

Assessment 1 Software Solutions for Business

by Jordan Stewart

Submission date: 24-Jul-2023 07:42AM (UTC+0100)

Submission ID: 210591555

File name:

40419_Jordan_Stewart_Assessment_1_Software_Solutions_for_Business_503793_1319690058.docx (2.94M)

Word count: 4640

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Assessment 1 ¹ Software Solutions for Business

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Module Code: ACCA4026

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Date of Submission: 24/07/2023

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Task 1

e-Commerce Website builders/software solutions

Following are some contemporary e-Commerce website builders and software solutions:

1. **Shopify:** Shopify is a well-known and extensively used website builder for e-commerce. It offers a comprehensive platform on which businesses can easily construct and customise their online storefronts. [1] Shopify the all-around top e-commerce solution with rich features, one of the quickest and easiest platforms to use to start an online store. There is also inventory management, order processing, payment integration, and marketing automation. Because of its versatility and scalability, Shopify is suitable for both small and large organisations.
2. **WooCommerce:** WooCommerce is a robust e-commerce plugin for the popular content management system WordPress. It allows companies to convert their WordPress websites into feature-rich online storefronts. WooCommerce provides a plethora of customizable themes, extensions, and plugins to let you create a one-of-a-kind e-commerce experience. [2] Users can choose from several pre-made themes for our personalised website. Users can select a WooCommerce theme for their online store. It has a good inventory management system, safe payment methods, delivery options, and a lot of product listing and customization options. With its strong community support, WooCommerce provides organisations of all sizes with flexibility and scalability.
3. **BigCommerce** is a cloud-based e-commerce platform that provides a full collection of tools for creating and managing online stores. It offers an intuitive UI (User Interface) and adjustable themes to assist you in creating visually appealing and responsive e-commerce websites. BigCommerce's inventory management, order processing, secure payment integration, and marketing automation are all fantastic features. It also contains SEO (Search Engine Optimisation) tools and opportunities to interact with key markets and social media networks. [3] BigCommerce is a Niche Player offering an multitenant SaaS (Software as a service) platform for small-, mid- and large size businesses. BigCommerce is great for expanding organisations and enterprise-level corporations due to its scalability and performance efficacy.

4. Squarespace is a well-known website builder with e-commerce functionality. It provides a diverse set of trendy and professional themes for creating visually appealing online businesses. Squarespace supports drag-and-drop content management and editing. Product categorization, inventory management, secure payments, and delivery are all choices. Squarespace also provides marketing tools, analytics, and SEO services to assist internet businesses in promoting and growing. It is great for small businesses and creative entrepreneurs looking for a visually appealing and user-friendly e-commerce solution.

¹ These e-commerce website builders and software solutions offer a wide range of functionality and customization options for building and managing online businesses. To build a successful e-commerce presence, businesses may select the platform that best suits their specific goals, budget, and technological talents.

Task 2.1

Description of Mind Mapping and its Benefits in Business Operations

Similar thoughts or concepts are arranged into a hierarchy using a visual method called mind mapping. It is a versatile and original way to arrange and display data. Mind mapping might be a useful technique for planning, problem-solving, and brainstorming in company operations. The use of mind maps in corporate operations may result in the following advantages.

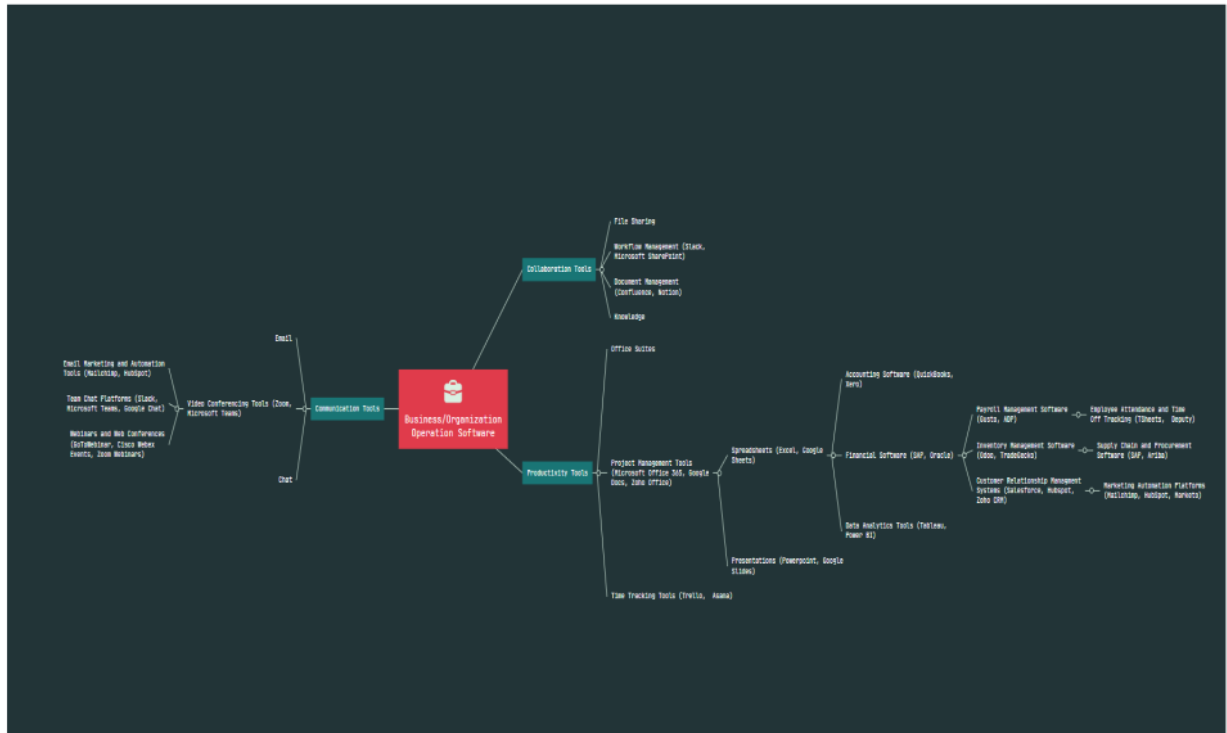
1. Enhanced Creativity and Idea Generation: Mind mapping is a non-linear, associative cognitive process that promotes creativity and aids in the generation of new ideas. It allows individuals or groups to freely capture and visualise their thoughts. [4] Multiple idea links can show how each concept is related to other concepts in different areas of a concept map.
2. Improved Organization and Information Management: Mind maps make it easier to comprehend links, relationships, and priorities by presenting complex information in an ordered and intelligible style. By segmenting ideas into branches and subbranches, mind maps aid in effective data management and the discovery of critical insights.
3. Effective Communication and Collaboration: Mind maps are a visual language that aids in the flow of ideas. [5] Personalization, collaboration, communication, informal learning,

productivity, and content creation are all important parts of integrating students' skills into English language instruction. They facilitate successful communication across teams or departments by providing a common understanding. Because they are simple to share, edit, and update in real time, mind maps encourage active participation and engagement.

4. Efficient Planning and Project Management: Mind mapping facilitates project planning and management by breaking down tough tasks into manageable components. It helps with goal setting, action planning, allocating duties, and tracking progress. Mind maps also allow for quick changes and updates, ensuring project flexibility.
5. Enhanced ¹ Problem Solving and Decision Making: Mind maps enable a systematic approach to issue solving and decision making. They allow for the examination of several elements, the design of possible solutions, and the balance of benefits and drawbacks. Mind mapping promotes critical thinking and assists in obtaining well-informed decisions by visualizing the issue or decision environment.
6. Efficient Meeting Management: Mind maps can be used as an agenda or as a conversation guide in meetings. They fascinate attendees by covering all topics and allowing for speedy notetaking and action item collection. [6]The collaborative creation of a concept map enables groups to expand the social construction of knowledge to the significance of employing an icebreaker to generate social presence. Mind maps can also be used to graphically summarise conference findings, making it easier to transmit and understand essential ideas.
7. Effective Knowledge Management: Mind maps are ⁶ an effective tool for recording and organizing information within a business. They may be used to construct visual databases, knowledge repositories, and training courses, among other things. Mind maps aid in the recall of information, the connection of similar concepts, and the sharing of knowledge across teams.

Overall, mind mapping increases corporate operations' creativity, organization, communication, planning, problem solving, decision making, knowledge management, and learning. It is an effective tool for simplifying operations and promoting success in a wide range of professions and businesses.

Task 2.2



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Task 3

Office Applications for creating, storing, presenting, and analyzing information/data

Microsoft Word: A Comprehensive Word Processing Solution

Microsoft Word is an efficient word processing tool that has proven indispensable in both personal and professional settings. Microsoft Word provides users with a wide range of capabilities and operations for simply developing, editing, and modifying text-based documents. Let us take a deeper look at Microsoft Word's primary features:

1. User-Friendly Interface:

One of Microsoft Word's most valuable advantages is its user-friendly interface. The layout is straightforward and intuitive, allowing users of all skill levels to quickly grasp its functionality. The upper ribbon interface provides easy access to a variety of tools, allowing users to swiftly format text, insert objects, and apply styles.

2. Text Formatting and Styling:

Microsoft Word provides a plethora of text formatting choices, allowing users to customize the look of their papers. [7]Styles and style sets make it simple to apply combinations of character and paragraph formatting to give your documents structure and a professional look. Font styles, sizes, colours, and alignment can all be easily customized by users. For optimal text structuring, the application also has extensive formatting options such as indentation, line spacing, and bullet points.

Styles and style sets make it simple to apply combinations of character and paragraph formatting to give your documents structure and a professional look.

3. Templates and Themes:

Microsoft Word comes with an extensive number of pre-designed templates and themes to help you produce documents more quickly. Users can choose from a variety of templates that correspond to the purpose and style of their document, such as a professional CV, a proposal for a business, or a creative poster. This function saves time and ensures consistency in document design.

4. Collaboration and Review:

Cooperation is essential in today's industry, and Microsoft Word allows for real-time collaboration and document review. Multiple users can work on the same document at the same time, and all changes are visible in real time. Furthermore, the review tools of Word enable users to track changes, provide input, and compare different versions of a document.

5. Graphics and Multimedia Integration:

Microsoft Word allows users to include photos, photographs, charts, and multimedia components in their papers in addition to text. This application is excellent for producing aesthetically pleasing reports, presentations, and marketing materials.

6. Cross-Platform Accessibility:

Microsoft Word works on a variety of platforms, including Windows, macOS, iOS, and Android. Because of this cross-platform compatibility, users may view and edit documents on a variety of devices, increasing productivity and flexibility.

Benefits of Microsoft Word

- **Global Standard:** Microsoft Word has matured into a global word processing standard, ensuring document compatibility across organizations and industries.
- **Productivity:** With its user-friendly design and variety of functionality, Word increases productivity by simplifying document generating and editing operations.
- **Consistency:** Because templates and styles are available, formatting and design are consistent throughout papers, giving in a professional image.
- **Versatility:** Microsoft Word is a handy option for a variety of activities because it can handle everything from simple letters to complex reports.

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Limitations of Microsoft Word

- **Limited Data Analysis:** Word is excellent for composing and designing text-based documents, but it is not designed for in-depth analysis of data or statistics.
- **Formatting Challenges:** When dealing with sophisticated layouts or large visuals in Word, formatting issues may arise, needing changes for appropriate document presentation.

To summaries, Microsoft Word is a dependable and lasting word processing tool that allows users to swiftly generate professional documents. It is a popular choice for both people and corporations due to its simple appearance, vast formatting possibilities, collaboration facilities, and cross-platform compatibility. Microsoft Word is a must-have application in modern business, whether you are writing a simple message or compiling a complex report.

Microsoft PowerPoint: Empowering Dynamic Presentations

Microsoft PowerPoint is a well-known presentation software that allows users to create aesthetically pleasing and interactive slideshows. PowerPoint has evolved into the go-to tool for efficiently expressing ideas, information, and data to diverse spectators, whether for corporate meetings, academic presentations, sales pitches, or training sessions. Let us look at Microsoft PowerPoint and how it might help you make more intriguing presentations:

1. User-Friendly Interface:

Microsoft PowerPoint offers a user-friendly interface with a familiar ribbon-based layout that is appropriate for individuals of all skill levels. Individuals can quickly navigate through different formatting, layout, and design options thanks to the straightforward framework.

2. Slide Layouts and Templates:

PowerPoint includes an extensive number of pre-designed slide layouts and themes to assist users in saving time and effort while producing professional-looking slides.[8] The Loop Continuous which is a feature that slides have, is ideal for presentations where you want the show to run continually on a display. These templates are designed to meet a wide range of presentation needs, from simple text-based slides to more complex content arrangements.

Loop continuously option is perfect for those conference marketing scenarios when you would like the show to run continuously on a monito

3. Visual Enhancements:

PowerPoint features an array of graphic enhancements that can help make presentations more interesting and compelling. Users can graphically exhibit their points and engage their audience by using photos,

graphics, charts, and videos. Slide transitions and animations liven up the presentation and keep the audience engaged.

4. Multimedia Integration:

One of PowerPoint's most notable features is the use of multimedia components. Users can easily include audio and video elements into their presentations, making them more interactive and captivating. This feature is especially handy for displaying product demos, feedback from clients, and training courses.

5. Presenter View:

For presenters, Presenter View is a useful tool in PowerPoint. It displays their speaker notes, the current slide, and the following slide, assisting them in staying on track during the presentation. The Presenter View allows speakers to focus on the subject at hand without losing sight of their cues, resulting in a seamless and confident presentation.

6. Customization and Flexibility:

While PowerPoint provides templates to make it easier to create slides, users can alter each component of their slides. Fonts, colours, backgrounds, and other elements can be changed to meet their company's personality or presentation theme. This option ensures that each presentation is unique and suited to the audience.

Benefits of Microsoft PowerPoint for Dynamic Presentations

- **Flexibility:** PowerPoint is adaptable enough to accommodate a variety of presenting styles, ranging from data-driven research to convincing sales pitches.
- **Visual Appeal:** PowerPoint's sequential architecture enables users to create visually appealing narratives that present information logically and consistently.
- **Storytelling:** The sequential architecture of PowerPoint allows users to develop visually appealing narratives that deliver information logically and consistently.

- Audience Engagement: The audience is captivated by dynamic animations, transitions, and multimedia features, which improves their overall experience and comprehension of the subject.

Limitations of Microsoft PowerPoint

- Information Overload: The vast number of visual elements can occasionally result in information overload, distracting the audience's focus away from the necessary message.
- Presentation Dependency: The visual appeal of PowerPoint can sometimes overpower its message. The presenter's ability to engage without visual aids may be hindered if software is used excessively.

Finally, Microsoft PowerPoint is a piece of software that allows users to successfully communicate ideas, engage audiences, and deliver powerful messages. Its user-friendly interface, customizable templates, multimedia integration, and collaborative features make it an essential tool for professionals, educators, and individuals who wish to visually convey information. When used correctly and successfully, PowerPoint can be a powerful medium for presenting ideas and persuading people in a wide range of domains.

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Microsoft Excel: Data Analysis and Decision-Making

Microsoft Excel is a robust spreadsheet tool that has proven beneficial in commercial operations, financial analysis, data management, and decision-making. Excel's broad set of features and functionalities enable users to organize, organize, and analyze data effectively. Consider Microsoft Excel and its significance in data analysis and decision-making:

1. Data Organization and Management

Excel is designed to handle massive volumes of data with ease. Its grid-based interface allows users to enter and organize data in rows and columns, making it a perfect tool for managing a variety of information like financial records, sales statistics, inventory inventories, and more.

2. Formulas and Functions:

The ability of Excel to do sophisticated calculations and data analysis is its fundamental strength. It has many built-in computations and algorithms that users may use to analyze their data. Users can do computations ranging from fundamental arithmetic operations to statistical analysis with a few mouse clicks.

3. Data Visualization:

[9]Excel excels at data visualization. It allows users to build visually appealing charts and graphs to display their data, which makes it simpler to discover trends, patterns, and insights. Excel provides a wide number of chart styles, such as line charts, bar charts, pie charts, and others, to meet a wide range of data visualization requirements.

4. Data Analysis Tools:

Excel offers advanced analysis of data options and simple calculations to help users gain deeper insights into their data. Users can use pivot tables to sum up and analyze large datasets, and features like sorting, filtering, and conditional formatting aid in data exploration and pattern finding.

5. Scenario Analysis and What-If Modeling:

Since it offers scenario analysis and what-if modelling, Excel is excellent for decision-making and planning. Users can create a variety of scenarios with varying variables to study the impact on outcomes, which helps with strategic decision-making and risk assessment.

6. Data Integration and Connectivity:

Excel can integrate and connect to third-party data sources including databases, web services, and other software. Users can import and refresh data from a variety of sources, providing accurate and up-to-date data analysis.

Benefits of Microsoft Excel for Data Analysis and Decision-Making

- Customization: Users can tailor Excel to fit their own data analysis requirements, changing the tool to their needs.
- Data Exploration: Excel's sorting, filtering, and pivot table functions make it easy to explore and analyze large datasets.
- Data Accuracy: Excel's error-checking capabilities and calculation precision ensure precise results.
- Efficiency: Excel automates data entry, processing, and analysis, allowing you to work with massive amounts of data while saving time and effort.

Limitations of Microsoft Excel

- Data Size Limitations: Excel's performance may deteriorate when dealing with extremely large datasets, therefore it may not be the best tool for big data analysis.
- Complexity: For people with minimal spreadsheet knowledge, advanced Excel functions may have a steep learning curve.
- Limited Collaboration: While Excel allows for shared workbooks, real-time collaboration is more challenging than with other collaborative applications.

Microsoft Access: Custom Database Management

Microsoft Access is a powerful database management solution that enables businesses to construct customized database applications to meet their specific needs. It allows users to develop data entry forms and custom reports, as well as create and maintain relational databases. Because of its versatility and scaling, Microsoft Access is an essential tool for businesses that want to effectively arrange and analyze their data.

1. Relational Database Management:

Microsoft Access is centred on the management of relational databases. Users can develop many tables and create associations between them, allowing for more effective data storage and retrieval. This relational structure protects data while eliminating redundancy, resulting in more streamlined and ordered databases.

2. Data Entry Forms:

Users can develop their own data entry forms using Access's simple form builder. These forms make data entry easier while also assuring data accuracy and uniformity. To make data entry easier, users can adjust the layout, add validation criteria, and use drop-down menus.

3. ¹ Data Querying and Reporting:

Microsoft Access comes with a powerful query builder that allows users to retrieve specific data from a database based on established parameters. Users can design complex searches to extract critical information and generate appropriate results. Custom reports can be built to show data in a structured and organized manner, allowing for data-driven decision-making.

4. Workflow Automation:

Using ¹ macros and Visual Basic for Applications (VBA) code, Access users can automate repetitive tasks and incorporate custom business logic. Automation streamlines procedures, saves time, and reduces the possibility of human error in data handling.

5. ⁸ Integration with Other Office Applications:

Microsoft Access integrates with other Microsoft Office apps including Excel, Word, and Outlook. Users can import and export data between Access and other Office programmes through this connection, promoting data sharing and collaboration.

6. Security and Data Protection:

Access has strong security capabilities that allow users to specify permissions and access levels for different database objects. This protects sensitive data and ensures that only allowed personnel can access it.

Benefits of Microsoft Access for Database Management

- Data Organization: By assuring optimal data structuring and retrieval, the relational database structure optimizes data administration.
- Data Analysis: Access provides comprehensive querying and reporting capabilities, enabling more efficient data processing and deeper insights.
- Customization: Businesses can use Access to build custom database systems that are tailored to their own operations and requirements.
- Workflow Efficiency: By automating repetitive procedures, automation and macros increase workflow efficiency and productivity.

Limitations of Microsoft Access

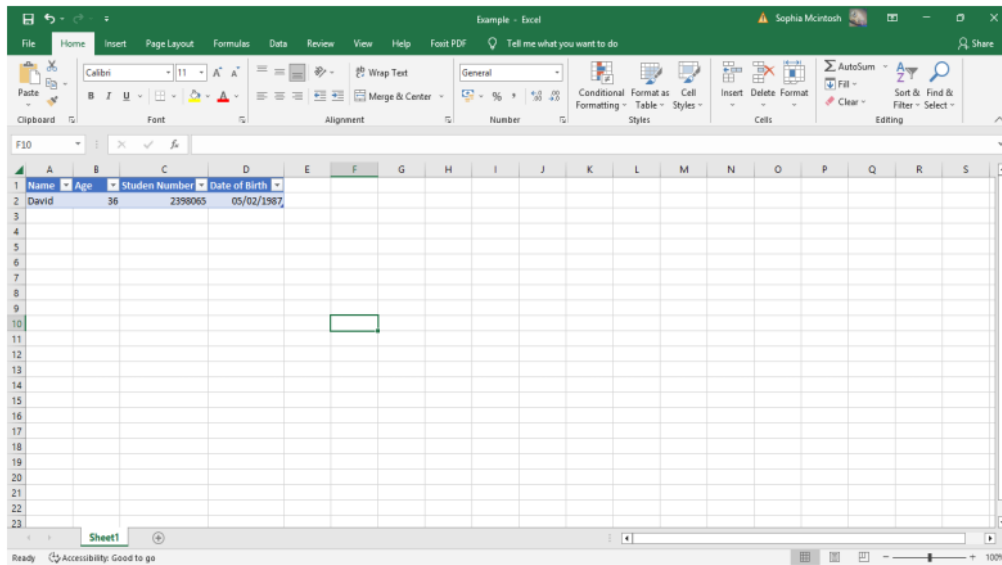
- **Performance for Large Databases:** While Access is capable of handling moderate data quantities, it may not be appropriate for extremely large databases with several simultaneous users.
- **Multi-User Collaboration:** Access is designed for single-user or modest multi-user settings. For extensive collaboration, more advanced database solutions are recommended.
- **Limited Web Access:** Web-based apps are not natively supported by Access. Other platforms might be more suited for deploying web-based database solutions.

Concisely, these four Microsoft Office applications each have their superpowers that make them essential for business operations. MS Word for creating documents, MS PowerPoint for amazing presentations, MS Excel for number crunching, and MS Access for database management. When used together, they form a powerful team to tackle different tasks and make business life much easier!

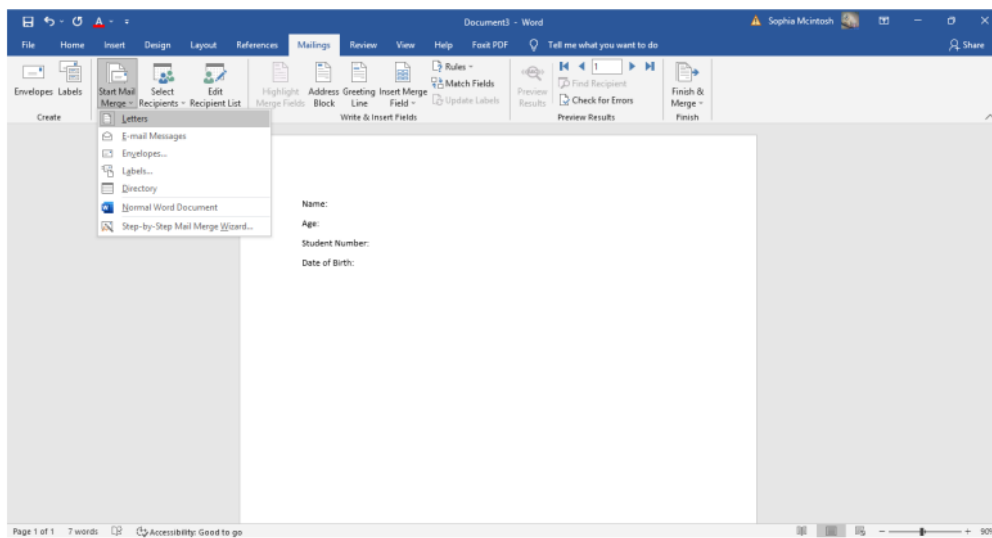
Implementation

MailMerge

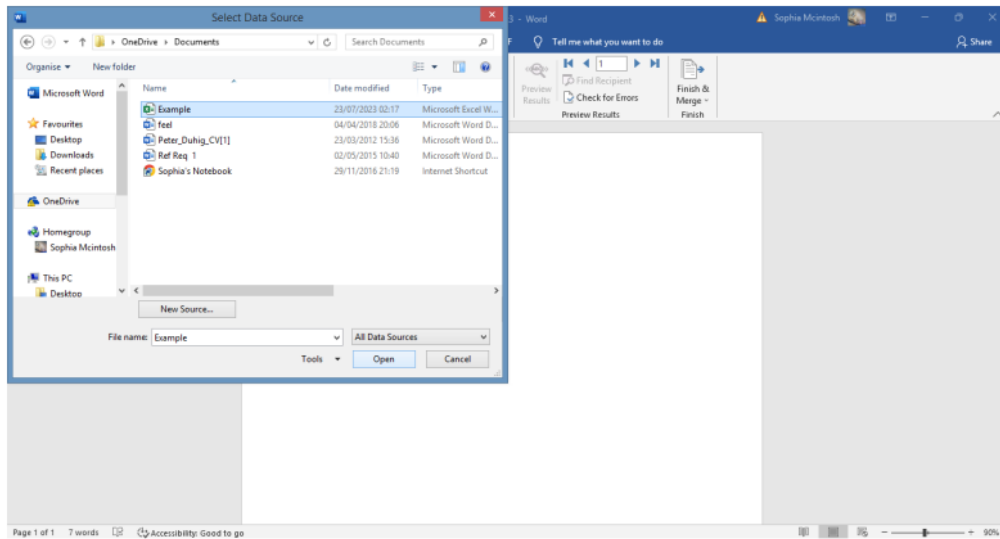
- Prepare a sample Excel spreadsheet with columns like "Name," "Address," and "Email."



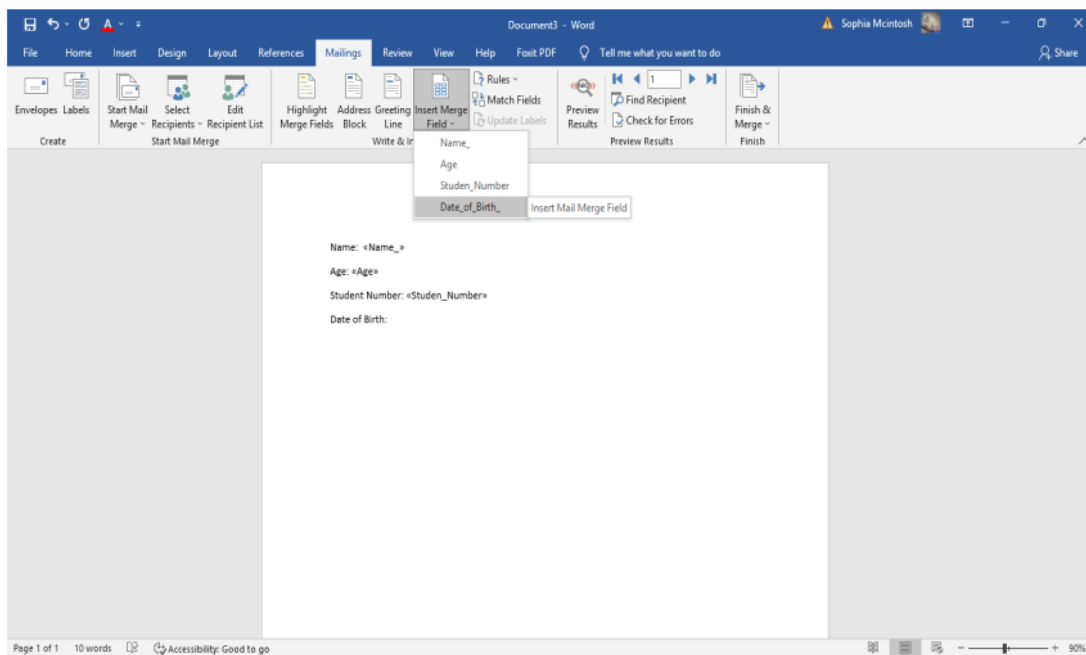
- Open MS Word and create a letter template with placeholders (e.g., <<Name>> and <<Address>>).



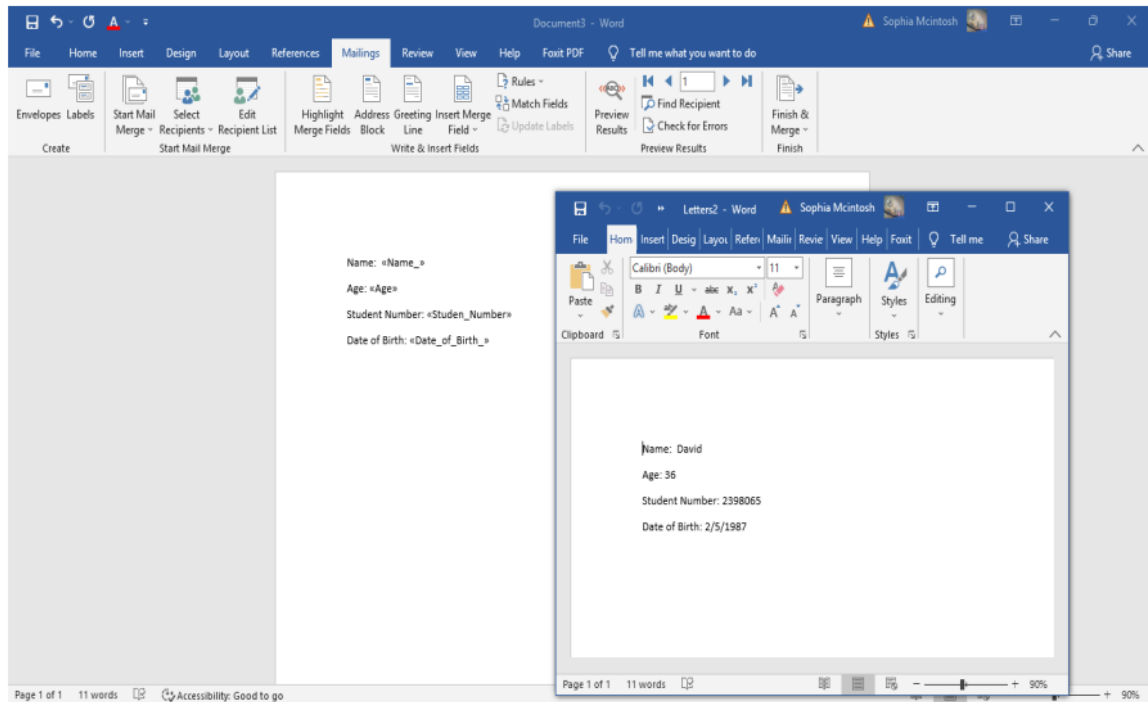
- Select "Letters" as the document type and choose your data source (the Excel spreadsheet).



- Insert the placeholders from the template into the letter where you want the recipient-specific data to appear.

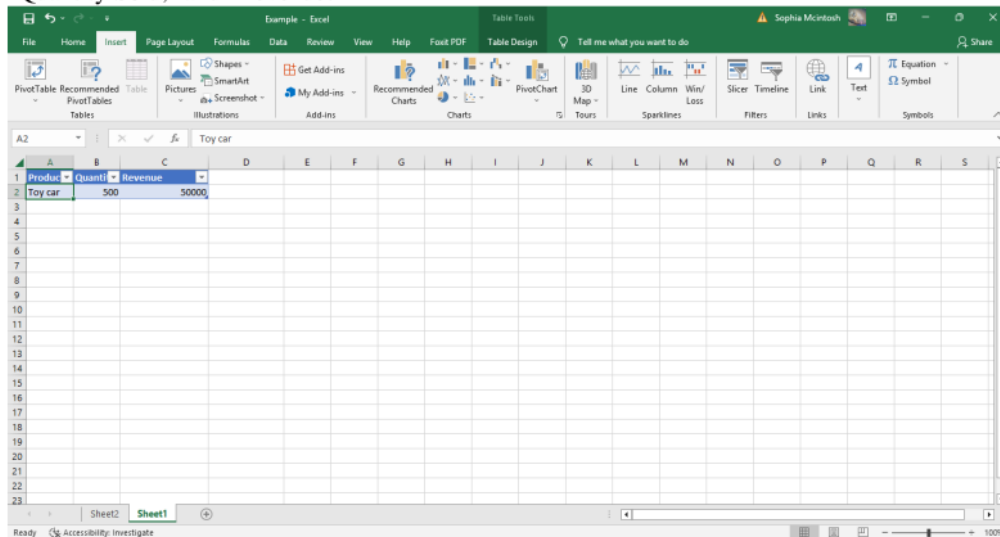


- Complete the mail merge process, preview the merged documents, and complete the merge to create individualized letters.

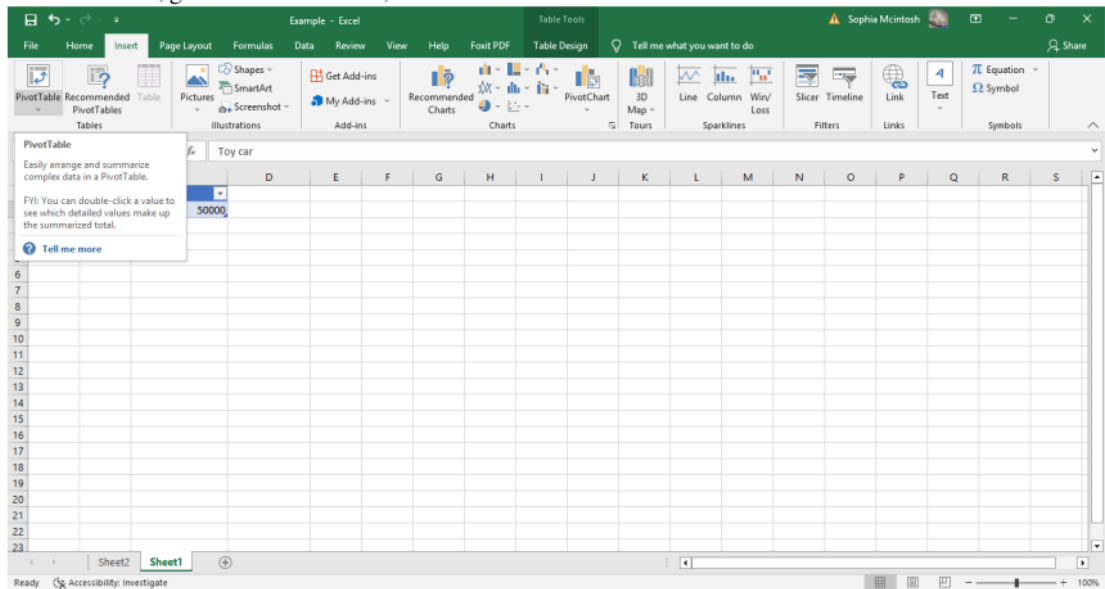


Pivot Table

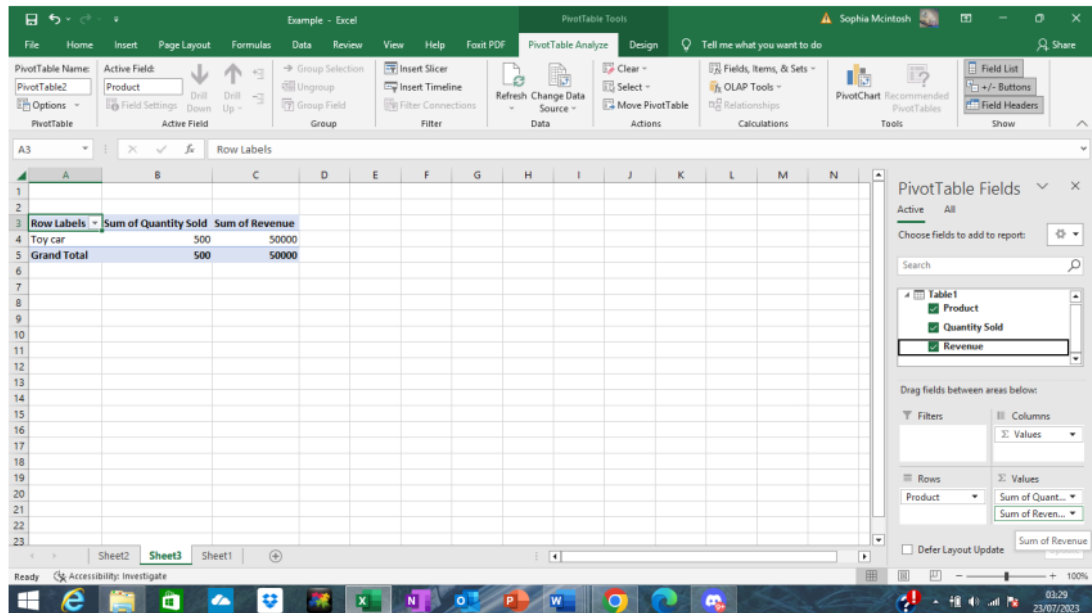
- Create a sample Excel spreadsheet with a table of sales data, including columns like "Product," "Quantity Sold," and "Revenue."



- Select the data, go to the "Insert" tab, and click on "PivotTable."



- Drag "Product" into Rows, "Quantity Sold" into Values, and "Revenue" into Values.



- Excel will automatically create a summary table showing the total quantity sold and revenue for each product.

3	Row Labels	Sum of Quantity Sold	Sum of Revenue
4	Toy car	500	50000
5	Grand Total	500	50000

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Task 4

Communication and Collaboration applications

1. Email

Short for electronic mail, is one of the oldest and most extensively used communication methods in the digital era. It has changed the way people and businesses communicate, making it an essential component of modern communication.

Ubiquitous Communication:

Email has transcended geographical boundaries and time zones, connecting people and businesses worldwide. It has become an important part of both personal and professional life, allowing people to effortlessly connect with friends, family, colleagues, and clients. Email is a versatile communication tool, whether it's a quick comment or an in-depth document.

Efficiency and Speed:

When compared to traditional mail, email is unrivalled in terms of speed. Messages may travel long distances in seconds and reach recipients anywhere there is an internet connection. This efficiency has transformed how businesses function and collaborate on a global basis. Companies may exchange vital information, ideas, and agreements in real time, minimizing the time it takes to make decisions.

Versatility and Flexibility:

Email can include a variety of content types, such as text, photos, documents, videos, and links. Because of its adaptability, users can communicate a wide range of information, making it appropriate for both personal and business use. Furthermore, email is available from a variety of devices, including PCs, cellphones, and tablets, allowing users to stay connected when on the move.

2. Microsoft Teams

Is a powerful and versatile collaboration tool that has gained traction in today's business world. As part of the Microsoft 365 package, Teams integrate seamlessly with other Microsoft products, providing users with a single center for communication, collaboration, and project management.

Communication and Collaboration:

Teams offer a variety of communication options that make it easy for team members to interact and stay connected. Real-time chat allows for quick exchanges, while video and audio calls allow for virtual meetings, obviating the need for separate conference solutions. Users can communicate with Teams one-on-one or in groups, allowing for productive collaboration.

Document Collaboration and File Sharing:

Microsoft Teams' connectivity with Office 365 applications is a unique feature. Users in Teams can collaborate on documents, spreadsheets, and presentations within the platform. [11] Multiple team members can work on the same

file at the same time, increasing efficiency and ensuring everyone has the most recent version. Additionally, Teams makes information transmission easier by offering simple file sharing between channels or direct conversation.

Channels and Team Sites:

Users can build separate zones for certain projects, departments, or issues, allowing them to redirect dialogue. These channels serve as information, shared resource, and task tracking hubs. Furthermore, Teams allows you to construct team sites within SharePoint, increasing collaboration and document management even further.

3. SharePoint:

Microsoft SharePoint Server is a versatile and powerful platform primarily developed for document management and communication within enterprises. It serves as a centralized hub for document storage, organization, and sharing, making productive team collaboration easier.

Document Management and Version Control:

SharePoint's main strength is its powerful document management features. It provides a safe and well-organized data storage environment, allowing team members to have immediate access to the most recent versions of documents. SharePoint keeps track of changes, allows users to return to earlier versions, and avoids version conflicts.

Workflow Automation:

Workflow automation is one of the most useful aspects of SharePoint. It assists firms in the development and deployment of tailored workflows that streamline corporate processes and automate repetitive chores. Automation reduces manual work, speeds up task completion, and ensures operational consistency.

Customization and Extensibility:

SharePoint's versatility enables businesses to tailor the platform to their own requirements. [12]Businesses can design custom lists, libraries, and site elements to meet unique demands. Furthermore, SharePoint provides for the building of one-of-a-kind apps and solutions through the SharePoint Framework (SPFx), allowing for extensibility beyond out-of-the-box functionality.

4. Slack:

Slack has developed into a well-known team collaboration tool, revolutionizing how teams interact and work together. Slack's user-friendly layout and plethora of useful features have helped it become a go-to tool for businesses of all kinds.

Channels and Direct Messages:

The core of Slack are channels, which are defined spaces for team talks based on themes, projects, or departments. Through channels, team members may discuss concepts, details, and updates in an organized and focused manner. Users can also have one-on-one conversations privately with coworkers using direct messaging.

File Sharing and Integration:

Slack makes file sharing simpler by allowing users to upload and exchange files, images, and other stuff directly from the platform. GitHub, Trello, and Google Drive are just a few of the outside applications that Slack interfaces

with. This connection increases the efficiency of a workflow by enabling users to interact with various products without leaving the Slack interface.

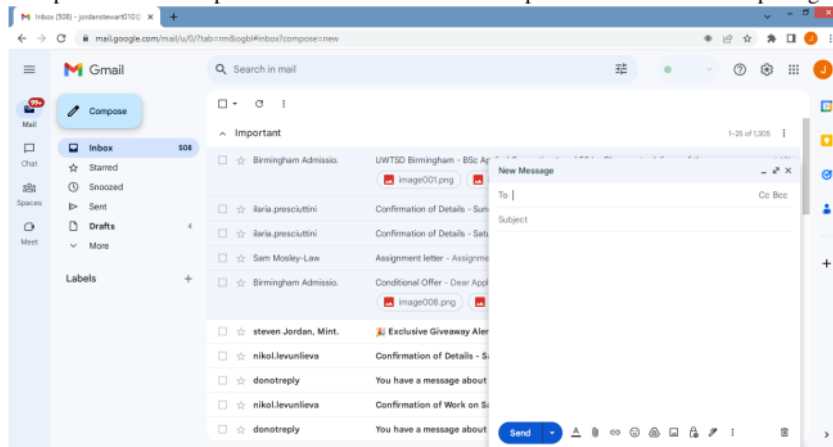
Search and Archives:

Users may easily locate earlier messages, files, and conversations with the help of Slack's search capabilities. Users may rapidly find crucial information or relive previous talks by conducting searches based on keywords, dates, or certain channels. The archive function in Slack makes sure that old data is kept available for compliance or reference needs.

Testing Features of Freely Available Communication and Collaboration Applications

Gmail - Feature to Test: Sending an Email

- Compose an Email: Open Gmail and click on the "Compose" button to start composing a new email



- Add Recipients and Subject: Enter the recipient's email address in the "To" field and add a subject to the email.

example

example@gamil.com

example

Send

Rich text editor toolbar with icons for text formatting, attachments, links, emojis, and more.

•

- Write Email Content: Type the content of the email in the message box.

Draft saved

example@gamil.com

example

Placeholder text for email content, represented by multiple lines of slashes.

Send

Rich text editor toolbar with icons for text formatting, attachments, links, emojis, and more.

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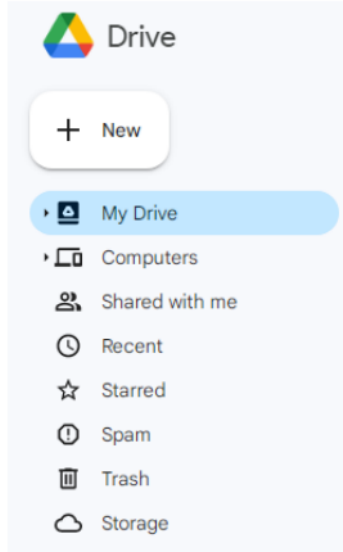
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- Send the Email: Click on the "Send" button to send the email.

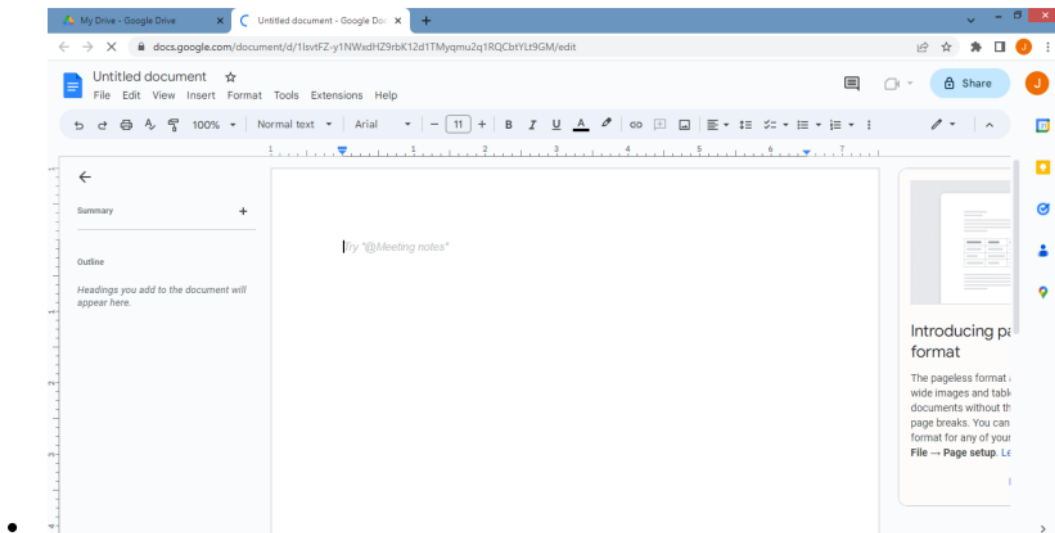


Google Drive - Feature to Test: Creating and Sharing a Document

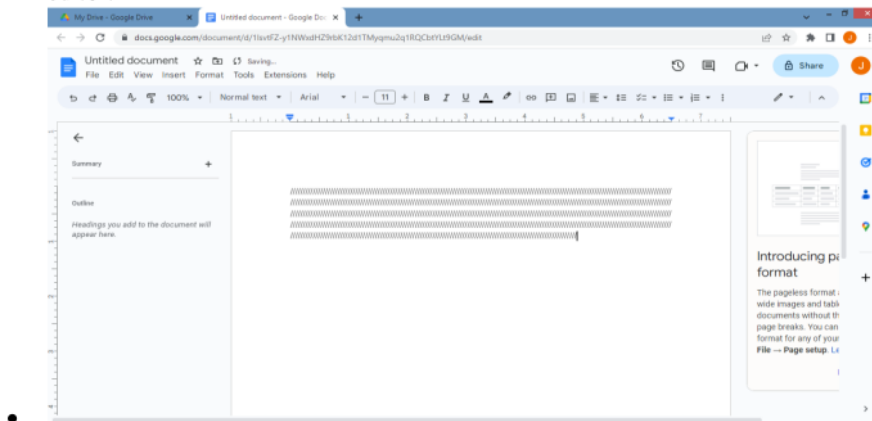
- Create a New Document: Go to Google Drive and click on the "New" button to create a new document.



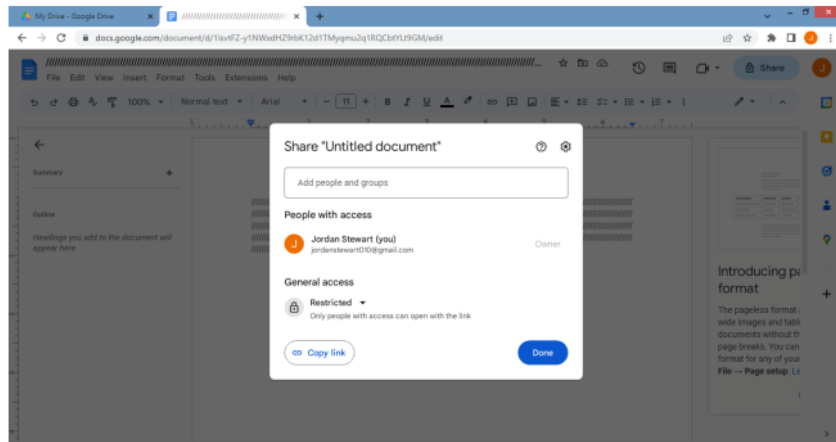
- Choose Document Type: Select "Google Docs" from the list to create a new word processing document.



- **Edit the Document:** Start typing and editing the content of the document in the Google Docs editor.



- **Share the Document:** Click on the "Share" button to share the document with others. Enter the email addresses of the recipients and choose their access level.



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Assessment 1 Software Solutions for Business

ORIGINALITY REPORT

13%

SIMILARITY INDEX

7%

INTERNET SOURCES

2%

PUBLICATIONS

10%

STUDENT PAPERS

PRIMARY SOURCES

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