GCSE Information Technology
OCR ICT B Scheme 1095/1995
Coursework Scenario
Year of Examination 2003 to 2005

The new context for the ICT B 1095/1995 is the Use of ICT in Retailing. The coursework following this scenario can be submitted as follows:

Year	Session	Unit	Type	Theme
2003	June	2	Coursework	Use of ICT in the Entertainment Industry **Or** Use of ICT in Retailing
	June	3	Coursework	Use of ICT in the Entertainment Industry
2004	January	2	Coursework	Use of ICT in Retailing
	January	3	Coursework	Use of ICT in Retailing
	June	2	Coursework	Use of ICT in Retailing
	June	3	Coursework	Use of ICT in Retailing
2005	January	2	Coursework	Use of ICT in Retailing
	January	3	Coursework	Use of ICT in Retailing
	June	2	Coursework	Use of ICT in Retailing **Or** Use of ICT in the Health Service
	June	3	Coursework	Use of ICT in Retailing

All of the coursework tasks are centred on an imaginary retail company.

The following assignments offer guidance only as to the types of activities that candidates might wish to undertake to fulfil the requirements of the coursework units. In completing the assignments, candidates must identify the data requirements, select the correct hardware and software and design a system that would be appropriate in the set context. Candidate portfolios will be assessed in accordance with the marking criteria for internally assessed work outlined in the specification. Candidates undertaking a Full Course will need to extend the assignment to meet the additional requirements for the course.

A guide to the tasks is included. The contents of the exemplar work should not be divulged to candidates. The exemplar work is intended as a working document to aid Centres' delivery of the course.

Centres should be aware that the question papers for Unit 4 set for 2004 and 2005 will primarily focus on the use of I.T. within the retail environment.

Description of the Task
This project is based in the accounts department in Future Fashions and it is to assist the staff in creating weekly payslips for production staff.

The project will be in 7 major parts:
- The introduction and analysis to the project
- The design and creation of the company logo
- The design and creation of a spreadsheet to calculate staff wages
- The design and creation of a standard wage slip
- The use of mail merge techniques to create the individualised payslips
- The creation of a graph / chart to show the production rate for individual workers
- Writing a series of reports on the work that has been completed

Task 1

Write an Introduction **and** Analysis to the projects.

Task 2

The company wishes to promote itself by way of a logo which can be used on all letters, posters and payslips. Design and produce a printout of a suitable logo for the company.

Amend your logo to include a suitable slogan then produce a printout. Complete an evaluation sheet on the task.

Task 3

The Manager wishes to set up a spreadsheet that will hold details of the staff and will calculate their pay. You will need to collect relevant data such as the staff member's name, position, hours worked, pay rate, number of garments produced and garment piece rate.

You will need to design and create a data capture sheet to collect this information. Design and create a spreadsheet to put this information in. Print out the spreadsheet showing the data. Print out another copy of the spreadsheet showing the formulae used.

Task 4

The Manager wishes to create a wage slip for each worker. Design and create a wage slip The logo from Task 1 can also be added to the wage slip. Print out a copy of the wage slip. You will need to design and create a wage slip

Task 5

The information in the spreadsheet can now be used to create individualised wage slips for each worker. This can be done using mail merge. Print out a copy of the wage slip showing the merge fields. Print out another copy of the wage slip showing the staff details.

Task 6

Create a graph of garments produced per worker and print it out.

Task 7

Write reports on each of the following:

i)   The Hardware and Software I have Used
ii)   Comparing the Use of Input and Output Methods and Devices
iii)   User Guide / User Documentation
iv)   Testing and Evaluating the Documentation
v)   How the Use of ICT has Benefited my System
vi)   The Social, Economic, Legal and Moral Effects of ICT.

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These are the maximum marks candidates can obtain by doing the practical tasks only. Candidates still need to do the required reports to gain full marks.

Task	Assessment Objective	Mark
Design Logo & Slogan. Create, Save and Print Logo Using Suitable Software	A01a A01b	1st mark 1st mark
Evaluation Sheet No 1	A01a A01b	2nd mark 2nd mark
Design a Data Capture Form to Collect Information for The Staff	A02b	1st mark
Create, Save and Printout the Spreadsheet showing Data	A01c	1st mark
Printout the Spreadsheet showing Formulas Used	A01d A01e	1st mark 1st mark
Evaluation Sheet No 2	A01a/b/c	Reinforced 2
Plan and Produce, Using Appropriate Software, Staff payslips, including Logo, Printout Showing the Mail-Merge Fields	A02b A02a	2nd mark 1st mark
Merge the staff details with payslip and print results	A02b	3rd mark
Create a graph of staff weekly production numbers	A03	1
Evaluation Sheet No 3	A01a/b/c A02a	Reinforced
Total Marks		**13**

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A Guide to the Worked Task

Sample Report 1

I.   Introduction and Project Analysis

The Worked Task

I.   Logo Design
II.   Printed Logo
III.   Printed Logo with Slogan
IV.   Evaluation Sheet No 1

V.   Data Capture Form for Spreadsheet
VI.   Printed Data
VII.   Print Showing Formulae Used
VIII.   Graph of garments produced per worker
IX.   Evaluation Sheet No 2

X.   Printed Payslip Showing Merge Fields
XI.   Printed Payslips Showing Staff Wage Details
XII.   Evaluation Sheet No 3

The Mark Scheme for Sample Reports

Sample Reports

II.   The Hardware And Software I have Used
III.   Comparing the Use of Input and Output Methods And Devices
IV.   User Guide or User Documentation
V.   Testing and Evaluating The Documentation
VI.   How has the Use of ICT Benefited My System?
VII.   The Social, Economic, Legal and Moral Effects of ICT.

Introduction and Project Analysis.

This project is based in the accounts department in Future Fashions and it is to assist the staff in creating weekly payslips for production staff.

The project will be in 5 major parts:

- The design and creation of the company logo
- The design and creation of a spreadsheet to calculate staff wages
- The design and creation of a standard wage slip
- The use of mail merge techniques to create the individualised payslips
- The creation of a graph / chart to show the production rate for individual workers

I have decided to design a logo for Future Fashions as this helps people to immediately identify the company. Other retail companies and organisations have logos such as the following:

Sample logos from other manufacturers	*Sample logos from other manufacturers*	*Sample logos from other manufacturers*

I could create my logo a number of ways: I could draw it by hand then scan it. I could use a basic drawing package such as Microsoft Paint or I could use a desktop publishing package such as Microsoft Publisher, which has a logo creation facility.

I have decided to use word processing software with mail merge facilities, this will help the staff to create a standard wage slip then merge the relevant information for each member of staff.

There are a number of ways I can store the information to be used for the payslips; I can use a database such as Microsoft Access or the data editor in Microsoft Word. However a spreadsheet such as Microsoft Excel is the best option as it has database features and also has the ability of being able to perform calculations and charts much more effectively than the others.

There are many ways of carrying out this sort of task but I feel that this will help the accounts department not only with the production of payslips but also the calculation of wages, hours of work and garments produced. The system should be reasonably easy to use as it is broken down into 5 main parts and in theory could be enhanced to perform a wider range of functions.

Rough Designs

This page will contain the pupil's design thoughts and ideas for the company logo and the slogan.

This page will contain the pupil's printed design for the company logo.
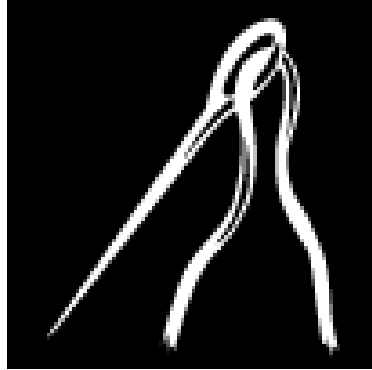
This is a clipart example. The pupil's design needs to be custom designed. A slogan can be added if required.

Task Evaluation Sheet 1

Task No 1: The Company Logo

How Did You Create Your Logo?

What Hardware Did You Use?

What Software Did You Use?

How Would You Do The Task In A Different Way?

What Other Hardware or Software Could You Have Used?

How Well Did This Task Work?

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Data Capture Form for Spreadsheet

This page will contain the pupil's data capture sheet for the spreadsheet.

Printed Data

Staff Name	Position	Worked Hours	Pay per Hour	Garments Produced	Garment Piece Rate	Gross Pay	Income Tax	National Insurance	Net Pay
James Brown	Junior Machinist	30	£4.00	200	£0.15	£150.00	£ 37.50	£7.50	£ 105.00
Karen McDonald	Trainee Machinist	35	£4.50	250	£0.15	£195.00	£ 48.75	£9.75	£ 136.50
David Smith	Machinist	35	£5.00	325	£0.15	£223.75	£ 55.94	£11.19	£ 156.63
Sangit Singh	Senior Machinist	35	£6.00	350	£0.15	£262.50	£ 65.63	£13.13	£ 183.75
Kay Rogan	Trainee Machinist	35	£4.50	226	£0.15	£191.40	£ 47.85	£9.57	£ 133.98
Janice Battersby	Machinist	35	£5.00	300	£0.15	£220.00	£ 55.00	£11.00	£ 154.00
Paula Adams	Machinist	35	£5.00	300	£0.15	£220.00	£ 55.00	£11.00	£ 154.00
Hayley Cropper	Senior Machinist	35	£6.00	375	£0.15	£266.25	£ 66.56	£13.31	£ 186.38
Mary Taylor	Checker	37	£5.00	300	£0.10	£215.00	£ 53.75	£10.75	£ 150.50
Sara Chung	Checker	37	£5.00	335	£0.10	£218.50	£ 54.63	£10.93	£ 152.95
Totals				**2961**		**£2,162.40**	**£540.60**	**£108.12**	**£1,513.68**

Print Showing Formulae Used

Staff Name	Position	Worked Hours	Pay per Hour	Garments Produced	Garment Piece Rate	Gross Pay	Income Tax	National Insurance	Net Pay
James Brown	Junior Machinist	30	4	200	0.15	=(C2*D2)+(E2*F2)	=G2*0.25	=G2*0.05	=G2-(H2+I2)
Karen McDonald	Trainee Machinist	35	4.5	250	0.15	=(C3*D3)+(E3*F3)	=G3*0.25	=G3*0.05	=G3-(H3+I3)
David Smith	Machinist	35	5	325	0.15	=(C4*D4)+(E4*F4)	=G4*0.25	=G4*0.05	=G4-(H4+I4)
Sangit Singh	Senior Machinist	35	6	350	0.15	=(C5*D5)+(E5*F5)	=G5*0.25	=G5*0.05	=G5-(H5+I5)
Kay Rogan	Trainee Machinist	35	4.5	226	0.15	=(C6*D6)+(E6*F6)	=G6*0.25	=G6*0.05	=G6-(H6+I6)
Janice Battersby	Machinist	35	5	300	0.15	=(C7*D7)+(E7*F7)	=G7*0.25	=G7*0.05	=G7-(H7+I7)
Paula Adams	Machinist	35	5	300	0.15	=(C8*D8)+(E8*F8)	=G8*0.25	=G8*0.05	=G8-(H8+I8)
Hayley Cropper	Senior Machinist	35	6	375	0.15	=(C9*D9)+(E9*F9)	=G9*0.25	=G9*0.05	=G9-(H9+I9)
Mary Taylor	Checker	37	5	300	0.1	=(C10*D10)+(E10*F10)	=G10*0.25	=G10*0.05	=G10-(H10+I10)
Sara Chung	Checker	37	5	335	0.1	=(C11*D11)+(E11*F11)	=G11*0.25	=G11*0.05	=G11-(H11+I11)
Totals				=SUM(E2:E12)		=SUM(G2:G12)	=SUM(H2:H12)	=SUM(I2:I12)	=SUM(J2:J12)

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Graph of Garments Produced per Worker

Staff Production Numbers
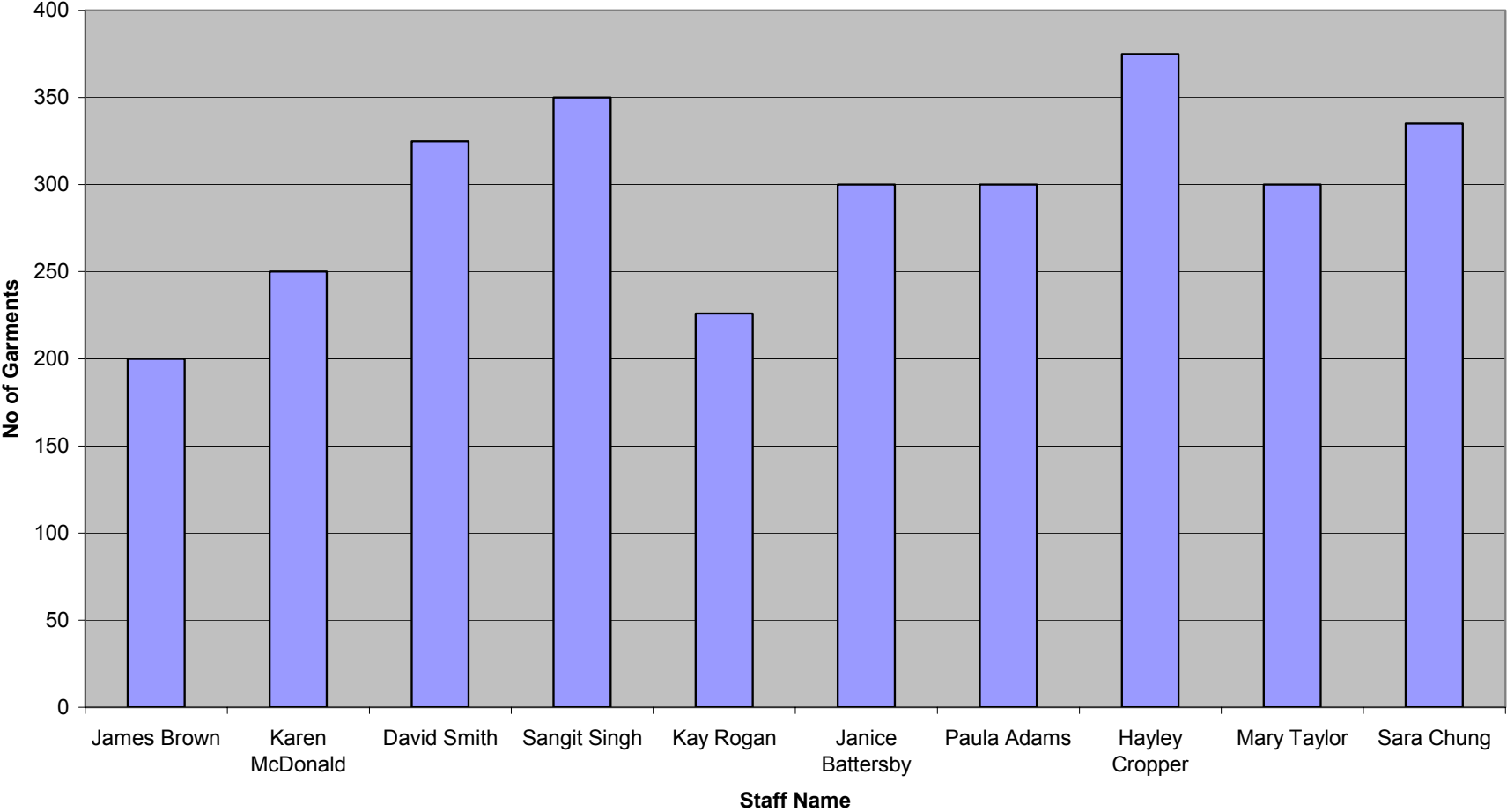
Task No 2: The Spreadsheet Task

How Did You Gather the Data?

What Hardware and Software Did You Use?

Explain the Formulae You Used.

How Would You Do The Task In A Different Way?

What Other Hardware or Software Could You Have Used?

How Well Did This Task Work?

The Wage Slip

	Future Fashions	

Payment for Week Ending: 31 July 2002

Name	Post		
«Staff_Name»	«Position»		
Hours Worked	**Garments Produced**		
«Worked_Hours»	«Garments_Produced»		
Gross Pay	**Income Tax**	**National Insurance**	**Net Pay**
«Gross_Pay»	«Income_Tax»	«National_Insurance»	«Net_Pay»

Examples of Individual Wage Slips

Future Fashions

Payment for Week Ending: 31 July 2002

Name	Post		
James Brown	Junior Machinist		
Hours Worked	**Garments Produced**		
30	200		
Gross Pay	**Income Tax**	**National Insurance**	**Net Pay**
£150.00	£37.50	£7.50	£105.00

Future Fashions

Payment for Week Ending: 31 July 2002

Name	Post		
Karen McDonald	Trainee Machinist		
Hours Worked	**Garments Produced**		
35	250		
Gross Pay	**Income Tax**	**National Insurance**	**Net Pay**
£195.00	£48.75	£9.75	£136.50

	Future Fashions		
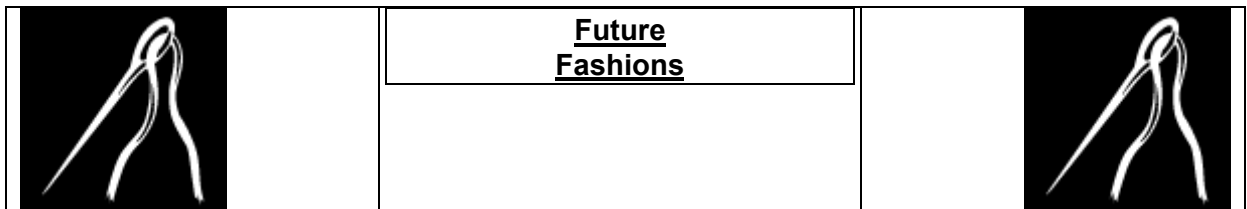
Payment for Week Ending: 31 July 2002

Name	Post		
David Smith	Machinist		
Hours Worked	**Garments Produced**		
35	325		
Gross Pay	**Income Tax**	**National Insurance**	**Net Pay**
£223.75	£55.94	£11.19	£156.63

	Future Fashions		
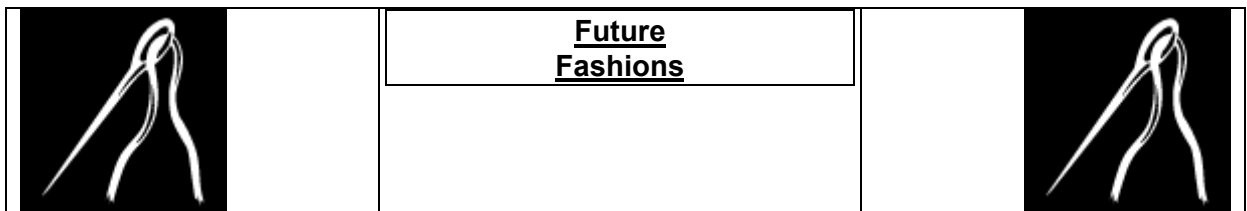
Payment for Week Ending: 31 July 2002

Name	Post		
Sangit Singh	Senior Machinist		
Hours Worked	**Garments Produced**		
35	350		
Gross Pay	**Income Tax**	**National Insurance**	**Net Pay**
£262.50	£65.63	£13.13	£183.75

Task No 3: Creating The Pay Slip and Merging the Data

How Did You Create the Pay Slip?

What Hardware and Software Did You Use?

Explain Why and How You Inserted The Merged Fields.

How Would You Do The Task In A Different Way?

What Other Hardware or Software Could You Have Used?

How Well Did This Task Work?

Report 1 - A02a Introduction and Project Analysis

Marks:

|	An Introduction
	What your ICT task is
1	How you are going to do it – Methods/initial ideas
1	What research & evidence
1	Identify required data, how it will be stored and used
1	Can the task be done any other way – state them
1	How easy and appropriate is the system to use
5 Total	

The Hardware and Software I Have Used

HARDWARE

There are 2 parts to all computer systems: the hardware and the software. Hardware is the term used for all of the parts of a system you can touch or handle. This will include the keyboard, mice, printers, scanners, monitors and storage devices such as disk drives and CD/DVD Rom. A typical PC set up may look like the following:

Figure 2.1 *The parts of a typical microcomputer*
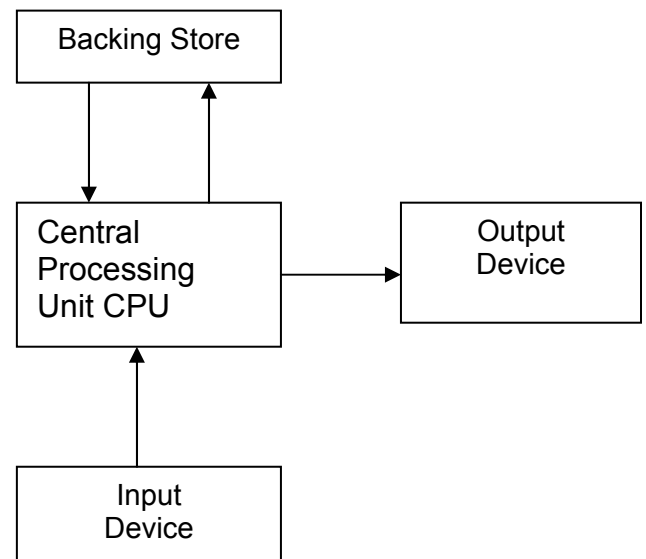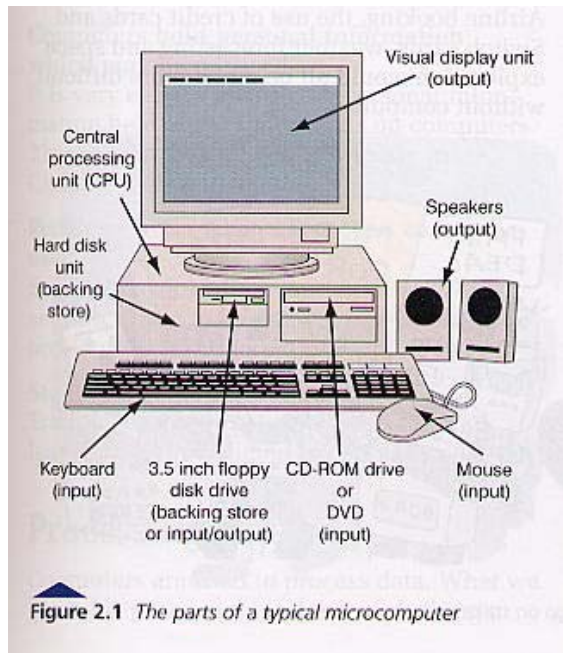
The hardware that is available for me to do this task is a network of RM PC5133 Accelerator Workstations. Each station has 64 megabytes of RAM memory, a 133-megahertz Intel processor and a 700-megabyte hard disk. Attached to this is a standard QWERTY keyboard a 2 Button Mouse and a 14-inch colour monitor. The network in this room is connected to a Brother 1450 laser printer. Each station has a set of headphones to allow me to listen to sound and music files. As a user of the network I have been allocated 5 megabytes of disk space to save my files to.

The hardware I have used, although basic by today's standards, was more than adequate for this task. Newer systems will have faster processing speeds such as the Intel Pentium running at 2.2 gigahertz, larger memory of 512 megabytes, bigger hard disk capacity now up to 100 gigabytes, larger monitors 17, 19 or even 21 inch, and the new type mouse with the scroll wheel, this is good for scrolling up and down large documents or browsing web pages or sites. The printer in this room is a laser printer and gives very good quality black only print. Colour can be better for presentation if I could have had access to a colour printer as this would have made the company logo stand out more. However, colour printing can be slower and is more expensive compared to laser printing.

SOFTWARE

Software is the general name given to all of the programs that can be run on computer hardware. There are 2 main categories of software: Operating or System Software and Application Software.

The operating software that was available to me on the network was Windows NT4 and this had the Windows 98 interface. This operating system basically controls the hardware and software. It does things such as manage the files, control the hard, floppy and CD Rom drives, also the mouse and the printers.

The Windows 98 desktop is what is known as a GUI or a Graphical User Interface as it uses graphics or icons that are used for commanding the computer to perform tasks. This is good for allowing me to open and manage applications I can place regularly used icons on my desktop and it helps me to organise my files into different folders for different subjects.

To create the system I have available to me a good range of application software these include Microsoft Office 2000. This is a suite of programs that includes Word, a word processing package. Excel that is a spreadsheet but also has database functions. Access that is a relational database. It has Publisher, a desktop publishing package and PowerPoint which is a presentation package. This is an excellent package of programs with a huge range of features and are all compatible with each other. This is very good for sharing data and information.

CREATING THE LOGO

To create the logo I have used Microsoft Paint, this is a basic drawing package which has features such as line draw, fill, shading etc. This allowed me to create my logo. I feel that the logo was attractive and eye catching and it was a good representation for a fashion company.

CREATING THE SPREADSHEET

I have used Microsoft Excel, as this is a very powerful spreadsheet, which has good database functions. It is very compatible with Microsoft Word and can be used when I wish to carry out the mail merge. The spreadsheet allows me to enter text, numbers, currency and dates. It has functions such as sort for putting data into specific order and a filter function to search for specific information.

Excel was very useful as I could add formulas and functions to carry out the calculations required for each worker's wage and the graph facility is good for representing information other than in written form. Although other software such as Access could have been used it was not as versatile for performing these calculations and graphs.

CREATING THE STANDARD PAY SLIP

I have used Microsoft Word for this task as it is an excellent word processing package and has a huge range of features such as tables, Word art, clipart, borders and shading, columns, bullet points and of course a very versatile mail merge facility which allows me to break down the task into small steps.

I could have used Microsoft Publisher which is desktop publishing package, this also has very good design features but the mail merge facility is not as good or easy to use and it will not allow you to do complex searches which allows you to look for very specific data.

Comparing the Use of Input and Output Methods and Devices

INPUT DEVICES

When designing any information system, I need first to consider what information I want to get out of the system. The output depends on the type of job (application). If I were considering a very basic system I could decide to use a visual display unit (VDU) and a printer for the output. For the input I would use a keyboard. This is only one solution. I should look at other alternatives so that I am able to choose the best one.

Input devices are used to get data into a system. The ideal input device would be able to get data into a system as accurately as possible, in the least amount of time and preferably without human intervention. The device would also be relatively cheap. Unfortunately, no perfect input device is available and the choice is always a compromise. The fastest input devices are suitable only for a narrow range of applications. Here are some of the main input devices in use today.

Keyboard	**Web Camera**	**Tracker ball**	**Mouse**
Joy Stick	**Light Pen**	**Touch Screen**	**Barcode Readers**
Magnetic Strip	**OCR/OMR**	**MICR**	**Microphone**
Scanner	**Digital Camera**	**Touch Sensitive Pad**	

The input devices available to me are keyboard and a 2-button mouse.

The keyboard: is the oldest and most familiar of all input devices. Keyboards are intelligent devices and contain their own chips. Basically each key acts as a switch that closes when the key is pressed. The micro-processor scans the keyboard hundreds of times a second to see if a key has been pressed; if it has, a code that depends on which key has been pressed is sent to the processing unit. The CPU translates this code into an ASCII code (the code that computers use to represent characters on the computer keyboard), which is then used by the computer program. A standard keyboard is called a QWERTY keyboard because of the arrangement of the letters of the top row of the alphabet keys.

As an input device the keyboard has to be one of the least efficient methods of entering data. Depending upon the operator's skills inputting information can be very slow and can be the main cause of the 2 most common types of error:

The Transcription Error: These usually occur due to misreading or the mistyping of data. This can be caused by poor handwriting or the confusion between characters i.e. the letter S and the number 5 or the letter O and the number 0.

The Transposition Error: This occurs when 2 letters or numbers are reversed for example to becomes ot or more commonly numbers are transposed i.e. 2142 may become 2412. Research has shown that 70% of errors that occur in data entry are transposition errors.

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Most software today have tools such as spelling and grammar checking which will identify some errors but proof reading and double checking are the best way to ensure data from a keyboard is entered correctly.

A Mouse: is the input device that translates its movements on the desktop into digital information; this is fed to the computer, which in turn causes the cursor to move on the screen. Underneath the mouse is a ball that rotates as the mouse is moved on the desk, and sensors pick up the movement. Mice usually have 2 buttons to make selections or invoke menus and a wheel that can be used to scroll up and down pages.

Candidates can discuss and compare some of the other input devices listed above. Areas of speed, validation and accuracy must be considered.
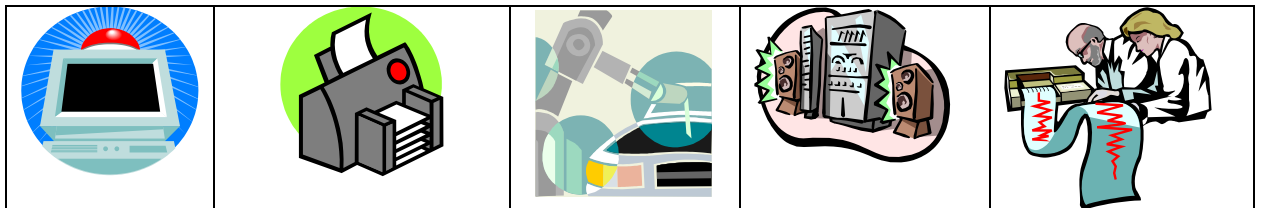
OUTPUT DEVICES

Output devices provide results in a suitable form after data processing. In most cases this will be in the form of a printout or displayed on the computer screen. This can be in the form of pages or in an animated presentation. The widespread use of electronic mail means that output is now in the form of an electronic message which can be sent to other computers.

There is a range of output devices available today, these include:

Visual Display Unit (Monitor)   **Laser Printers**   **Inkjet Printers**
Voice Output   **Robots**   **Electrical Signals**

Within this classroom I have the following output devices available to me: A 14-inch colour monitor, and a Brother laser printer. A larger monitor of 17 or even 19 inch would be better as it will display more information. The laser printer gives very good quality black only print. For the production of employee payslips back and white is suitable, also, colour printing can be slower and is more expensive compared to laser printing especially if a company has a high number of employees.

Candidates can discuss and compare some of the other output devices listed above. They must comment on alternative output and drawbacks.

| Example of Report |
| --- |

User Documentation Testing and Refining

There are 2 types of documentation **User** and **Technical.**

Technical Documentation is used to explain a system to a specialist i.e. a programmer or systems analyst. The guide will use specialist or technical terms. This will be used when the system is upgraded or if a new member of technical staff needs to understand the current system.

User Documentation is a manual or a set of instructions that a user, such as a member of the office staff, can turn to for learning new procedures or to deal with a problem that may arise. Good documentation should include the following:

- **Step-by-Step Instructions with examples, using Screen Dumps**
- **How to Load the Software**
- **How to Perform Functions**
- **How to Save and Print**
- **Exercises to allow the user to practice and understand the system**
- **What to do if Problems Occur such as not Printing or Saving**

The user guide I have produced works quite well and someone who has knowledge of a similar type of system would be able to use it using these instructions. However, I could have made it a lot better by including screen shots so a user can see if they are on the correct track. For example

Double Click to Start Microsoft Word
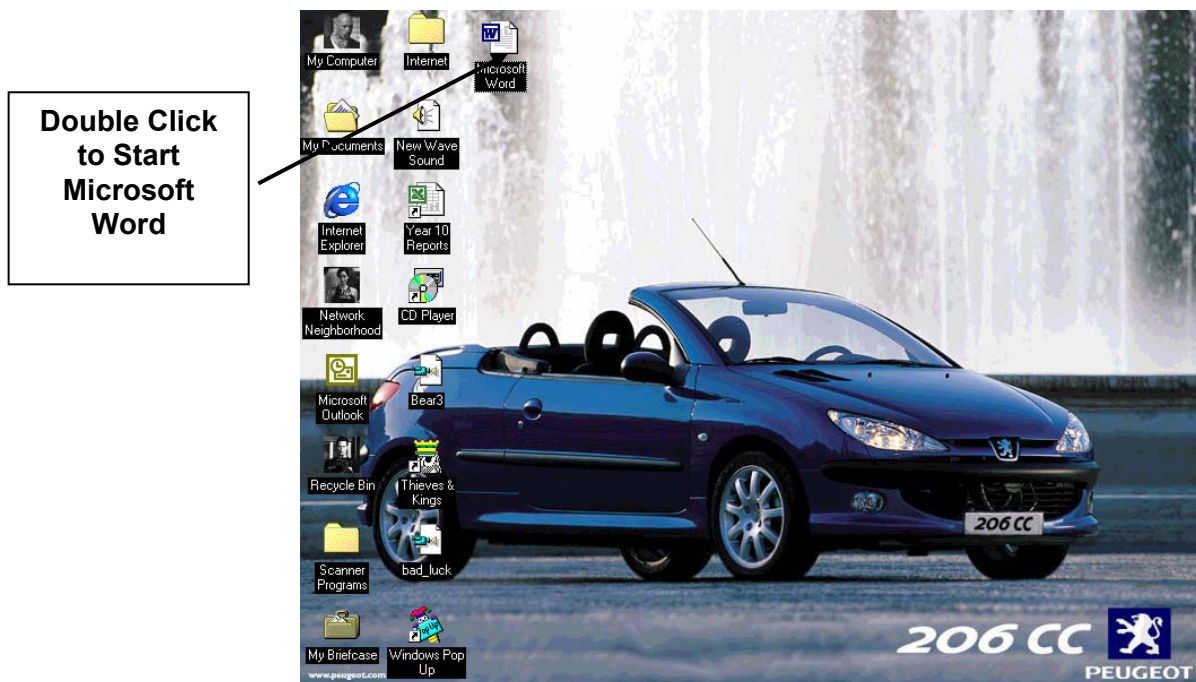
This is better than: **Double Click the Word Icon on your Desktop**
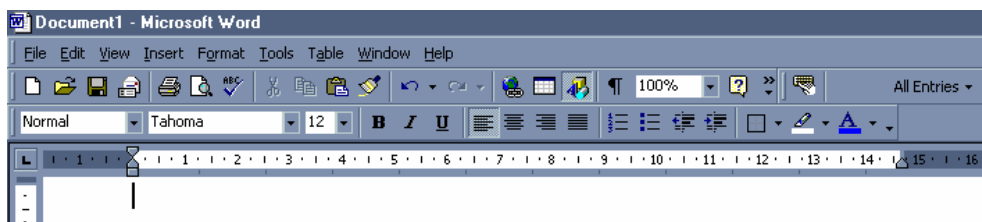
Click on Tools Then Mail Merge this will take you to the Mail Merge Helper:

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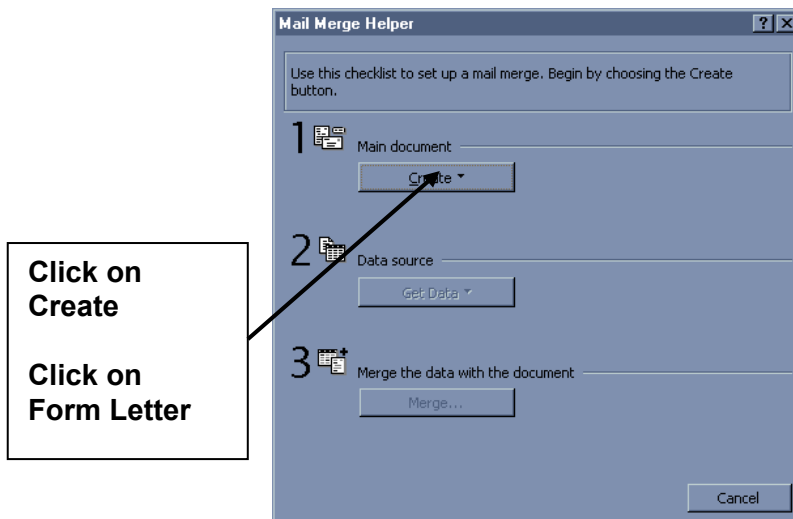
This is a very effective way of showing users how to use the system and carry out tasks.

I could have added small exercises to remind the user how to perform basic functions such as:

Which icons on the toolbar, below, are used to save and print your work?

My user documentation does not have a trouble-shooting guide. This is a section which helps the user to overcome any common problems which may occur, for example:

PROBLEM	POSSIBLE SOLUTION
My Advertisement has not printed	Check the Printer is: Connected, Switched On, On Line and that there is paper in.

If the user cannot rectify simple problems like the one above then there should be a name or contact number to allow the user to gain further technical assistance.

TRAINING FOR NEW WORKING PRACTICES.

It is very unlikely that in a large organisation, that any new system would be introduced without some form of staff training. This could be done "In House" where training officers will come to the user and teach them how to use the system individually. Staff from a number of the cinemas may go to Head Office or possibly a training agency to be taught as a group. Each method has its benefits in terms of time, cost, effectiveness and the sharing of skills and ideas. The documentation would be used as a reference for the new user until he or she is totally familiar with the new system.

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How has the Use of ICT Benefited My System?

THE MANUAL METHOD

I did not have to use any form of computer or ICT equipment to do this task, as it could have all been done by hand. To do this I would take a piece of paper and pencil and draw the company logo and either by freehand, or with the use of stencils I could have written out all of the information required and then included the vacancy details.

To keep a track of the staff wages and production situation I could have used a card for each position. This would keep all of the job details including: Shift times and rates of pay etc. I could use an adding machine to calculate pay, tax and national insurance etc.

This manual system would be very time consuming considering the staff wages need to be recalculated on a regular basis.

THE BENEFITS OF ICT

The use of ICT is of great benefit for this type of system as once the details are created for the first time they can be used over and over again. This can be done by saving the original spreadsheet and payslip template then recalling it each time it has to be used.

The spreadsheet and payslip can be updated easily by adding, removing or changing information. No need to start all over again each time a week, no need for a rubber or correction fluid if you make a mistake or want to delete information. I have the use of tools such as spelling or grammar checking, I can easily experiment with different size and shape of typeface, I can use colour, clipart, borders, word-art, tables and frames to make the payslip easier to read.

By using a spreadsheet, similar features as above can be used for adding, changing and deleting information. The use of formulas helps with calculations these are redone automatically each time worker's details might change. For example the user would not have to recalculate the total pay or the number of hours worked or garments produced, if job roles changed or wages went up or down, income tax and national insurance can change at least on a yearly basis. Spreadsheets are used as modelling tools to make predictions. For example, a manager could see the overall cost of the company staffing if there was to be a 3% pay rise or a pay cut for all of the staff, or if they were to increase or decrease the piece rate for the number of garments produced. If a manager had to make a report about these predictions he or she could use the chart functions within the spreadsheet to create a graphical of view of these situations.

ICT has made great steps in the communication of information files can be sent and received by e-mail instantaneously. Data can be passed around a network for other users to access or the system could be placed on a disk or CD-ROM and used to keep safe or to pass to other places or sites.

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THE DISADVANTAGES OF ICT

The use of ICT has revolutionised working practice and many organisations would not be able to do what they now do, or offer, without the use of ICT. However, the use of ICT does have its disadvantages:

- Computers need electricity to power them, so power cuts can halt work.
- Computers have the tendency to "crash" or lock up, and data is lost if it is not saved.
- Data can be lost if disks or files get damaged or corrupted.
- Data can be changed or deleted easily or accidentally without trace.
- Viruses are becoming an increasing source of data corruption.
- Accessibility and the sharing of data electronically can make information less secure.
- Certain files are only compatible with certain software.
- Staff have to be computer literate or be trained to use computers.

APPRAISING MY SYSTEM

The system I have designed does work and will be an effective tool for the person having to carry out this sort of task. This system can certainly be expanded upon in the following areas:

- The spreadsheet could be used to store more information such as the members of staff doing the job currently. Their responsibilities or duties etc.
- Further formulae or functions could be used to calculate deductions such as income tax and national insurance.
- Separate worksheets could be used to keep a track of the staffs' attendance and punctuality. This could be used for producing letters giving positive or negative feedback to the employees.
- Graphs can be produced to show information for reports or presentations.

Once the data is set up on the spreadsheet it would be easy to create other standard letters, or even adverts, using the mail merge method.

The Social, Economic, Legal and Moral Effects of ICT

Computers have, and will continue to revolutionise every aspect of our day-to-day living. If you try to imagine life without ICT and the benefits it has brought you would need to go back to the time before the Industrial Revolution when mankind did every task by hand with the help of animals and the tools that he had to make himself.

The use of ICT has made massive improvements to our lives, and has done a lot of good for mankind. However, the use of ICT does have its downside.

In this report I am going to look at the positive and negative effects of ICT in view of its social, economic, legal and moral implications.

Socially, the use of ICT has brought great advances within the world of communications. It is now possible to contact friends and relatives all over the world using land or mobile telephone, SMS or text messages, email, in chat rooms or with the use of video conferencing. It can be said that the use of new communications allows us to stay in touch very easily.

It is possible for many of us to gain access to information. Instead of going to libraries we can use interactive CD-ROMS or we can access the Internet. Adults and children can learn on-line and be assessed on what they have learned, then receive their qualifications. It is possible to shop on-line now, not just for clothes and electrical goods but also for the weekly food shopping.

With the advent of satellite television for sports and movies, video, DVD and computer games consoles people can receive all of the entertainment they want. Tele working now allows employees to work from home using computers linked to the Internet. So now it is possible to carry out your whole life, virtually, without leaving the house.

Modern technology has made vast improvements in the community with its use in the Police Force for the prevention and detection of crime. Information about all known criminals and offences in Britain can be accessed from a computer in any Police station. Computers are used for fingerprint identification, matching DNA and examining other evidence collected from a crime scene. This makes the job of the detectives much easier and more crimes are solved and at greater speed. Closed Circuit Television (CCTV) is now used in most city centres and in many local communities for the protection of people and properties. CCTV helps to deter crime and helps with the identification and capture of criminals.

The use of ICT has brought huge developments in medicine without the use of computers advances in the treatment of terminal illness would not have been made. The development of drugs for the treatment of illness may not have been possible. New operating techniques would not be possible. The use of ICT for all of the above has saved and improved the quality of life of people who become ill.

The use of ICT has made it possible to change the way plants and animals grow and develop. Computers allow us to genetically modify things and cloning or duplicating is now possible. At the moment it is illegal in Britain to carry out genetic engineering and cloning on humans.

The use of ICT has revolutionised the way we work. Most organisations and businesses would not be able to function at all if it were not for the use of computers.

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Computers can make life so much easier and quicker, which means that less staff are required. Robots can do the work of people in manufacturing industries such as car production.

Companies have found that the use of systems such as the one I have created greatly reduce the amount of work which they have to carry out. I feel that there would be very little difference between my system and a commercial one and feel that it could be used very easily in any organisation that have a large staff turnover.