features, formatting tools and usage of tables are included.

Another benefit is that using Microsoft Word has is it's cost effectiveness, especially for businesses. This is because most of the time third party formatting services and specialist staff or workers are not required. Employees can work their way around Microsoft Word using built-in tools such as styles and templates. This saves time and costs for businesses. Another Benefit is: Microsoft Word can be used on multiple devices such as laptops, computers and mobile devices. This allows users to be able to access documents anywhere at any time. This makes Microsoft Word flexible for businesses and supports remote working. [3]

One disadvantage of using Microsoft Word is: it can have some security risks. For example, documents ca be susceptible to macro viruses and other security threats

Microsoft PowerPoint



[4]

Microsoft PowerPoint is presentation software developed by Microsoft that allows users to create slide-based presentations that incorporate: visual, text and multimedia content. PowerPoint helps businesses to communicate different information clearly and more effectively. Microsoft PowerPoint is a useful tool for businesspersons as they are commonly used in business meetings and presentations.

One main feature found in this Microsoft PowerPoint is: PowerPoint provides a collection of templates that are pre-designed to make it easy to create slides that are appealing. This allows a faster presentation creating process. Another main feature found in Microsoft PowerPoint is PowerPoint which includes Animation and transitions which add visual interest to PowerPoint. This helps businesses by allowing them to be more creative in their presentation. Another feature is: PowerPoint has the presenter view feature which allows presenters to have access to a timer, notes, and the presenter gets to see the upcoming slides. This makes it easier for the presenter.

One benefit that Microsoft PowerPoint has is: PowerPoint is flexible when it comes to content creation. Different kinds of content such as text, images, charts, graphs and videos can be used to engage the audience and allow them to understand what is being presented. Another benefit is: PowerPoint includes presenter-audience interaction. This means that interactive elements such as hyperlinks engage the audience and make the presentations more interactive. This ensures presentations are explained thoroughly. Another benefit that Microsoft PowerPoint has is: It assists in time saving. PowerPoint saves time as it included templates, slides layout and more that are pre-made. This supports time efficiency.

One limitation PowerPoint has is: sometimes it can lack originality. Even though PowerPoint offers templates, if a user doesn't produce some degree of originality. There slides are likely to be unfulfilling to the audience.

Microsoft Excel



Microsoft Excel is a powerful spreadsheet that helps users manage, analyse and budget tasks. Microsoft Excel enables users to work with data accurately and efficiently.

One main feature found in Microsoft Excel is: it includes a Workbook. This is a file that contains one or more worksheets, it allows users to manage data and perform analysis within a single Excel file. This feature assists businesses in managing different data. Another feature Microsoft Excel has is it includes a Pivot table . A pivot table is an excel tool that helps users to summarise, organise and analyse information. This helps businesses in departments like the finance department.

One benefit of using Microsoft excel is: It has accurate calculations which are faster than manual calculations. Due to these businesses tend to rely on Microsoft Excel a lot when it comes to finances.

One limitation Microsoft Excel has is: it has limitations such as 1,048,576 rows and 16,384 columns per worksheet. When large datasets approach this limit, it becomes difficult to manage the worksheet.

Microsoft Access



Microsoft Access is a database management system that allows users such as businesses to store and manage structured data. It supports both visual query and

includes SQL support. This helps users analyse and retrieve data effectively and efficiently.

One main feature found in Microsoft Access is: **Creating and managing tables.** Microsoft Access allows users to manage and create tables. Users are able to define fields with specific data types. Access also supports sorting, filtering and updating records, this makes it easier to maintain and manage business data. Another feature found in Microsoft Access is: **Designing and customizing forms.** Microsoft Access provides tools that create forms that allow users to interact with data in a clear way. For forms to be customised features such as layouts and themes are used to support efficient data entry and editing. Forms help with accuracy and validate information as manual errors are reduced.

One benefit of using Microsoft Access is: **It's easy to create databases.** Microsoft Access is easy to use as it uses built-in templates and tools. This saves a lot of time and reduces costs for businesses. Another benefit is: **Microsoft Access is flexible and user-friendly.** This makes Microsoft Access suitable for different kinds of businesses.

One limitation of Microsoft Access is **data size limitation.** Microsoft Access has restricted database size. There is a maximum limit of 2GB. This can cause difficulty when managing large amounts of data.

a.

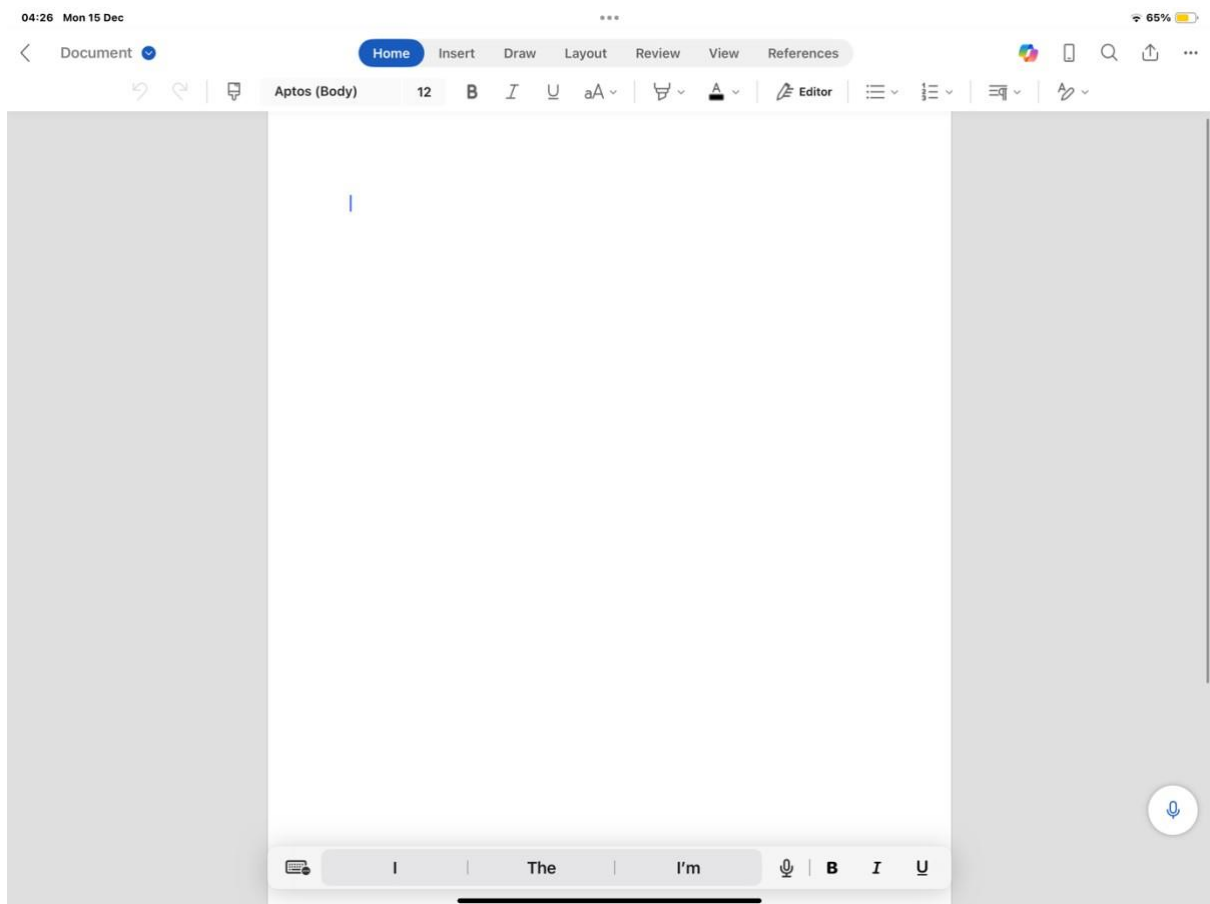
30 marks

Explain **four** office software solutions for business operations (**MS Word, MS PowerPoint, MS Excel, and MS Access**), highlighting their major features, benefits, and limitations (if there are any). You can use some images in addition to text (approx. 4/5 sources).

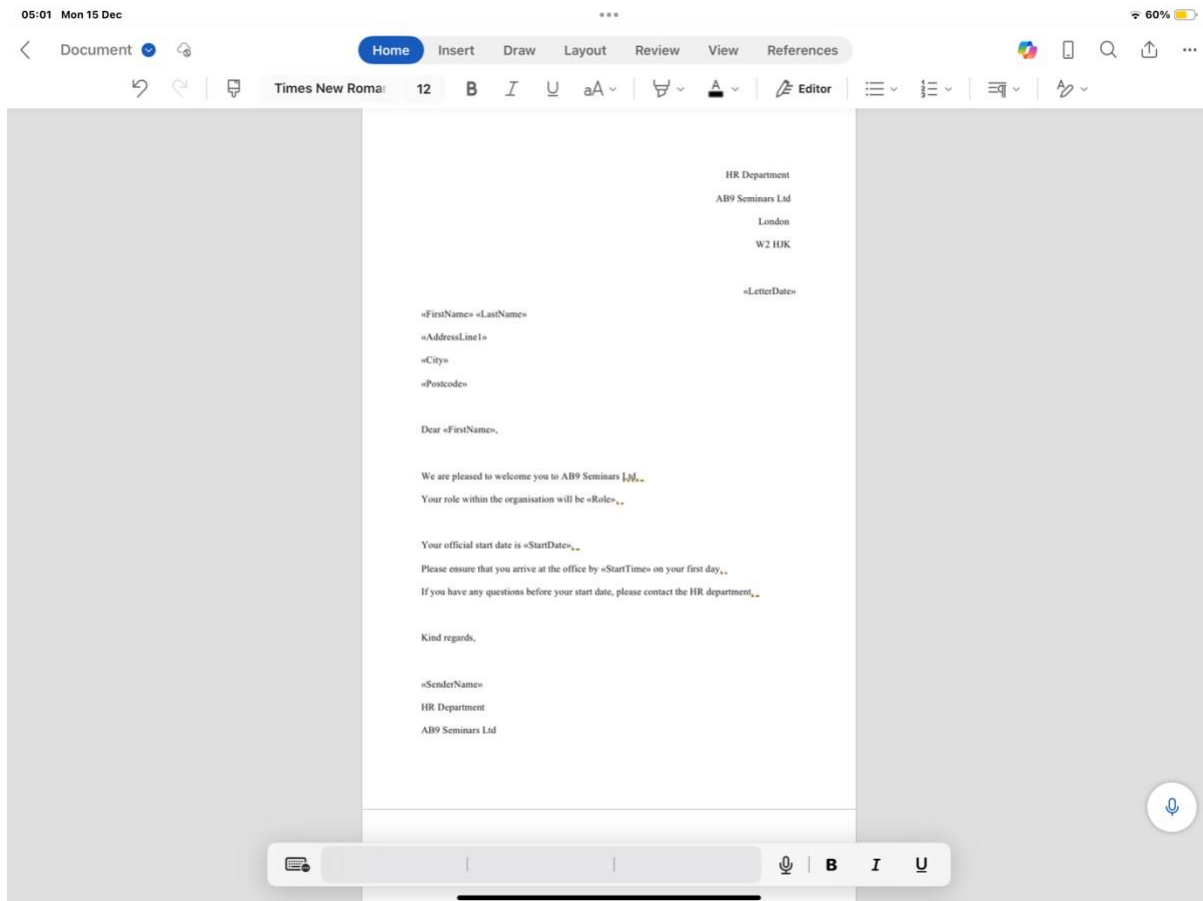
20 marks

Test some (**Two different functions/tools from two different software applications. Show the process step by step through screenshots**) business-related features of Office Applications (e.g., Mail merge, IF Function, VLOOKUP, Pivot Table, Goal Seek, Database concept using MS Access) and document several screenshots with accompanying description to provide evidence of practical use.

Mail Merge (Word)



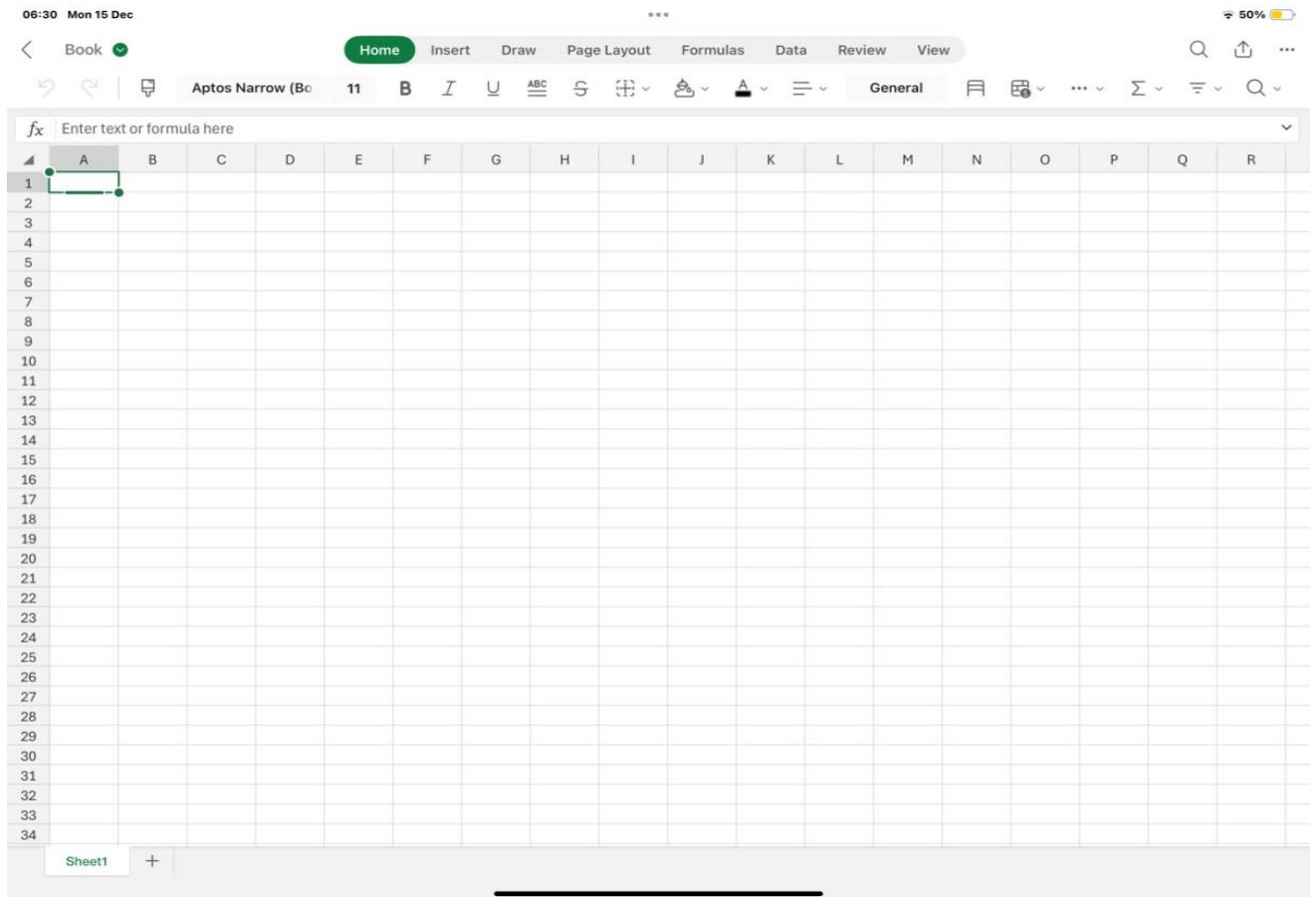
. To Mail Merge the first step is to open a blank Microsoft Word page open



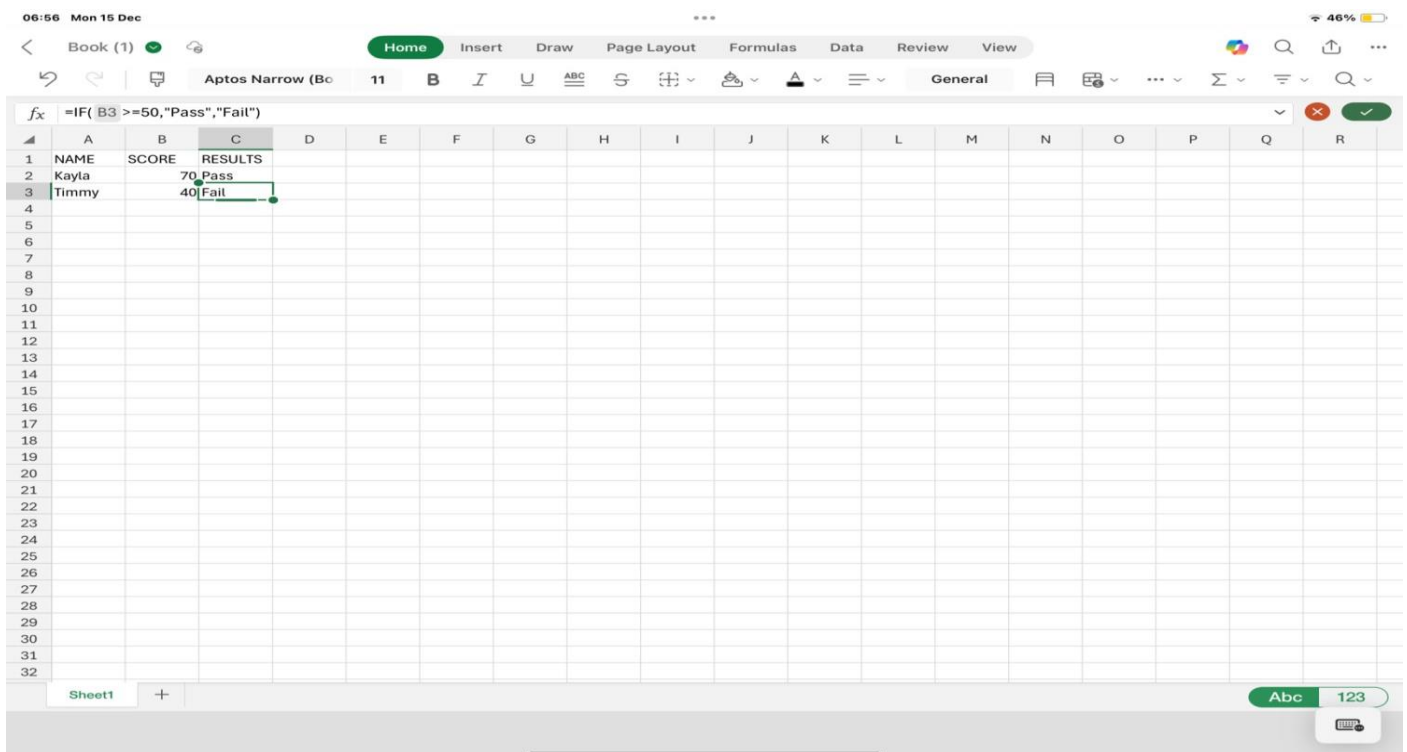
The second step is to create a template and ensure u include where the Mail Merge will be.

The third step are : You click on mailing, then click on start merge, then click on select recipients, one saved click on Preview results and the information will be merged.

IF FUNCTION (Excel)



To use the IF function on MS Excel, you have to first open a new page on Excel .



Then, depending on the information you need – you can put the title at the top of the page. I included the name, score and results. I put the score in manually however to get pass and fail I included the above formula – which I changed with B2 and B3.

Task 4

(25 marks)

Communication and Collaboration applications

(Approx. 1000 words)

a. 13 marks

Analyse one contemporary Communication (Email, MS Teams etc.) and one Collaboration (SharePoint, One Drive etc.) applications/tools used frequently in modern business world and document a summary of their key features, benefits and limitations using written text with some images and relevant citations. (approx. 2/3 sources)

One communication application is Microsoft Teams. Microsoft Teams is a communication platform that brings messaging, online meetings, and file sharing together on a single platform. Microsoft Teams helps teams stay connected and work more effectively.

One key feature Microsoft Teams has is: It provides strong collaboration features. Different documents can be shared and edited in real time and multiple users can contribute to improving efficiency and reducing delays. Microsoft Teams allows users to create dedicated channels for things like projects and tasks. This helps with organisation and ensures that the relevant information is easy to find. Another key feature is: Remote and Hybrid-Work is supported. This means employees have to access to tools such as documents and more from any location with internet connection. Features such as video meetings and file sharing enable employees to work remotely and effectively together. This helps a business remain productive. Another key feature Microsoft Team offers is: It provided enhanced communication. Employees can chat, make calls and hold meetings without switching between different applications. This allows teams to be connected regardless of physical location

One Benefit Microsoft Teams has is;

Another Benefit Microsoft Team has is: It allows users to mention specific thing, if something specific is needed. This ensures the mentioned member(s) receives a notification and are informed of what is needed and required. Another benefit is: Microsoft Teams allows audio and video calls. This helps businesses to communicate easily and work efficiently and save time.

One limitation Microsoft Team has is: It is capped at 200 channels. This means organisations and businesses can not have more than 200 channels, this can be a setback or limitations for bigger businesses as they would requires more channels as more teams will be needed.

One collaboration tool is : Google Drive is a cloud-based storage service that enables businesses to store, access and share files and folders. Google drive supports collaboration and enables multiple users to work on the same file simultaneously.

One key feature that google drive has is : it includes real collaboration – for example: multiple users can work on the same document at the same document at the same time.

Another key feature is Google drives includes cloud-based storage and access – this allows users to have access to their documents from any device with an internet connection. This means remote working is supported in businesses.

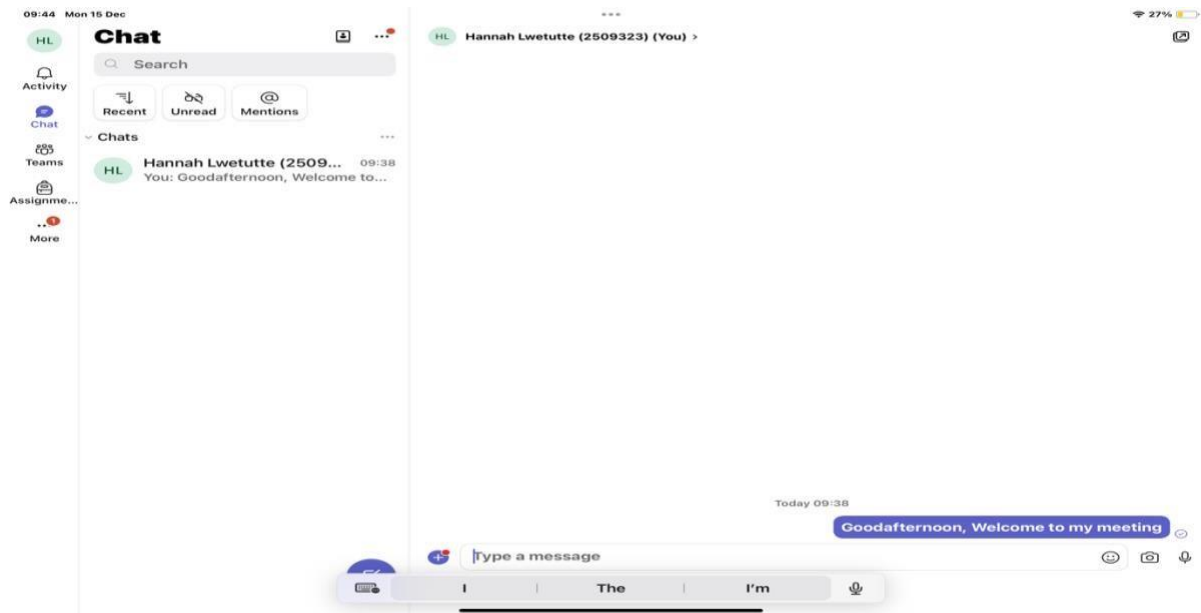
One limitation google drive has is there is storage limit t six a individual will eventually have to pay in order to get more storage. This makes not suitable for small businesses. *b.*

12 marks

Test some features of a freely available Communication (1) and Collaboration (1) application and document several screenshots with brief accompanying description to provide evidence of practical use.

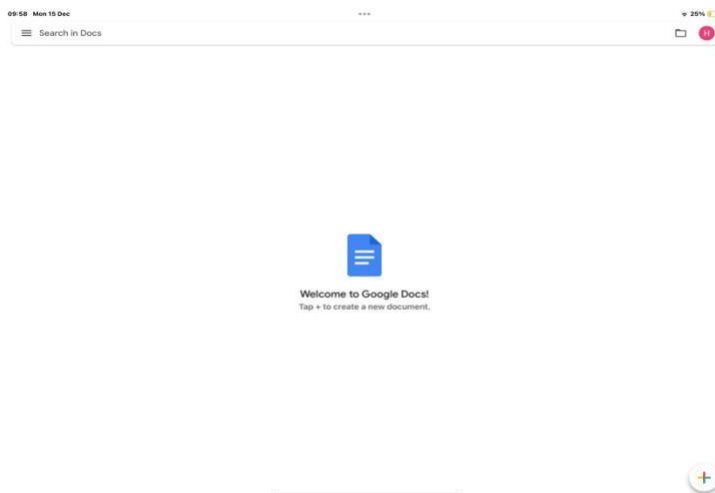
-First you need to consider one communication and one collaboration application. Then discuss one use (How they are getting used in the business world) of each application showing the process step by step through screenshots.

Microsoft Teams

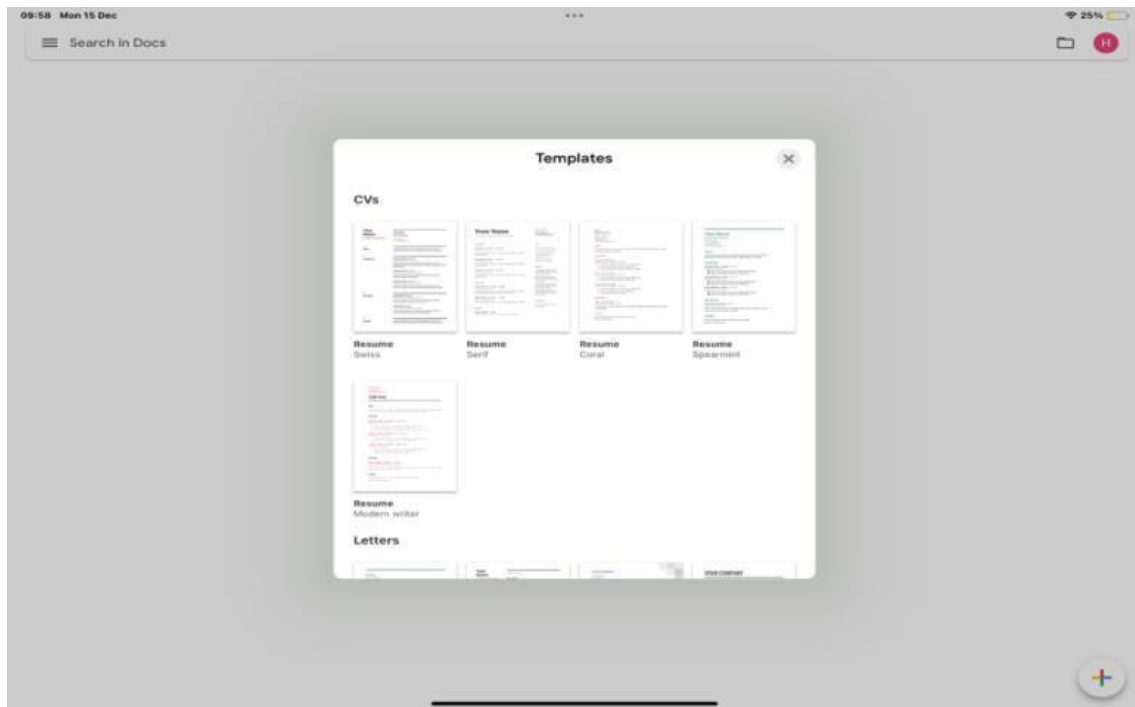


In the image above, a message was sent to an individual. This shows that Microsoft Teams can be used to communicate via messages

Google Drive – Creating and Sharing Files



- Open google docs



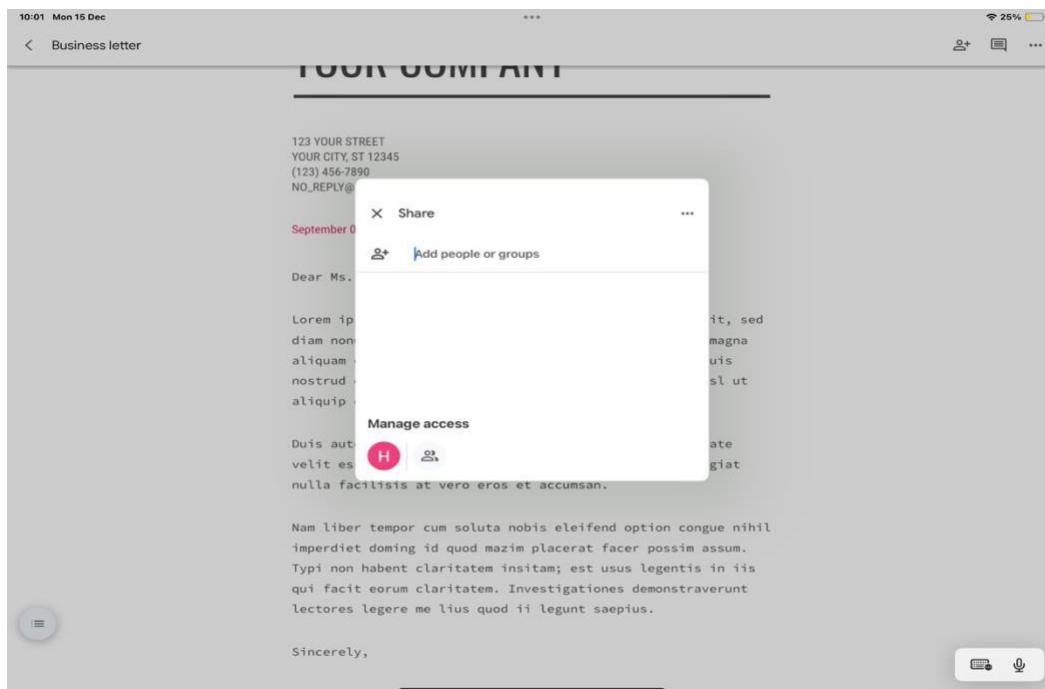
You can pick a template from Google docs or open up a new page.



Here is an example of a template I picked.



Click on share, in order to be able to share the documents in different way – e.g sharing links



You can also share the document by using someone's email.

Conclusion

References

Introduction and References for Task 1

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Reference Task 2

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Reference Task 3

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Available: <https://www.lenovo.com/gb/en/glossary/microsoftexcel/?orgRef=https%253A%252F%252Fwww.google.com%252F&srsltid=AfmBOori s9wDcqlCR8kYf1448Wft3UF-iYK1WDp9DaGI5krRjX6TzCLs>

Present 10-15 sources. Please use IEEE referencing style. Do not forget to use intext citations all the way through out this portfolio report.

Appendices

-Supplementary information (Optional)

An appendix page/section can be used to include relevant supplementary information such as indirect supporting information to task answers, tutorial activity answers, any other evidence.

NB: Also, look at your assessment brief to see the guidance for students in completion of the tasks section, students' feedback form for overall marking criteria and assessment criteria to understand your level of work for grading. .

