

James assignment

by Mahdiyyah Hussain

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CertHe S4BA Assignment 1

Digital Skills, Software Applications for Business, Mahdiyyah Hussain, 2228656

TASK 1: E-Portfolio

TASK 1. E-Commerce Website builders & e-Portfolio creation (Approx. 200-250 words).

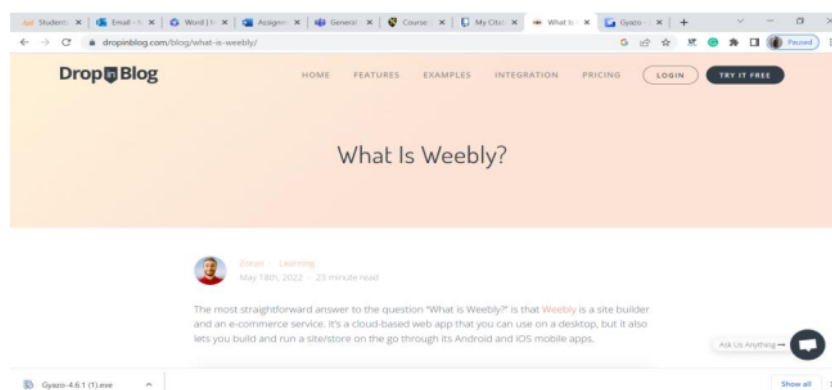
- a. Analyse several contemporary e-Commerce website software solutions. Research and document your answer using several reference sources (approx. 2/3 sources).
- b. Create an online e-portfolio and include your answers to each of the following tasks.

Include your answer to this task on a page in your e-portfolio.

PART A

E-commerce is when you buy and sell online, which also enables you to check payment methods such as PayPal etc. and by subscribing to newsletters to receive new discounts regularly. An example is googling sites, etc. It is the transfer of money and data to execute these transactions. E-commerce is often used to refer to the sale of physical products online, but it can also describe any kind of commercial transaction that is through the internet. The history of e-commerce begins with the first ever online sale: on August 11, 1994, a man sold a CD by the band Sting to his friend through his website NetMarket, an American retail platform. This is the first example of a consumer purchasing a product from a business through the World Wide Web—or “e-commerce” as we commonly know it today as it is used for different reasons. An advanced feature would allow PowerPoint to record and upload to Moodle as an e-resource for a learning tool for students to get information and any recording from sessions. Google slides is an e-commerce learning tool because it is easy to use by using images and editing features logos and how data can be inputted

Weebly is a site builder and an e-commerce service. It's a cloud-based web app which means that you can use it on a desktop, but it also lets you build and run a site/store on the go through its Android and iOS mobile apps.



<https://www.techtarget.com/searchcio/definition/e-commerce> Luketich, B., Chai, W. and Holak, (2022) *What is e-commerce? definition and meaning, CIO*. TechTarget. Available at: (Accessed: February 21, 2023).

PART B

Several contemporary e-Commerce website software solutions are user-friendly using navigation because products and other features will be used on applications such as Microsoft Word and many different platforms to access. There will be a search engine for many existing users to filter the results of their search which will make this easier to adjust and comprehend, in terms of navigating and achieving the business goals overall. Another website solution can be adding videos to the product pages which can increase retention, meaning that is so that the business can focus on ensuring deadlines are met. A page layout and structure so that customers and buyers can have a wide range of variety including methods on what to do and how this can benefit them in the future into considering how consumers affect them into how it would be organized.

Including packages such as word and PowerPoint that comes with the bundle so that customers can view this option by having an opportunity of completing tasks whilst certain businesses, will know the importance of this and what benefits to businesses this will bring, plus this is used more now because this would mean that the opportunities would mean more to many people ensuring that the business can do to meet customers standards and satisfaction to lead more sales and integrity.

The world evolves around technology and software. <https://skillwise.net/> *Welcome to skill wise - leading e-portfolio software for training providers - home of vqmanager e-portfolio* (2022) Skill wise. Accessed: February 21, 2023).

Trust pilot which is a rating of what device the business will achieve and use product reviews to google or any other website shopping. For instance, if you use product listing ads for a selected market type, google may display the ratings of the trust pilot. This will have to meet certain requirements of expecting better from a business or website operation. This will enable growth by helping the company get sold, seen, and improved. Promotion is important within this because it will allow feedback to be taken into action for further requirements, by engaging with customers to establish a relationship in terms of work and to see how the results affect this.

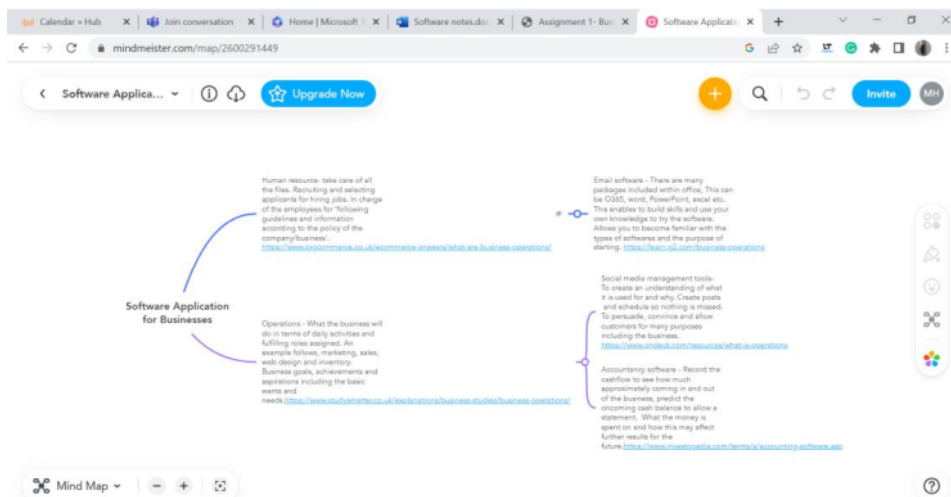
<https://www.searchenginejournal.com/ecommerce-guide/must-have-website-features/#close> SEJ STAFF Kristi Hines June 9, 2022, · 12 min read S.E.J.S.T. (2022) 21 must-have features for E-commerce sites, Search Engine Journal. (Accessed: February 21, 2023).

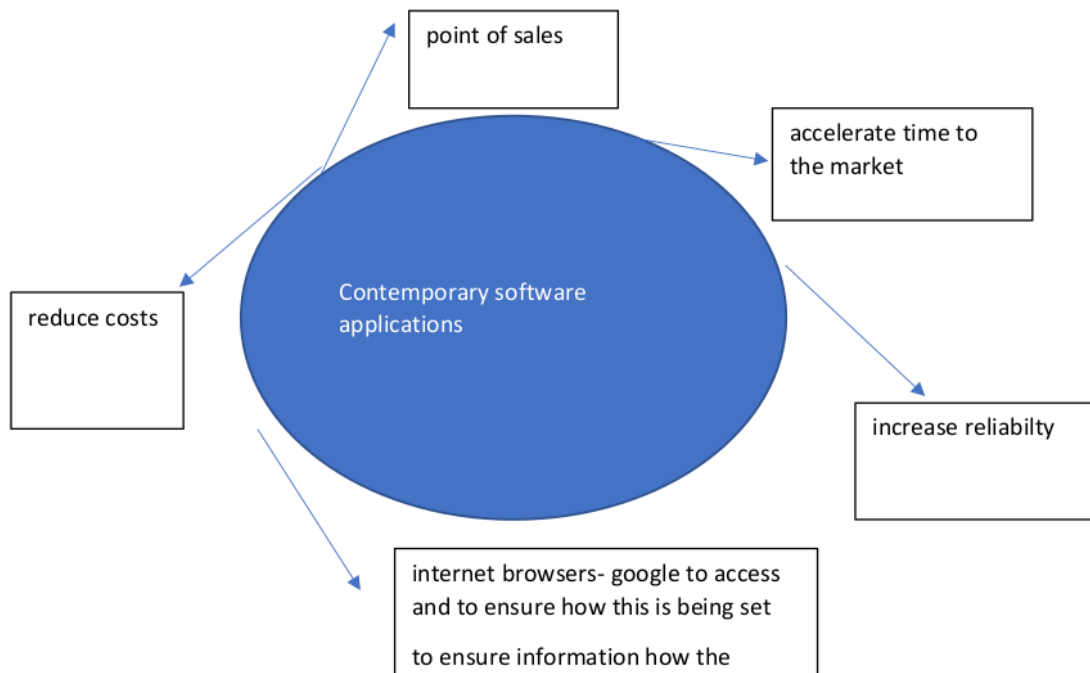


TASK 2:

Mind-map of contemporary software applications

Mind meister





Halwai, S. (2022) *What is application software: examples & types*, OpenXcell. Available at: <https://www.openxcell.com/blog/application-software/> (Accessed: February 22, 2023).

Accelerate time to the market:

This is a solution for business that requires programming. It also improves the workload and portability to ease the development of many cloud features. The cloud will enable many downloads of how to set the basics up for the technology which many require a code for reference. Time to Market (TTM) is the duration needed to bring a product to fruition. This includes the generation of an idea for the product; its whole design cycle; development and launch on the market.

The more streamlined and effective your company's product development process is, the better you will be able to predict its time to market. It can also assist you in making plans on how to roll out the product at the right place and time.

Increase reliability:

The software will deliver quality and performance using a scale of database to enable the data to be processed correctly and to protect from any risks or any type of threat a business may face. Software reliability is the of failure-free operation of a computer program for a specified period in a specified environment. Reliability is a customer-oriented view of software quality. It relates to operation rather than design of the program, and hence it is dynamic rather than static.

Reduce costs:

The only way to pay is to offload maintenance by using demand tools. Mind maps are great tools for understanding and communicating ideas because we humans are visual creatures, and we process visual information very quickly. There will be no size limitation as it is not limited to many purposes including how the data is obtained and why. Primary and secondary data are important because it suggests how the data was found and what importance it holds. Flexibility can allow you to easily re-organize ideas by clicking and dragging. Co-creation in software allows you to create a mind map online, you can often have multiple users collaborating on the same mind map about how costs are maintained and why it is used for many reasons such as why costs are the price stated and what this brings. Visual presentation: you can use the formatting tools to create professional diagrams that you can quickly share and present.

Point of sales:

A point-of-sale system, or POS, is the place where your customer makes a payment for products or services at your store. In other words, every time a customer makes a purchase, they're completing a point-of-sale transaction. The latest point-of-sale software goes beyond credit card processing to help retailers and restaurants incorporate mobile POS features and contactless payment options, e-commerce integration capabilities, and more. <https://adaptmethodology.com/time-to-market/#:~:text=Also%20known%20as%20Speed%20to,of%20you%20in%20the%20market>. Time to market, what is and how you can speed up the process (2022) ADAPT METHODOLOGY®. (Accessed: February 21, 2023).

Accounts payable and receivables

Accounts payable is the money a company owes its vendors, while accounts receivable is the money that is owed to the company, typically by customers. When one company transacts with another on credit, one will record an entry to accounts payable on their books while the other records an entry to accounts receivable. Accounts payable and accounts receivable are two sides of the same coin. Whereas accounts payable represent money that your business owes to suppliers, accounts receivable represent money owed to your business by customers. "<https://gocardless.com/guides/posts/accounts-payable-vs-accounts-receivable/>" GoCardless (2020) Accounts payable vs. accounts receivable, GoCardless. GoCardless. (Accessed: February 21, 2023).

In addition, accounts receivable are considered a current asset, whereas accounts payable are considered a current liability. This is because accounts receivable will be converted to cash within a one-year period (although in some cases, where you've offered longer credit terms, accounts receivable may be recorded as a long-term asset).

Documents processing and management

Business process documentation is the process of outlining detailed step-by-step guidelines to execute a given process. It is a technique undertaken by businesses to make their processes learnable, viewable, and improvable. It primarily focuses on answering the question - 'how is the process implemented?' Business process documentation is one of the key components to business process improvement

Business process documentation is a complete description of a business process using words, images, and symbols to designate exactly how the process should function in an ideal environment. The documentation should include what data is required to complete the process, what the workflow is, and any decisions that need to be made. <https://kissflow.com/workflow/bpm/business-process-documentation-steps/> Welcome to skill wise - leading e-portfolio software for training providers - home of v manager e-portfolio (2022) Skill wise. (Accessed: February 21, 2023).

TASK 3: Office application software's

Analyse several contemporary Office applications (e.g., for Word-processing, Spreadsheets, Databases, Presentations), and document a summary of their key features using written text with some images and relevant citations (approx. 2/3 sources).

TASK A-

One note- OneNote is a digital note-taking app that provides a single place for keeping all of your notes, research, plans and information. This includes everything you need to remember and manage in your life at home, at work, or at school. In OneNote, notebooks never run out of paper and being prepared for the future so that you are prepared.

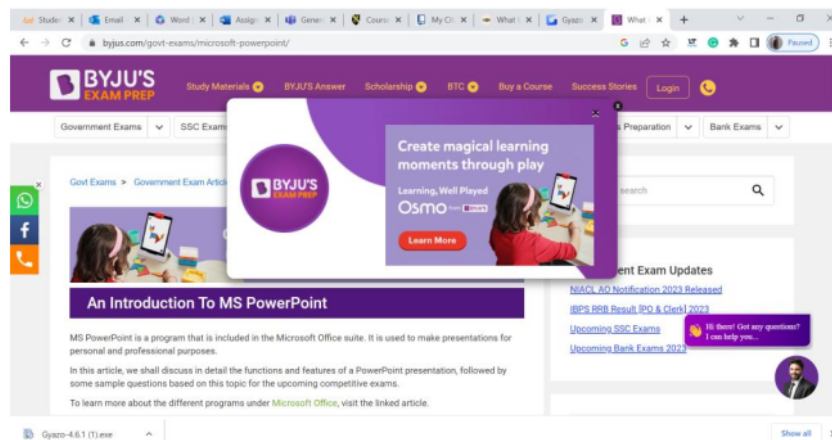
Features of one note

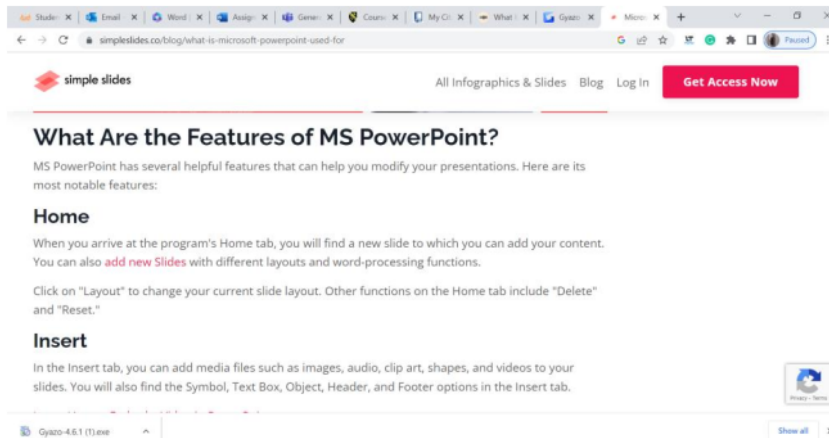
- Type notes or record audio on your laptop.
- Sketch or write ideas
- Add a picture from your phone
- Find notes instantly
- Freely move notes around the page.
- Organize those pages into sections.
- Keep your sections in one or more notebooks.

PowerPoint is a software package designed to create electronic presentations consisting of a series of separate pages or slides including images and other features to design and/or edit.

Features of PowerPoint

- Audio features.
- Bi-directional text features.
- Collaboration features.
- Design and layout features.
- Keyboard features.
- Picture features.
- Print features.
- Insert
- Design
- Animations
- View
- It is widely used and considered the "standard" for presentation software. If you create a PowerPoint presentation, it's more likely it will be easier for others to open and view.
- It includes many optional presentation features, including slide transitions, animations, layouts, templates, etc.





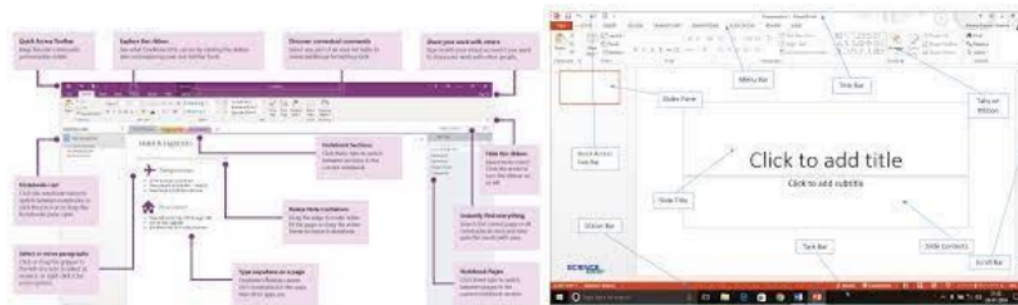
An office suite is a collection of productivity software usually containing at least a word processor, spreadsheet and presentation program. There are many different types of office suites. Popular office suites include Microsoft Office, Google Workspace, and LibreOffice. Access to Microsoft Office is normally bought as a single package, rather than through separate program purchases. Customers can either buy the Microsoft Office suite for use locally on a computer or subscribe on a monthly or annual basis to use the Office 365 cloud-based system, accessible through a local program or a Web browser.

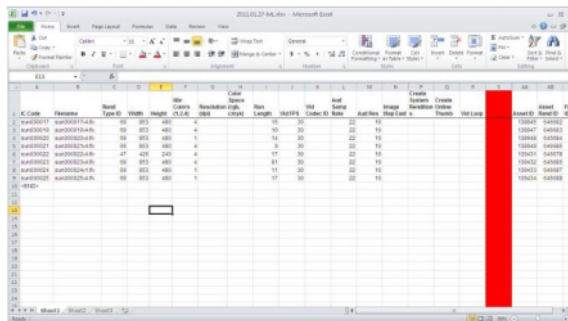
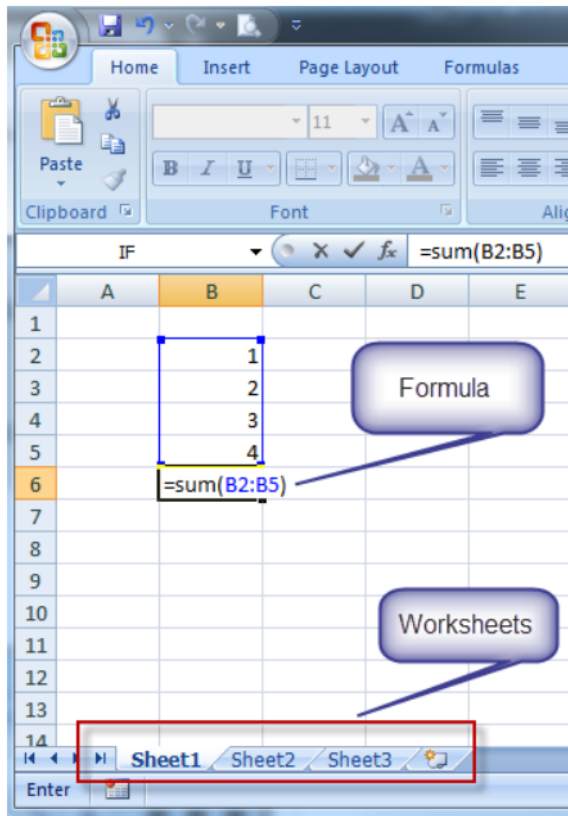
B)

Using one-office software such as excel allows one to obtain, input, and alter information in cells so it would calculate the overall cells to give an answer and to organize rows and columns. This will enable formulas and functions to take place because excel will know what data is stored and how the data is obtained, for which reason will become operative. Excel enables creating graphs for the data that is interpreted/input into the formula to give accurate results and a specific title as to how this should be set out. Excel allows you to work with text, numbers, and date information in a relatively open and unstructured way so that you can solve the equation by using formulas to create answers like true or false and open/close questions. In excel, there are workbooks, you can create as many for different tasks assigned regarding math's data or just basic figures.

<https://www.techwalla.com/articles/what-is-microsoft-office-suite> (Accessed: February 21, 2023).

What is Microsoft Office Suite? (No date) Techwalla.





TASK 4: Poster of Digital Dashboard and Data Analytics software

Data analysis is a software that runs mathematical processes on large sets of data for statistical, qualitative, or predictive analysis. It is a Software that takes the data and we form data to analyse it. Output an answer in form of a chart. Computer software to model data that is used in business. Microsoft word function building, open source program language used in computing.

Williamson, B. (2021) *What Data Analytics Tools DO data analysts need to know?*, Flatiron School. Available at: <https://flatironschool.com/blog/data-analytics-tools-for-data-analysts/> (Accessed: February 28, 2023).

An example of software tools for data analysis is, Microsoft Excel, Google sheets, Tableau.com and ZohoAnalytics

Hillier, W. et al. (2023) *The 9 best data analytics tools for data analysts in 2023*, CareerFoundry. Available at: <https://careerfoundry.com/en/blog/data-analytics/data-analytics-tools/> (Accessed: February 28, 2023).

A digital dashboard is a business intelligence tool that allows business leaders to track, analyze and report on KPIs and metrics. Modern, interactive dashboards make it easy to combine data from multiple sources and deeply explore and analyze the data directly within the dashboard itself. Digital dashboards allow data across the countries to allow charts and charts to be displayed with the data, including functions and formulas. Link in different information sources so that you know what is going on inside the business. Used to purchase management software, manage client, gathers and shows the cost.

What is a Digital Dashboard? – view 5 examples (no date) Geckoboard. Available at: <https://www.geckoboard.com/dashboard-examples/executive/digital-dashboard/> (Accessed: February 28, 2023).

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TASK 5

Creating software for Gant Chart

Use collaboration software to explain how this can be used within the business

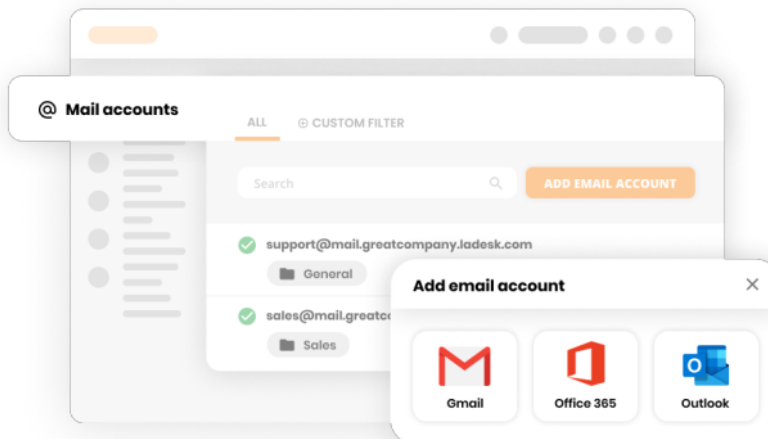
Team based- add team members to work, tick task, so manager can see when the work is due.

[illegible]



Miro for online whiteboarding

zoom



5b) Email management tools- Ask for name and details- stores in tools and send discounts

CRM- create newsletters, information about products, events and news

Gives you feedback, and data analysis to show who liked your post, who liked it and opened their email in terms of area, and links

Zoom- Browser application

Key features of Zoom-

Schedule virtual meetings

Connect virtually from anywhere with Zoom Meetings.

Team Chat. Collaborate together with Zoom Chat.

VoIP Phone System. Call the world with a Zoom Phone.

Online Whiteboard. Create and brainstorm with Zoom Whiteboard.

Conversational Intelligence

Email and Calendar

Collaboration – Allows collaboration with up to 300 UR and external non-UR individuals, including chat, annotation, whiteboarding, and breakout rooms.

Screen and application sharing – Presenters can share their whole desktop or individual applications.

Recording – Record meetings locally and upload them to Blackboard Learn, Box, OneDrive Video, or YouTube.

Gant Charts

Key features of Gant charts-

Task name

Duration period

Dependencies

Task Hierarchies

Resource role and name

Teams

Key features of Teams

Teams and channels

Conversations within channels and teams

A chat functions

Document storage in SharePoint

Online video calling and screen sharing

Online meetings

Audio conferencing

Full telephone

Direct Access to Email, Skype, OneDrive, and SharePoint

Teams provide you with access to Microsoft 365 applications within one location, letting you work more efficiently. Access files and documents in OneDrive and SharePoint, plus make calls and conduct video conferences directly from Teams.

Direct Access to Email, Skype, OneDrive, and SharePoint

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Fast Searching for Information

Use the search and filtering function in Microsoft Teams to easily find relevant information from conversations, people or files. You can directly schedule meetings for your group and automatically invite all members of the team.

FINAL GRADE

GENERAL COMMENTS

43/100

Instructor

Total	43
Tutor note: x4 each task (x5), each category.	
1. Engagement with Literature Skills	
.	
+ Some references have been sporadically used throughout. - No use of citations. - IEEE reference format not used.	5
2. Knowledge and Understanding Skills	
+ Knowledge and understanding of many software application areas and tools are defined and documented. Good. - Task 1: Some additional e-commerce website tools could be defined here. - Knowledge and understanding to create an e-portfolio not demonstrated. - Task 2: Some additional software categories and applications could be include in the Map. +/- with supporting some references. - Not in IEEE reference format.	13
3. Cognitive and Intellectual Skills	

+ Analysis documented for all software application areas. Good. - Analysis could be extended to include some additional areas as mentioned above. +/- with supporting some references. - Not in IEEE reference format.	1 3
4. Practical Application Skills	
T1: - An online e-portfolio is not accessible T2: + A Mind map to illustrate Business Software applications is structured and presented. T3: - Practical use of a Contemporary Office application is not clearly documented. Labelled screenshots with brief accompanying description could be documented. T4: - No practical use of a Digital Dashboard/Data Analysis/Data Analytics software solution documented. T5: - No practical use of a Communication/Collaboration/Project Management application documented.	4
5. Transferable Skills for Life and Professional Practice	
- Word submission document includes title page.	8

- Word submission document does not include e-portfolio link and task screenshots. - e-portfolio is not accessible. + Task answers can be found in the word submission document. + Task answers are clearly documented and structured. - Text repetition and some spelling/grammar errors in places. - Practical tasks / screenshots could be more clearly labelled, documented, and described for each task. On-time: Y.	
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