

NAME – CHIGOZIE GODWIN ASAWALAM ALLOY ASAWALAM

STUDENT ID – 2523247

-SOFTWARE SOLUTIONS FOR BUSINESS

MODULE CODE – ACCA4026

LECTURER – MR MARTIN SVEJDA

UNIVERSITY – UNIVERSITY OF WALES TRINITY SAINT DAVID IN BIRMINGHAM CAMPUS

25/03/2026

Task 1. e-Commerce Website builders/software solutions (Approx. 500 words)

Give a description of **two** contemporary e-Commerce website builders/software solutions (approx. 2/3 sources).

Wix and Shopify are two good e-commerce website builders that many business owners are using to create online stores without extensive coding, offer distinct advantages based on business size and demands.

Wix e-commerce: Wix is a website builder that allows users to create, manage, and sell products online store without coding.

1. The Wix website has a drag and drop editor, making it easy to design and customize an online store. Users can choose customizable templates and adjust layout, colors, fonts, and images to match their brand. Wix has security and maintenance. This includes SSL Certificates for secure payments and automated updates. Wix users can add physical and digital products, manage inventory and stock levels, set product size, color, etc. Organize products and categories them. Wix e-commerce is mainly for small businesses, start-ups, and individuals who want a simple and affordable way to create an online store. It's important to many professionals that DIY tools be as easy to use as possible. The built-in drag-and-drop functionality of Wix makes it a winner over WordPress, which forces users to work within a designated template. Customization is much easier with Wix, since even someone who is tech challenged can navigate the interface.
2. Shopify is also an e-commerce platform that allows individuals and businesses to create, manage, and grow an online store without the need for advanced technical skills. Shopify offers well-designed templates that users can customize without coding, making it suitable for new users. It handles web hosting, SSL certificates, and software updates. This means users do not need to manage technical maintenance. It has payment options such as credit/debit cards, PayPal, and Shopify payments. Users can track inventory levels, add unlimited products, and manage orders and shipping. Shopify is suitable for small startups as well as large businesses, and it's easy to use, secure, and reliable. Shopify caters specifically to online shop owners, with features that scale to match a retailer's growth. Shopify uses a subscription business model, where the merchants must pay a fixed monthly fee to be able to use the services that Shopify provides.

A business owner can begin selling on the site and gradually become more independent as his or her customer base grows.

Once a website is live, ease of design isn't as important as ease of use. If customers find it difficult to find the information they need, they may leave without making a purchase. While both Wix and WordPress have a selection of e-commerce templates available, neither service is geared specifically toward ecommerce, as Shopify is. Both Wix and WordPress are better for informational sites that don't require built-in checkout and payment.

Reference- STEINER, D., 2017. Shopify takes aim at Wix and WordPress for top dog in the ecommerce space. *Cio*, .

[1] M. Fitzhugh-Craig, "Online Marketplaces That Sellers Should Check Out," *Information today*, vol. 39, no. 5, pp. 36–37, 2022.

Task 2. Mind-map of contemporary software applications (Approx. 500 words).

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

Mind mapping is a simple but powerful technique that helps you organize information visually. It enhances business operations by improving productivity and simplifying by improving complex information.

The branches can include keywords, images, symbols, or diagrams that represent related subtopics.

Mind mapping also helps you see the big picture at a glance. Instead of getting lost in long lists or paragraphs, you can see how everything connects. It makes it easier to generate innovative ideas and solve problems. It's a tool that adapts to whatever you need.

Mind mapping provide team work and reduces misunderstandings. It helps to analyze problems by identifying causes, effects, and possible solutions in a structured way, and managers can evaluate alternatives more effectively and make the right decisions.

With mind maps, you can visualize potential threats and develop clear strategies to tackle them head on.

Mind maps are great for brainstorming such issues; they help you and the subject matter experts think comprehensively so that you consider every possible risk early in the planning process.

After you've identified all potential risks, you can organize them hierarchically. Mind mapping is a very good and strong tool that helps to organize ideas and works more efficiently. It increases productivity, enhances meetings, and improves collaboration and communication. *Integrate Mind Mapping and STEM Strategies*

According to the World Economic Forum, the demand for professionals with data analysis skills will significantly increase in the coming years.

These are the benefits:

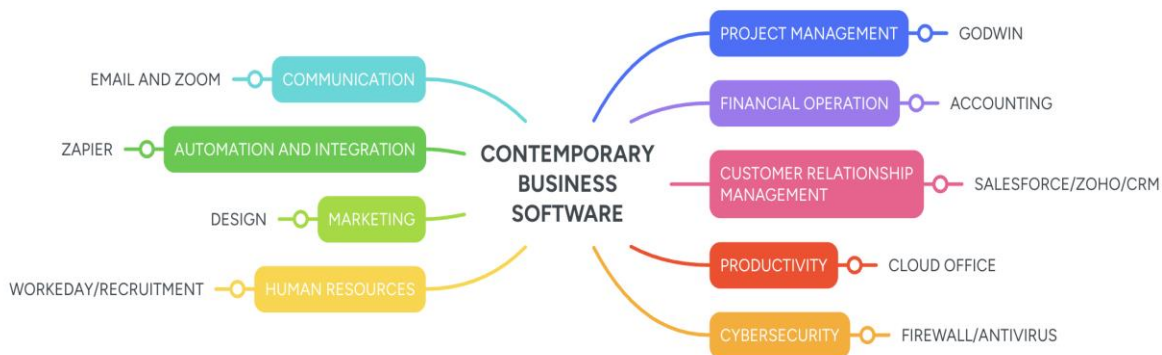
1. Increased productivity and efficiency by organizing task clearly, employees can focus on their work very good, and it will reduce time wasting.
2. Good communication and meetings, mind maps provide a good strategy to stakeholders during the meeting. During the meeting, everyone understands the purpose and objectives.

3. Enhance project management. Mind maps help in breaking down complicated projects into manageable elements.
4. Problem-solving and making decision, it helps to analyze problems effectively and possible solutions in a systematic way by visually displaying all alternatives. The manager can access alternatives more effectively.
5. Planning and organization, it enhance the structured, proactive, and efficient management of resources, tasks, and time to achieve goals with higher quality and less stress.

Reference- [1]

D. Michael White and linkedin.com, Carpenteria, CA. *Mind Mapping for Business Analysis and Project Management.*, (2025). [Online Video]. Available at: <https://www.linkedin.com/learning/mind-mapping-for-business-analysis-and-project-management?u=77966930&auth=true>

Chiang, Y.-H., Su, Y.-C., Wang, W.-T., & Huang, T.-C. (2025). Enhancing Business Students' Big Data Learning: Integrating Augmented Reality, Mind Mapping, and STEM Strategies. *Journal of Educational Computing Research*, 63(4), 841-863. <https://doi-org.uwtsd.idm.oclc.org/10.1177/07356331251323484> (Original work published 2025)



Description-Mind-Map on contemporary business software.

Task 3. Office Applications for creating, storing, presenting, and analyzing information/data (Approx. 2000 words).

- a. 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).

A) 1. MS Word is a commonly used word processing application designed for creating, editing, and formatting documents. Microsoft (MS Word helps users arrange and write their documents more competently. Word includes strong editing and revising tools so that you can work together with others easily. The purpose of this document is to examine some of the main features users mostly use in MS Word.

Creating and editing documents.

Editing font style and font size.

Adjusting page orientation.

How to insert images, format and label.

How to insert page numbers and line spacing.

Setting up a template for a report.

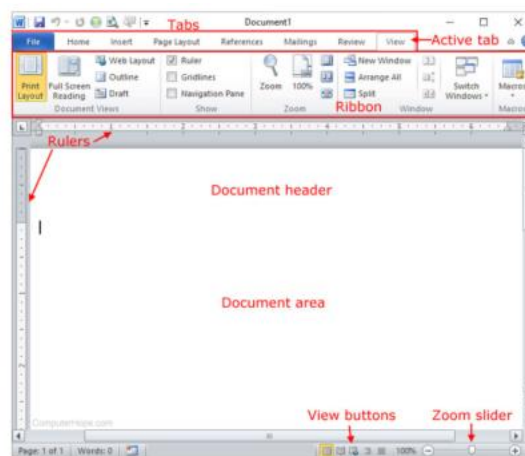
Benefits of MS Word:

1. Skilled documentation - a lot of users use Word to prepare reports, contracts, meeting minutes, and policies.
2. Collaboration enables multiple users to work on the same document at the same time.
3. It provides a template for different document types, saving time in creating a document from scratch.
4. It offer good features like grammar check, spell check, which help to improve the quality of the written subject.

Limitation- MS Word had unpredictable formatting across different devices and versions. Lack of real-time. Limited Collaboration, real-time, co- editing can slow down computers with large files or many images.

Source -

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma9910053593170242



Description- Creating documents

2. Microsoft PowerPoint is a presentation Software that is widely used to create visual slide based continuing text, graphics, images, and multimedia, like videos and animated content in a professional presentation.

Features- Tools for adding shapes, animation, transition, and multimedia, like videos and audio, improve engagement.

Collaboration. It uphold real time collaboration, multiple users can work on the same presentation contemporary.

Availability. The Software can be used with desktops (windows and macOS), mobile devices (iOS and Android), and online via a web browser.

Limitation:

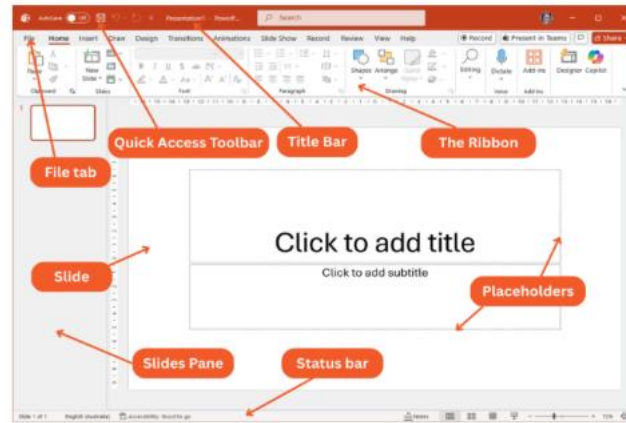
1. Fonts may appear differently or blurry across different devices and platform visual consistency.
2. Animation can sometimes be limited in duration.
3. Web desktop has editing limits and 60-second time-outs for file coding, which can cause issues with large presentations.

Benefits:

1. With Sharpy and collaboration, multiple users can work on the same presentation with easy sharing options like video and PDF.
2. Organization, it helps organize and structure ideas in a clear and logical sequence and reduces stress during presentations.
3. Compatibility: it works across various devices and platforms, including mobile, making it available anywhere.
4. Communication, visual slides make complicated information easier to understand.

Source - [1]

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma9910050779990242



Description- Creating a visual slides.

3. MS Excel is a strong spreadsheet application designed by Microsoft to organize, analyze, and visualize data using and calculating numerical data. It is commonly used in accounting, finance, marketing and management.

Features:

1. Data visualization: users can convert data into graph, chart and a table to identify patterns and trends.
2. Perform mathematical calculations.
3. Find values.
4. Find averages, counts, and percentages.

5. Pivot Table- Summarization and advanced data analysis.

Limitation:

1. Complicated formulas can be very hard for beginners.
2. Data grid limit (hard limit).
3. Formula errors may produce incorrect results.

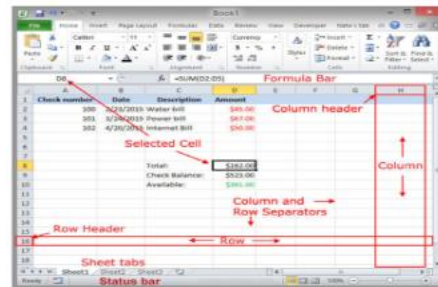
Benefits:

1. Data visualization. Excel's advanced data visualization engine allows users to create professional, interactive charts and graphs to make complex data understandable.
2. Automation. Macros and VBA (Visual Basic for Applications), users can automate tasks, such as data entry, formatting, reducing human error and saving good time.
3. Microsoft Excel (MS Excel) and Power BI offer a better alternative with easier learning, customization, quicker implementation, and lower cost. This solution integrates both for efficient production scheduling and resource planning. A concurrent, adaptable PP system that integrates MS Excel and Power BI is suggested as a solution to this problem.

4. Flexibility. MS Excel is very suitable to fit various needs for small businesses and large organizations, and it merges seamlessly with other tools like Power BI for enhanced business understanding.

Source- [1]

Pranav Shivraj Patil, Srishti Sudhir Patil, Sudhir Madhav Patil, and Maneetkumar R. Dhanvijay, "Development of MS Excel and Power BI Integrated Production Scheduling System for an MSME," *Engineering Access*, vol. 10, no. 2, pp. 124–142, 2024, doi: 10.14456/mijet.2024.15.



Description- How to select cells and columns.

4. Microsoft Access is an example of relational database software, usually called a relational database management system (RDMS). Users use it to manage, create, store, and report on a large amount of data without the need to be a developer.

Features:

1. Data structure: it supports relationships between tables , enforcing integrity to maintain data accuracy across tables.
2. Automation via VBA and macros: repetitious tasks can be automated with simple macros, custom functions developed using visual Basic for Applications.
3. Customizable: the form can be designed to view, create, and edit records, providing a customized user experience for data management.
4. Data integration: easy imports, links, or experts' data to various formats, include excel, SQL Server, and Microsoft Azure SQL, for enhanced security capability.

Benefits:

1. Customization with Visual Basic for Applications (VBA) allows for creating customized applications and automating tasks.
2. Rapid Application Development (RAD) is very easy to use to quickly build databases, tables, queries, and forms (within an hour).

3. Data structuring: access can handle, relate to, and query complicated data sets across multiple tables, ensuring data honesty.
4. Integration: access works perfectly with Excel, Word, and Outlook, allowing for easy data import/export, reporting, and emailing.
5. Template: they are ready-made templates for tables, forms, and reports that allow users to set up functional databases immediately.

Limitation:

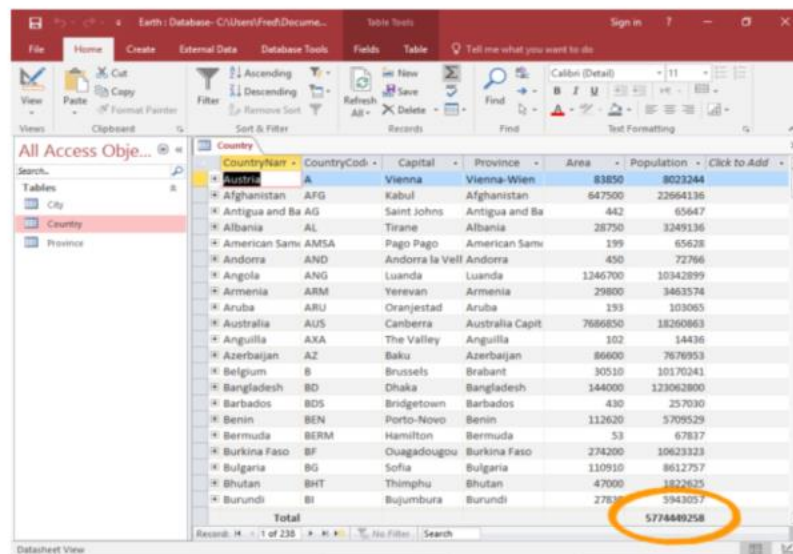
1. The total database file size is 2GB if its filled it can lead to poor performance and corruption.
2. It's not suitable for large scale enterprise data.
3. It's required to have a strong, stable connection and is not designed for high network traffic.

Source- [1]

J. Eckstein and B. R. Schultz, *Introductory relational database design for business, with Microsoft Access*. Hoboken, New Jersey: Wiley, 2018.

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100184301402421

Microsoft Access image.



Country	CountryCod	Capital	Province	Area	Population
Austria	A	Vienna	Vienna-Wien	83890	8023244
Afghanistan	AFG	Kabul	Afghanistan	647500	22664136
Antigua and Ba AG		Saint Johns	Antigua and Ba	442	65647
Albania	AL	Tirane	Albania	28790	3249136
American Samv AMSA		Pago Pago	American Samv	199	65628
Andorra	AND	Andorra la Vell	Andorra	450	72766
Angola	ANG	Luanda	Luanda	1246700	10342899
Armenia	ARM	Yerevan	Armenia	29800	3463574
Aruba	ARU	Oranjestad	Aruba	193	103065
Australia	AUS	Canberra	Australia Capit	7686850	18260863
Anguilla	AXA	The Valley	Anguilla	102	14436
Azerbaijan	AZ	Baku	Azerbaijan	86600	7676953
Belgium	B	Brussels	Brabant	30510	10170241
Bangladesh	BD	Dhaka	Bangladesh	144000	123062800
Barbados	BDS	Bridgetown	Barbados	430	257030
Benin	BEN	Porto-Novvo	Benin	112620	5709529
Bermuda	BERM	Hamilton	Bermuda	53	67837
Burkina Faso	BF	Ouagadougou	Burkina Faso	274200	10623323
Bulgaria	BG	Sofia	Bulgaria	110910	8612757
Bhutan	BHT	Thimphu	Bhutan	47000	1822625
Burundi	BI	Bujumbura	Burundi	27810	5943057
Total					5776689258

Description- Microsoft Access Relational database

TASK 3b

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Search for tools, help, and more (Option + Q)

Comments Catch up Editing Share

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2	1	SUNDAY	NO	4																							
3	2	MONDAY	NO	2																							
4	3	TUESDAY	NO	5																							
5	4	WEDNESDAY	NO	4																							
6	5	THURSDAY	YES	4																							
7	6	FRIDAY	YES	4																							
8	7	SATURDAY	NO	5																							
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Description-

PIVOT TABLE. WEEKLY SCHEDULE STUDY HOURS AND EXPENSIS.

[illegible]**Description-**

Col Index num= Is the column number in table array from which the matching value should be returned. The first column of values in the table is column 1.

Range Lookup= Is a logical value to find the closest match in the first column

(Sorted in the ascending order) = True or omitted; Find and exact match= FALSE.

TASK 4

Communication and Collaboration Application.

Current institutions depend heavily on digital communication and collaboration mechanisms to support teamwork, distant work, and universal business operations. Communication applications help in good-time interaction among associates, although collaboration tools can be used to manage tasks and coordinate projects well-organized.

[1] As we all know, learning is no longer limited to classrooms. The advent of new tools and applications has enabled students worldwide to collaborate with their peers for learning and gaining better knowledge. Online communication and collaboration applications enable students to communicate and collaborate synchronously and asynchronously, empowering them to sustain their interest and to improve focus for getting quality results in turn. Analyses one communication application (ZOOM) and one online collaboration tool (SLACK).

Reference [1].

C. Maican, A.-M. Cazan, R. Lixandroi, L. Dovleac, and M. A. Maican, "Exploring the Factors Influencing the Use of Communication and Collaboration Applications", *Journal of Organisational and End User Computing*, vol. 33, no. 4, pp. 94–124, July 2021, doi: 10.4018/JOEUC.20210701.oa 5.

A. COMMUNICATION AND COLLABORATION APPLICATION

1. Communication application Zoom. The most commonly used video meeting and conferencing platform is Zoom. They are mainly used in meetings, classrooms, webinars, and remote collaboration get-togethers.

KEY FEATURES - Meeting recording - Zoom meetings are being recorded and can be saved also in the cloud or locally. This can help users to share meeting recordings with associates.

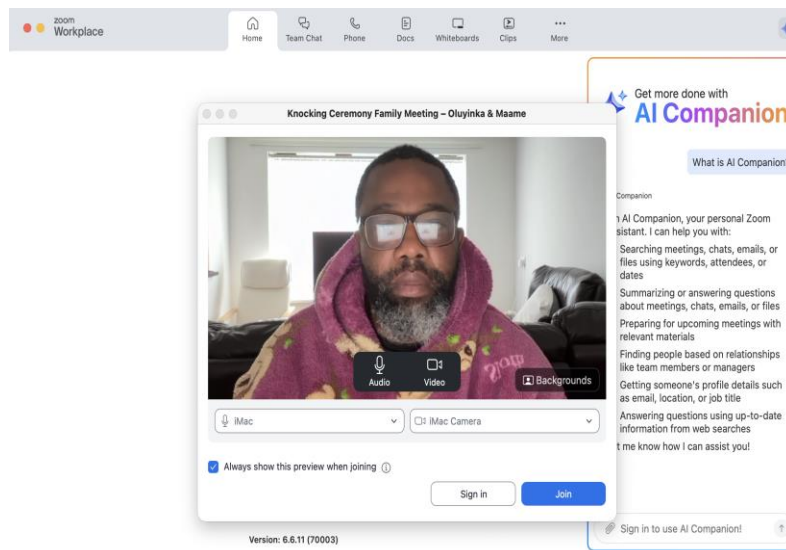
Video conferencing – Zoom has a high-quality video meeting, while Zoom video can allow multiple people to participate in one meeting or a one-on-one meeting. It can take up to 100 participants on the free plan.

Screen sharing- The most important feature for businesses is screen sharing. Participants can share their specific applications and desktops during their time. It can be used during demonstration, presentation and coaching sessions.

Reaction and live chat – People can convey things through messages during meetings.

Security features - Zoom has security features like a meeting password to prevent unwanted access and ensure that the meeting is well secured.

Breakout room - This allows the host to divide participants into different groups for teamwork or discussions. It is mainly used in training sessions and workshops.



Description- Live zoom meeting



Description- zoom meeting

2. Collaboration application. SLACK. Slack is a tool used to communicate on a platform. Direct messages, sharing of files, and project collaboration. It can be used for discussion and private conversations.

KEY FEATURES

Messaging to individuals or groups. The messages can be edited or deleted.

File sharing – Sharing of images, documents, and video in chats, which are able to be accessed.

Huddle. Quick voice or video calls for informal or screen-sharing conversations.

Search - You can locate the conversations, files, and conclusions made within the workplace.

Slack can be connected with tools like Jira, Google Drive, Salesforce, and Zoom to manage tasks and receive notifications without apps being switched.

REFERENCES

TASK 1 - [1] M. Fitzhugh-Craig, "Online Marketplaces That Sellers Should Check Out," *Information today*, vol. 39, no. 5, pp. 36–37, 2022.

[2] STEINER, D., 2017. Shopify takes aim at Wix and WordPress for top dog in the ecommerce space. *Cio*, .

TASK 2 - D. Michael White and linkedin.com, Carpenteria, CA. *Mind Mapping for Business Analysis and Project Management.*, (2025). [Online Video]. Available at: <https://www.linkedin.com/learning/mind-mapping-for-business-analysis-and-project-management?u=77966930&auth=true>

Chiang, Y.-H., Su, Y.-C., Wang, W.-T., & Huang, T.-C. (2025). Enhancing Business Students' Big Data Learning: Integrating Augmented Reality, Mind Mapping, and STEM Strategies. *Journal of Educational Computing Research*, 63(4), 841-863. <https://doi-org.uwtsd.idm.oclc.org/10.1177/07356331251323484> (Original work published 2025)

TASK 3 MS WORD - Source -

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100535931702421

TASK 3 MS POWERPOINT – Source -

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https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100507799902421

TASK 3 MS EXCEL – Source -

Pranav Shivraj Patil, Srishti Sudhir Patil, Sudhir Madhav Patil, and Maneetkumar R. Dhanvijay, "Development of MS Excel and Power BI Integrated Production Scheduling System for an MSME," *Engineering Access*, vol. 10, no. 2, pp. 124–142, 2024, doi: 10.14456/mijet.2024.15.

TASK 3 MS ACCESS – Source -

J. Eckstein and B. R. Schultz, *Introductory relational database design for business, with Microsoft Access*. Hoboken, New Jersey: Wiley, 2018.

https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0l68/alma99100184301402421

TASK 4 - [1].

C. Maican, A.-M. Cazan, R. Lixandroi, L. Dovleac, and M. A. Maican, "Exploring the Factors Influencing the Use of Communication and Collaboration Applications", *Journal of Organisational and End User Computing*, vol. 33, no. 4, pp. 94–124, July 2021, doi: 10.4018/JOEUC.20210701.oa 5.