Exemplar Candidate Work

GCE in Applied ICT

OCR Advanced Subsidiary GCE in Applied ICT: H115/H315

Unit G042: ICT solutions for individuals and society

Contents

Introduction

This exemplar material serves as a general guide. It provides the following benefits to a teacher:

- Gives teachers an appreciation of the variety of work that can be produced for this unit

- Shows how the mark scheme has been applied by a senior assessor

It is important to make the point that the teacher support materials play a secondary role to the Specification itself. The Specification is the document on which assessment is based and specifies what content and skills need to be covered in delivering the course. At all times, therefore, this teacher support should be read in conjunction with the Specification. If clarification on a particular point is sought then that clarification should be found in the Specification itself.

Moderator's Commentary
G042: ICT solutions for individuals and society

Total mark for portfolio: 44 (Max. 50)

This portfolio illustrates the work of a candidate who has carried out an investigation to decide which of three universities would be most suitable for them. In the introduction on page 1, the candidate has made it quite clear what the topic of the investigation is and the information required. Tasks a to f all relate to this investigation, as required. There is evidence of using search engines to locate information, searching large websites and online databases, searching a local database, analysing the data found using a spreadsheet and presenting the results of the investigation. There is also an evaluation of the methods used. As recommended, a separate report has been produced for Task g on the impact of the availability of electronic information. The portfolio is very well structured, making good use of headers to distinguish the tasks and with consistent page numbering throughout. No extraneous material is included; the portfolio includes only the evidence required for each task.

Task a

The information required has been clearly identified on page cw1 and more than three search engines have been used. A logical approach has been taken to this task, following the progression of the task requirements through the mark bands. The candidate has started by carrying out simple searches in Google, Yahoo and all the web (pgs cw2-10). The same searches have been carried out in each so that there is a fair basis for comparison. The searches and results have been clearly evidenced. Comparisons of the results from each search engine have been included that discuss their relevance as well as the number of hits. From the results and comparisons, the candidate has substituted Ask Jeeves for all the web for the next stage – using the advanced search facilities (pgs cw11-26). These have been used correctly in all cases, with no duplication of words in different 'boxes' or attempt to use logical operators within the advanced search fields. As before, the same searches have been used in all three search engines to ensure the comparison is fair and the searches have been clearly evidenced. Suitable comparisons have been made and the best search engine to use has been selected and justified (pgs cw26-27). The candidate has then gone on to write their own search strings using logical operators in the chosen search engine (pgs cw28-34). It is not necessary to write search strings in more than one search engine, providing the approach taken here has been used. +, - and site: operators have been used correctly and there is some attempt to use a wild card but quotes have not always been used where they should have been. Overall, there is sufficient evidence for the lowest mark in mark band 3. To improve on this the candidate would need to use a wider range of operators, as listed in the specification, and ensure that quotes were used in all cases where they are required. The candidate could also have commented on the quality of the results yielded in more depth, fully analysing a sample of results from each search in terms of reliability, validity, bias and suitability for use in the investigation. This would have made it easier to compare the different search engines and write a justified account of which performed the best.

Mark band: 3   **Mark: 8 (Max. 10)**

Task b

The candidate has clearly identified the information they want to find from the large websites and online databases used. Pages cw35-36 and cw41-42 show clear evidence of using navigation features to find the required information from the large websites. There is evidence of using simple searches of the large websites on pages cw37 and cw41. Complex searches of two online databases, a student accommodation database and transport direct, are shown on pages cw39-40 and cw43-45. Both of these databases contain structured data and provide a search facility that allows the user to search using a number of different criteria. It is expected that candidates search online databases of this type and use the search facilities provided, as in this case, rather than attempt to use logical operators within the simple search box, which rarely work. In all cases, the required information has been found. There is sufficient evidence for the lower mark in mark band 3. To achieve maximum marks, the candidate needed to carry out a wide range of different searches in one of the databases, rather than search more than one database.

Mark band: 3   **Mark: 5 (Max. 6)**

Task c

A suitable local database has been provided by the centre. The candidate has clearly shown the appropriate use of a wide range of operators including AND, OR, NOT, >, <, Like, including the use of wildcards, and COUNT (pgs cw46-50). Reports have been printed out (pgs cw50-57) with meaningful titles and data labels, so that the results are meaningful and understandable. Although there are some errors in the final report, mark band 3 can be awarded.

Mark band: 3   **Mark: 4 (Max. 4)**

Task d

The spreadsheet task starts on page cw58. It is clearly evidenced by providing value and formula printouts of the sheets, with screen print evidence only of those techniques, such as macros and conditional formatting, that are not obvious from these printouts. It is not necessary for candidates to provide a step-by-step guide to how they created their spreadsheet. There are macros to sort data, navigate and print, as well as ones to add and remove conditional formatting for different sections, one to open a form for data input and one to insert the entered data into a new row in the worksheet, copying any necessary formulas. These fully meet the requirement for using macros to speed up the input of data and the production of results. A range of more complex functions has been used, these include VLOOKUP, IF, COUNT and COUNTIF. Charts have also been produced. Pages cw63 to cw72 provide evidence of testing, including the use of dummy data to check the accuracy of the results obtained. The candidate has used values such as 1, 2 and 4 so that it is easy to calculate what the results should be. Screen prints of the results of testing have been included. Pages cw83 to cw93 demonstrate the production of and code for the macros and the data form. However, some annotation of these pages would improve the evidence. Overall, there is sufficient evidence for the middle of mark band 3. For maximum marks, the spreadsheet could have been better designed – there is rather too much crammed onto one sheet – and, as just mentioned, more annotation is needed to explain some screen prints.

Mark band: 3   **Mark: 8 (Max. 9)**

Task e

The candidate has produced both a draft and final version of the presentation of results. Whilst there is no requirement in this task for a draft version, producing one has aided the candidate when writing the evaluation for Task f, as it allowed them to identify strengths and weaknesses of the initial version and show how it was refined. The final version shows a chart and data from the spreadsheet, graphics and data from both local and online databases, as well as text. The content focuses solely on the results found and it is clear which of the universities and courses has been chosen and why, with conclusions being drawn from evidence found. The bibliography on the last page shows that more than five different sources have been used. The results are certainly presented clearly and coherently so that they are easy to follow and understand. The bibliography clearly relates to the presentation of results, rather than the portfolio as a whole. It includes the precise URL of the web pages used and the date each page was accessed. The award of maximum marks can certainly be justified.

Mark band: 3   **Mark: 6 (Max. 6)**

Task f

The candidate has clearly evaluated the methods used for both searching for information and presenting results. This evaluation is ongoing and includes both strengths and weaknesses of the initial searches and presentation of results and how these were refined to meet the purpose more closely. Finally, the candidate has suggested on page 96 how they would approach a similar task in future. There could be a little more detail and, although not directly assessed, the spelling, punctuation and grammar errors do detract from the overall quality of the evaluation, so the middle mark in mark band 3 is 'best fit'.

Mark band: 3   **Mark: 7 (Max. 8)**

Task g

As indicated above, this task has been approached separately from the main investigation, as recommended. The candidate starts off on page cw111 by identifying the advantages and disadvantages of electronic communication. They then go on to discuss the impact of a range of examples of electronic communication within their experience and outside their experience. The latter includes examples such as earthquake detection systems and the introduction of wireless internet in Africa. On page cw116 the candidate goes on to discuss how organisations use electronic communication before considering the impact on those who do not have access and, on page cw117, those who do not want access to electronic communication. Throughout, the candidate is clearly discussing the impacts of the availability of electronic information, rather than simply describing how it is used or the advantages and disadvantages of each use – both common misinterpretations of the task requirements. The candidate has clearly covered all aspects required for mark band 3 in some detail. The report is well-structured but is littered with spelling, punctuation and grammar errors, some suggesting it has not been spell checked. On this basis, only the lower mark in mark band 3 can be awarded. Without the spelling errors, this would be worthy of maximum marks.

Mark band: 3   **Mark: 6 (Max. 7)**

Total mark for portfolio: 44 (Max. 50)

G042 – Assessment Evidence Grid

Unit G042: ICT solutions for individuals and society

What candidates need to do:

The candidate needs to produce: a presentation of the results of an investigation, including the use of a spreadsheet to analyse numeric data, along with a report on the sources and methods used to find information and a report that explains the impact of the availability of electronic information,

Evidence needs to include:

a: [AO3] the selection and efficient use of search engines to find information required [**10**];

b: [AO1] information accessed from large websites and online databases [**6**]

c: [AO1] the use of a local database to find required information [**4**]

d: [AO1] the use of spreadsheet software to analyse numeric data and present results [**9**]

e: [AO1] different types of information combined to present the results of the investigation [**6**]

f: [AO4] an evaluation of the methods used to find information and present the results [**8**].

g: [AO2] an explanation of the impact of the availability of electronic information on individuals and society [**7**]

How the candidate will be assessed:

Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
a	AO3	The candidate identifies the information required as part of their investigation, selects at least **two** search engine and uses the search facilities of each to locate the required information, including at least **one** search using an advanced search facility; **[0 1 2 3]**	The candidate identifies the information required as part of their investigation, selects at least **three** search engines and uses the search facilities of each to locate the required information; the candidates uses the advanced search facilities of each search engine correctly to refine their searches, accurately comparing the results obtained to select the most appropriate search engine; **[4 5 6 7]**	The candidate identifies the information required as part of their investigation, selects at least **three** search engines and uses the search facilities of each to locate the information; the candidates uses the advanced search facilities of each search engine correctly to refine their searches, providing a detailed and accurate comparison of the results obtained to select and justify the most appropriate search engine; the candidates then uses efficient methods, including the correct use of logical and other operators in search strings, to speed up the process of finding the required information. **[8 9 10]**	8/10
b	AO1	The candidate identifies the information required from a large website and provides evidence of using menus, navigation bars etc. to access information that may not fully meet their requirements; **[0 1 2]**	The candidate identifies the information required from a large website and an online database; the candidate provides evidence of accessing the required information by using menus, navigation bars etc. and by using an internal search engine to carry out simple searches of the online database; **[3 4]**	The candidate identifies the information required from a large website and an online database; the candidate provides evidence of accessing information that demonstrably meets their requirements by using menus, navigation bars etc. and by using an internal search engine to carry out a range of complex searches of the online database. **[5 6]**	5/6

Unit G042: ICT solutions for individuals and society (continued)					
Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
C	AO1	The candidate uses complex search criteria involving some relational and logical operators to obtain information from a local database that has been provided and evidences their searches; **[0 1]**	The candidate uses complex search criteria involving a range of relational and logical operators to carry out meaningful searches to obtain information from a local database that has been provided; the candidate evidences their searches and present results as reports; **[2 3]**	The candidate uses complex search criteria involving a wide range of relational, logical and other operators to carry out searches to obtain information from a local database that has been provided that is fully relevant to their investigation; the candidate evidences their searches and present results as well-presented reports. **[4]**	4/4
D	AO1	The candidate creates a suitable spreadsheet layout to carry out simple analysis of numeric data and provides suitable printed or screen output that makes appropriate use of cell formats, charts or graphs, page or screen layout and graphic images; the candidate clearly evidences the functions and formulae used; **[0 1 2 3]**	The candidate creates a suitable spreadsheet layout to carry out analysis of numeric data involving more complex functions and formulae, and provides suitable printed or screen output that makes appropriate use of cell formats, charts or graphs, page or screen layout and graphic images; using macros to speed up the input of data and the production of results; the candidate clearly evidences the functions and formulae used; **[4 5 6]**	The candidate creates a well-designed spreadsheet to carry out analysis of numeric data involving complex functions and formulae, using macros to speed up the input of data and the production of well-designed and meaningful results; the candidate tests the spreadsheet thoroughly to ensure its functionality and the accuracy of the results obtained, and provides clear evidence of testing. **[7 8 9]**	8/9
E	AO1	The candidate presents the results of their investigation by combining at least **three** different types of information from at least **three** sources, listing the sources used; **[0 1 2]**	The candidate presents the results of their investigation effectively by combining at least **five** types of information from at least **five** different sources in a coherent way, listing their information sources in an appropriate form; **[3 4]**	The candidate produces a well-structured presentation that effectively combines at least **five** types of information from at least **five** different sources to present the investigation results clearly and coherently, so that they are easy to follow and understand; listing their information sources in a detailed bibliography. **[5 6]**	6/6
F	AO4	The candidate comments on the effectiveness of the methods they used to find information and present results; **[0 1 2]**	The candidate clearly identifies good and not so good features of the methods they used to find information and present results, providing sensible suggestions on how to improve; **[3 4 5]**	The candidate shows that they identified strengths and weaknesses in both their initial searches and their presentation of results; the candidate will show how they refined them to meet the purpose more closely, suggesting how they might approach a similar task in future. **[6 7 8]**	7/8

Unit G042: ICT solutions for individuals and society (continued)				
Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
G	AO2	The candidate describes how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family; The report may contain errors in spelling, punctuation and grammar; **[0 1 2 3]**	The candidate explains clearly how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family, and society in general and individuals within it, including people and situations outside their normal experience; The report will contain few spelling, punctuation and grammar errors; **[4 5]**	The candidate explains in detail how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family, and society in general and individuals within it, including people and situations outside their normal experience, including how organisations now communicate with individuals and society and the effect on those who do not have (or want) access to ICT; The report will be consistently well-structured and there will be few, if any, spelling, punctuation and grammar errors. **[6 7]**	6/7

Task	Assessment Objective	Mark Band 1	Mark Band 2	Mark Band 3	Mark Awarded
G	AO2	The candidate describes how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family; The report may contain errors in spelling, punctuation and grammar; **[0 1 2 3]**	The candidate explains clearly how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family, and society in general and individuals within it, including people and situations outside their normal experience; The report will contain few spelling, punctuation and grammar errors; **[4 5]**	The candidate explains in detail how the availability of electronic information affects people and situations they are familiar with, such as the candidate and their family, and society in general and individuals within it, including people and situations outside their normal experience, including how organisations now communicate with individuals and society and the effect on those who do not have (or want) access to ICT; The report will be consistently well-structured and there will be few, if any, spelling, punctuation and grammar errors. **[6 7]**	6/7
				Total mark awarded:	**44/50**

Candidate's work

GO42: ICT Solutions for Individuals And Society Task A:

Introduction

In this section I am going to carry out research and investigate which university I should go to. The course I am interested in is called Business Management and the universities I wish to study my course at are Aston University, Coventry University and De Montfort University. Before I select any of these universities I am going to carry out research on a number of topics related to the universities to see which one will be able to meet my requirements successfully.

- Availability of the course
- The success rate of the universities
- UCAS points required
- Living costs at the university
- Travel costs
- Social factors available

Simple search

Search	Google	Yahoo	All the web	Comparison
BA Business and Management degree in	7,310 Most of the results seem to be relevant because on the first page of results the links	112,000 Although two of the results mention Aston university it is not the	101,000 In this search there was mention of Aston university in two of the search however	After looking at all the search I think that the one by Google is the best because the results that came up were the most relevant

GO42: Task A

| Aston university | to Aston university website and the detail on the course have come up. Evidence shown in bibliography | official Aston university website therefore the information may not be updated or accurate. | the link for Aston university official site was not included therefore the information may not be updated or accurate | and the number of search was low as well therefore unrelated results were taken out automatically without me having to use the advance search to take them out. |

SEARCH	GOOGLE	YAHOO	ALL THE WEB	COMPARISON
Success rate of Aston	31,400 Results seem relevant as they	734,000 Results seem relevant	673,000 Very similar results to the	Overall I think that the one produced by yahoo is effective

GO42: Task A

| *university* | include Aston university's official website and some of the newspaper website. However it also included irrelevant results such as "pyrolysis for fuels" on the first page of the results. | as they include Aston university's official website, newspaper website and also top university website. However it also contains irrelevant results such as the "laser eye surgery" on the first page of the results. | Yahoo search. The results seem relevant as they include Aston university's official website, newspaper website and also top university website. However it also contains irrelevant results such as the "laser eye surgery" on the first page of the results. | in this search because not only did they provided link to the Aston official website and they also provided links to websites where the success rate for Aston is being compared to other universities, however yahoo does have the highest number which is a drawback as it means that it is likely to have a lot of irrelevant results ion them. |

GO42: Task A

SEARCH	GOOGLE	YAHOO	ALL THE WEB	COMPARISON
UCAS points for BA Business and Management degree in Aston university	**3,840** The first page results on good are relevant and can be classified as accurate because the links given are directly to the official Aston website.	**754** Yahoo came with the least number of results and in their top results Aston's official website has not been included therefore making the results unreliable and ineffective.	**1,090** Although Aston's official website was included in the top results by 'all the web' by the links were not relevant that would show the user the UCAS points for the course.	Overall I think it is clear that the best results were by Google because not only did they had the most hits but also because near the top results (including the first result) they have links that was able to answer the question of the user ensuring that their needs of met successfully.

SEARCH	GOOGLE	YAHOO	ALL THE WEB	COMPARISON
Living costs at Aston university	**140,000** These results are effective because all the website on the first page are relevant as it include the official	**1,150,000** The search is really effective on the first page as they are related however the	**979,000** The search engine was able to find the relevant links however the first two searches were irrelevant	The Google search is most effective because not only are the hits the least showing that the irrelevant results were taken out but also because

GO42: Task A

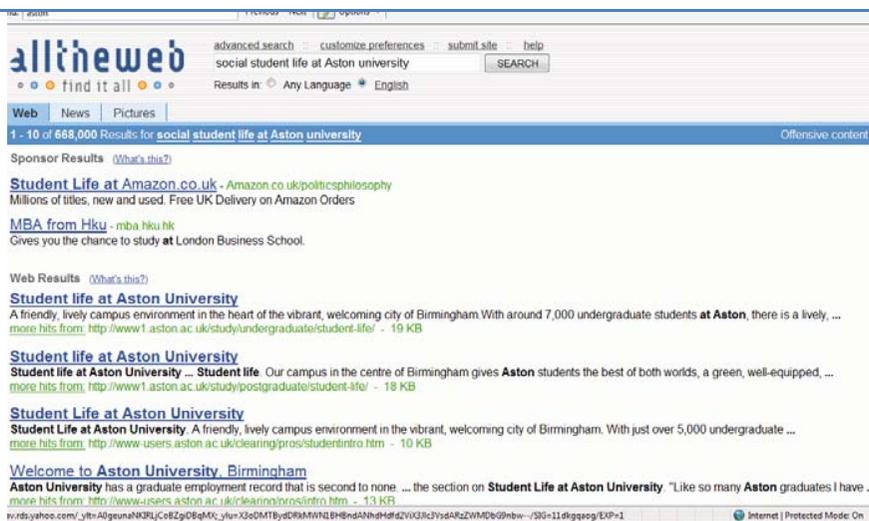|			
	Aston website and other website that are able to offer help related to living costs at Aston.	numbers of hits are too many showing that not all the irrelevant results were taken out.	therefore due to this I think that the search engine is not effective.	they were able to include the official Aston website ands the related information near the top of the search.

SEARCH	GOOGLE	YAHOO	ALL THE WEB	COMPARISON
Travel costs	**114,000**	**2,050,000**	**1,970,000**	I think that Google search

GO42: Task A

| ***from Coventry to Birmingham*** | As Google came up with the least number of hits I think that this is very effective as most of the irrelevant results were taken away from the search. Moreover the links provided are very effective as they will allow the user to be able to find different ways to travel to and from Coventry and Birmingham. | Yahoo had the highest number of hits in a way this can be good as there is more possibility that the user will be able to find what they are looking for but due to the high number of hits it also mean that there are irrelevant results in the search. Moreover within the search there were links for tours and holiday agents that are also irrelevant and they were included near the top of the search. | This has the second highest number of hits which is good however although there were effective results but irrelevant results were also included that are related to holiday agents which are irrelevant to the search I had carried out. | engine was very effective because not only did they not have any holiday websites on the first page but also because their results were filtered and most of the irrelevant results were taken out therefore meeting the needs of the user effectively. |

SEARCH	GOOGLE	YAHOO	ALL THE WEB	COMPARISON
Social student life at Aston university	**32,200** Results are effective because the websites that came up is the official Aston website therefore ensuring that the information is reliable and accurate. Moreover the number of hits is also really effective as the irrelevant results were taken out.	**748,000** Results are effective because the websites that came up are the official Aston website therefore ensuring that the information is reliable and accurate. However the numbers of hits are too much showing that a lot of results may be irrelevant.	**668,000** Results are effective because the websites that came up is the official Aston website therefore ensuring that the information is reliable and accurate. Moreover the number of hits are average compared top the other search engines.	I think that Google search engine was very effective because not only did they have the official Aston website but also because their results were filtered and most of the irrelevant results were taken out therefore meeting the needs of the user effectively.

Overall conclusion:

Overall I think that Google is the best search engine for simple search this is because even if you do not use the advance search features the search engines filters the results ensuring that there aren't too many of irrelevant results in the results and therefore ensuing that the needs of the user are met successfully.

Most/least hits:

Most: *Yahoo* showing that it is likely that they may have had a lot of irrelevant results coming up in the search
Least*: Google*- this shows that even by using simple search the Google search engine filters the results.

Most/least relevant results:

Most: *Google*- shows that the search engine is very effective and will be able to meet the needs of the user successfully.
Least: *all the web*- shows that the search engine is ineffective and will not be able to meet the needs of the user fully.

GO42: Task A

Advance search:

GO42: Task A

SEARCH	GOOGLE	YAHOO	ASK JEEVES	COMPARISON
BA Business and Management degree in Coventry university	**1,580** The advance search facilities are effective as they will allow the user to be able to find the information that they are looking for easily. Moreover the results seem relevant as the way the ("") suggested that the search be related to Coventry university as well as this I was able to take out some of the search words that are irrelevant to what I am looking for. Therefore as you can see that the top	**11,600** The advance search facilities are really effective because they have a lot of different function which the user can use to ensure that they are able to narrow their results as low as possible and be able to find the information that they are looking for. Drawback is that the numbers of hits are still very large	**279** The advance search covers all the aspects and looks very simple and easy to use therefore meeting the needs of the user successfully. Moreover the numbers of hits are low and it is also good because the relevant website links have come near the top of the search as you can see in the screen print above.	I think that in this search the best search engine is Ask this is because not only do they have a very effective and easy to use advance search facilities but also because the filter for the website is also very effective as the number of hits is 279.

GO42: Task A

	results are from the official Coventry website.	therefore the advance search is not very effective.	

GO42: Task A

Search	Google	Yahoo	ask Jeeves	Comparison
Success rate of Coventry university	**1,930** Google search seems effective as there are more options that allow the user to be able to narrow down their search to information that they require.	**4,790** Although the advance search options and the results seem effective but there are too many hits which show that there are likely to be alto of irrelevant results.	**219** Results and advance facilities are effective however in the top three results of the sponsor results are included which are irrelevant.	Overall I think that for this search Google is the most effective because in their top results the relevant results have been included and also because the number of hits is very effective.

GO42: Task A

GO42: Task A

GO42: Task A

Search	Google	Yahoo	ask Jeeves	Comparison
Tariff points for BA Business and Management degree in Coventry university	**129** The results on the first page are relevant and the official website for Coventry has been included.	**320** The results on the first page are relevant and the official website for Coventry has been included. However the numbers of hits are too many therefore this may suggest that some of the results may be irrelevant.	**121** The results on the first page are relevant and the official website for Coventry has been included.	I think that the best search engine for this search is the by ask because the number of hits are low and also because the results are relevant showing that irrelevant results were taken out of the results.

GO42: Task A

GO42: Task A

SEARCH	GOOGLE	YAHOO	ASK JEEVES	COMPARISON
Living costs at Coventry university	**3,230** Search engine was able to produce the relevant results ensuring that the needs of the user are met successfully. Moreover the official website of Coventry was included therefore ensuring that the information that the user is going to get is accurate and up to date. However the numbers of hits are high showing that there are likely to be irrelevant	**2,370** Search engine was able to produce the relevant results ensuring that the needs of the user are met successfully. Moreover the official website of Coventry was included therefore ensuring that the information that the user is going	**172** Search engine was able to produce the relevant results ensuring that the needs of the user are met successfully. Moreover the official website of Coventry was included therefore ensuring that the information that the user is going to get is accurate and up to date. Numbers of hits are low showing that irrelevant results were taken out. However on the top of the page two irrelevant searches were included because	Overall I think that the best one is ask for this search because event though they have included the 'sponsored results' that are irrelevant on the top of the page but after that they do have relevant website links and also because the numbers of hits are low, which suggests that irrelevant results were taken out.

	results included in the search.	to get is accurate and up to date.	they were sponsors which is not good as it is not going to meet the needs of the user.	

GO42: Task A

SEARCH	GOOGLE	YAHOO	ASK JEEVES	COMPARISON
Social student life at Coventry university	**26,600** The results within the search are relevant and effective because the links provided are from the official Coventry website therefore helping to the user and providing them with all the information that they require.	**29,100** The results within the search are relevant and effective because the links provided are from the official Coventry website therefore helping to the user and providing them with all the information that they require.	**2,290** The results within the search are relevant and effective. Moreover I think that this is very effective because in the search it was able to bring up a website on reviews by the students of the university therefore helping the user to understand better and know the type of social life the university offers.	Overall I think that the best search is by ask because not only have they provided links for reviews for the university's social student life but also because the number of hits are low showing that the results were filtered and this would meet the needs of the user as they will be able to find the information that they require easily.

Overall conclusion:

Overall I think that Ask is the best search engine for advance search this is because not only are their advance search facilities easy to use but also because the results are filtered effectively and are also of high quality which would help to meet the needs of the user successfully.

Most/least hits:

Most: *Yahoo* showing even after using the advance search facilities the results are not filtered successfully which would not meet the needs of the user.
Least*: Ask-* shows that the search engine is very effective at filtering search results ensuring that the most relevant results are included on the results page.

Most relevant results:

I think that the search engines that were able to produce the most relevant results were Google and ask as their results were very effective. This is because in their links they were able to provide links to official links which ensured that the information provided is going to be accurate and updated.

Evaluation and selection of a website that can be used to carry out logical operator search:

Overall it think that out of all the search engines I have used the Google search engine comes first this is because they provide their users with the information that they may require and also because if the user wants to use their advance search facilities or logical operators search they have a page where they give the user tips to ensure that the user is able to search for the information that they are looking for successfully. Moreover the second best search engine is Ask this is also because they provide their user with help and tips of how to use advance search facilities and also because their filter for results is very effective.

Furthermore the third search engine is Yahoo, the main reason for this is because they do not have a page where it will inform the user how to use the advance search facilities which is not very effective and therefore would not meet the needs of the user successfully. Additionally the last and the most ineffective search engine is 'All the web' this is because although they have a page for advance

search page, but the advance search facilities do not work because even after you use the advance search facilities it does not include the logical operators in the search such as no quotes, OR, NOT, (+ or -). Therefore due to this the results are not filtered and therefore most of them are not relevant.

So after carrying out my evaluation on all the search engines and analysing the results I think it is clear that the best search engine for my investigation is Google. Consequently due to this I am going to use it to carry out my logical operator search and carry out my investigation and though using the logical operators I will be able to ensure that the search is tailored to my needs as this way I will be able to find the required information easily and ensure that my investigation is complete.

Search using logical operators:

Web Images Videos Maps News Shopping Mail more ▼

Google | "De Montfort university" +BA Business and Management degree -college | Search

About 670 results (0.26 seconds)   Advanced search

Everything

▼ More

The web
Pages from the UK

Standard view
Related searches

▼ More search tools

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BA Media and Communication **degree** course information, **De Montfort University** ...
www.dmu.ac.uk/faculties/humanities/...**degree**.../**ba-degree**.../index.jsp

More results from dmu.ac.uk »

News and Events - Index | **De Montfort University** - Leicester, UK
She has just graduated with a first class **BA** honours **degree** in International Marketing and
Business from **De Montfort University** (DMU), won the University's ...
bedford.dmu.ac.uk/faculties/**business_and_law**/news/index.jsp - Cached

LEICESTER **BUSINESS**, SCHOOL **DE MONTFORT UNIVERSITY**, LEICESTER, UK ...
MSc International **Business and Management** (full-time) ... Leicester Business School also
offers full-time and part-time HND and **BA** Honours ... specialist masters, MBA and research
degrees through the Departments of Accounting and ...
www.euroeducation.net/euro/dmubuss.htm - Cached - Similar

De Montfort University - Online Prospectus Courses
Interior Design Foundation Degree, [Undergraduate 2010] ... International **Business and**
Management MSc, [International Postgraduate 2010] ... International Marketing and Business
BA Honours, [Undergraduate 2010] ...
www.ess.dmu.ac.uk/Subjects/Db/?index=mod&list=1...I - Cached

Adult learning : Directgov - Education and learning
Venue Name: **De Montfort University** (LEICESTER) Qualification: **BA** Honours **Degree** in
Business and Human Resource **Management** Study Type: Sandwich ...
careersadvice-findacourse1.direct.gov.uk/.../aff_hc_search.browse_search_do?... - Cached

De Montfort University Business / Finance uk Training **Degrees** ...
Find Business / Finance courses at **De Montfort University** uk, Business / Finance ...
Business Management and Economics BA (Hons). Study Level First **Degree**| ...
www.uniguru.com/.../**de-montfort-university**/**business**.../programs.html - India - Cached

Your Future - East Midlands
Financial **Management**, **BA** (Hons) Degree/Level 6/General Academic, **De Montfort**
University. Fine Art, MA/Level 7/General Academic, **De Montfort University** ...
yourfuture-eastmidlands.co.uk/courses_results.aspx?... - Cached

SEARCH	GOOGLE
BA Business and Management degree in De Montfort university	**670** Effective results as and the logistic operators available are effective therefore making it easier to find the relevant information as the official website for the university is included near the top of the results. This would meet my needs because this way I will be able to get the required

	information from a trust worthy website- the official university website. This would meet my needs because I will be getting the most updated and accurate information on the internet that is related to the course that I am search for.

SEARCH		**GOOGLE**
Success rate of De Montfort university		**9,310** Although most of the results are relevant, but there are some that are irrelevant such as the first search in the results which is related to partner collage and not to the university's courses'. However the

reason fro this could have been because wild card had been used for success rate however the reason for why this search came first could have been because within that webpage the word "De Montfort University" were included. Moreover the other results are relevant as they show success rate of various courses within de Montfort university.

Web Images Videos Maps News Shopping Mail more ▼

Google

"De Montfort university" +BA Business and Management degree +UCAS points Search

About 170 results (0.23 seconds)   Advanced search

Everything
▼ **More**

The web
Pages from the UK

Standard view
Related searches

▼ More search tools

Business and Management BA Honours/Foundation **Degree**: course from ...
Information from the **De Montfort University** prospectus about the **BA** ... **BA** Honours: normally 280 **UCAS points including** at least two subjects at A Level (or equivalent) ... Foundation **Degree** in **Business and Management** (UCAS code: NNC2) ...
www.dmu.ac.uk › Study at DMU - Cached

　　Foundation **Degree** in **Business and Management** | **De Montfort** ...
　　BA (Hons) **Business and Management** Top-up ... at grade C or above plus one A ...
　　www.dmu.ac.uk/faculties/**business**.../**business**/...**degrees**/foundation_bm.jsp

　　BA (Hons) **Business Management** and Enterprise | **De Montfort** ...
　　This **degree** integrates learning by doing and learning through action, ...
　　www.dmu.ac.uk/.../**business**_and.../**business**/.../**ba_business**_man_enterprise...

　　More results from dmu.ac.uk »

AAT | Exemptions for progression to higher education for AAT ...
12 Oct 2009 ... There is more information about **UCAS points and** course entry on the UCAS website. ... **De Montfort University** Leicester; University of East Anglia ..... Accounting & Financial **Management** and **BA** (Hons) Accounting **degrees**. ... **BA** (Hons) Accounting or **BA** (Hons) **Business** and Finance **degree** programmes. ...
www.aat.org.uk/content/item2645/ - Cached - Similar

De Montfort University ranking: **De Montfort University** rating ...
Average **UCAS points on** entry, 220 Whatuni tables explained .... View all **De Montfort University** Foundation **degree** courses · View all **De Montfort University** ...
www.whatuni.com › ... › Liverpool John Moores University - Cached - Similar

Sports Journalists' Association - Training and courses
Here is a selection of the more than 60 **degree** and post-graduate courses available at .... Journalism **BA** (Hons) Entry requirements: typical offer 240 **UCAS points (P500)** ...... **De Montfort University** (Leicester Centre for Journalism) .... c/o Start2Finish Event **Management** Unit 92, Capital **Business** Centre ...
www.sportsjournalists.co.uk/training.php?content=uni - Cached - Similar

De Montfort University - 07/09/2005
7 Sep 2005 ... **BA** Hons in **Business** and HR **Management**; **BA** Hons in HR **Management** and Marketing; ... Minimum 240 **Ucas** tariff **points, including** at least two subjects at Advanced ... Applicants should hold a good Honours **degree** or overseas equivalent in a ... MSc International **Business** and Human Resource **Management** ...

SEARCH	GOOGLE
UCAS points for BA Business and Management degree in De Montfort university	**170** The results are very effective and relevant as it gives the information that I was looking for on top of the search showing that the logical operators included in the Google search were effective in providing me with the required information.

SEARCH	GOOGLE
Living costs at De Montfort university	**322** The results are relevant as the official university website has been included which would help to meet the needs of the user successfully. Moreover shows that the search engine allows me to be able to put in domain. This is very effective because this way only the official website/ links would come up showing that I will be getting the most updated information which would be bal to meet my needs successfully and ensure that I am able to include accurate and updated in formation in my investigation.

GO42: Task A

SEARCH	**GOOGLE**
Travel costs from Coventry to Birmingham	**1,210** Relevant because provides information about railway and air transportation information so that the user is able to look at all the transportation methods available for them to use if they wish to travel between Birmingham and Coventry. Therefore it shows that the Google search engine was able to use my logical operators and produce the required links to ensure that I am able to carry out my investigation successfully.

GO42: Task A

SEARCH	GOOGLE
Social student life at De Montfort university	**273,000** Results are effective and relevant however the numbers of hits are too high showing that the results are likely to be irrelevant. However as the results on the first page are relevant I think that the search was very effective as it was able to locate the website that I need for my investigation.

Overall conclusion:

I think that by using the logical operators I was able to locate the information that I required specifically to ensure that I was able to complete my investigation. Moreover I will be able to use these search to complete my task B and ensure that I am able to easily able to find the exact information/ detail related to the subject that I am investigating easily.

Task B

In this task I am going to be looking at the results I was able to get from my Task A research and try to locate the information related to the following topics by searching internally in the websites that I had located.

Business and Management in De Montfort University:

I am going to use the navigation bars in this website to locate the information that I am looking for as this way I will be able to learn how to navigate around a website using navigation bars and finds the information required for my investigation. Moreover the information that I am looking for in this section is the business management courses that de Montfort university offers, and any further information related to the course.

Using the navigation bar on the website I am going to click on the courses as through it I will be able to find the business management course.

The course that I wish to study is a full time therefore I am going o click on it.

GO42: Task B

As business management starts with a B I am going to click on it and see if I can locate the business management course.

This is the course I wish to study therefore I am going on to click on it.

As you can see that this webpage will be able to give me all the information I require that is related to business management. This will be able to meet my needs and help me with my investigation.

Information on Business Management course & Tariff points:

I am going to use the search bar in this website to locate the information that I am looking for as this way I will be able to learn how to search internally and be able to finds the information required for my investigation. Moreover the information that I looking for using this website and the search bar are the entry requirement for business management course offered in Aston University.

To research the tariff points for management degree in Aston University I types in 'business management tariff points' in the search bar on the Aston university website and presses 'Go'

The search has brought up 21 hits for the business management tariff points search.

GO42: Task B

This is the search that is likely to provide me with the required information therefore I am going to click on the link.

Aston University

Site A-Z   Contact us   Directions   Search this site   Go

Home | Study at Aston | About Aston | Departments | Birmingham | Research | Business Services | News & Events

Public Search

business management tariff points   [Search]   Site A-Z

Results **1 - 10** of about **21** for **business management tariff points**.

Aston Business School website   Recommended result
http://www.abs.aston.ac.uk/newweb/

Business services offered by Aston   Recommended result
http://www.aston.ac.uk/business/

Entry Requirements
... in various aspects of **business** and **management** and maximum ... first or second year of Aston **Business** school degrees must have gained the 340-320 **tariff points** in 3 ...
www1.aston.ac.uk/aston-business-school/programmes/undergraduate/entry-requirements/ -
20k

Aston Business School

Site A-Z   Contact us   Directions   Search this site   Go

An Inspirational Learning Community

Home | Study at Aston | About Aston | Departments | Birmingham | Research | Business Services | News & Events

Business & Management
Aston Business School
Study programmes
   Undergraduate BSc
   Courses

Business & Management

Key facts

4 year with integrated placement year / 3 year course without integrated placement year option only available for non-EU students

UCAS Code: NN12

Typical offers:
A Levels: 340-320 UCAS points (AAB-ABB)
IB: 34 points. Minimum scores of 6, 6, 5 at Higher level. Minimum scores of 5 in English and Maths at standard level.
BTEC, Access & other: BTEC National Diploma DDD/DDM. Access to HE students are eligible to apply for this course.

Specific subject requirements:
GCSE Maths – grade C
GCSE English – grade C

Key benefits

Broad-based degree allowing specialisation in two areas of business and management

Top 6 UK Business School (The Times Good University Guide 2008)

24/24 for Teaching Quality Assessment – rated as excellent

Excellent paid professional placement opportunities

Outstanding graduate employment record

As you can see that the link was able to navigate me to this page where I was able to find the required information because to shows a lot of information related to the business management course as well as the entry requirements which is what I had been looking for using the search bar.

http://www1.aston.ac.uk/aston-business-school/study-programmes/undergraduate/courses/business-management/

GO42: Task B

Accommodation prices

I am going to use the advance search facilities in this website to locate the information that I am looking for as this way I will be able to learn how to navigate around a website using advance search facilities and be able to locate the information that I need for my investigation. The information that I am looking for in this search are flats in Coventry that cost maximum £90 per week with one bedroom as this would meet my requirements. http://www.accommodationforstudents.com/Coventry.a

As you can see that on this website I will be able to use the internal search facilities to find the type of accommodation that will be able to meet my needs successfully.

As you can see that the internal search facilities for this website are advance as they have drop down menus that will allow me to be able to ensure that the results that I am going to get are specifically tailored to meet my needs successfully. Therefore after selecting the criteria that will meet my needs I press the 'Go' icon so I can look at the results.

GO42: Task B

As you can see that the search was able o bring I results I am going to look through them and select the one that will be able to meet my needs successfully.

After looking at the number of different results this is the one that meet my needs therefore I click on the search and it was able to bring up this page with all the relevant information that I may need to look at before I apply to rent the place.

http://www.accommodationforstudents.com/lookathouse.asp?id=48463

Tuition fee of Business Management:

I am going to use the search bars in this website to locate the information that I am looking for as this way I will be able to learn how to navigate around a website using search bars and finds the information required for my investigation. Moreover the information I am looking for is the tuition fee for the business management course in Coventry University.

By using the simple search engine in the Coventry university website I am going to try and find the tuition fee for the business management course by typing in business management and pressing the search icon.

The results for the search have come up after looking at them this one is the one I am going to click on this link as it has the name of the course I am looking the tuition fee for.

GO42: Task B

On the side panel here it says fees therefore I am going to click on this link.

On the side panel of this webpage it says course tuition fee for 2009/2010 therefore I am going to click on the link so I am able to locate the required information.

As you can see that I have found the information that I had been looking for.

http://wwwm.coventry.ac.uk/undergraduate/studentfinance/Pages/UGfees20092010.aspx

Coventry to Birmingham travelling costs:

I am going to use the advance search facilities in this website to locate the information that I require for my investigation. Moreover the information that I am looking for is the travel costs and how to purchase a ticket for a train journey to and from Birmingham & Coventry.

As you can see that I will be able to use the advance search facilities to ensure that I am able to tailor the results to my needs successfully.

I will be able to type in my destinations as well as the date I wish to travel so I am able to get cost related information and be able to see how much it will cost me if I chose to go to Aston and therefore will need to travel between Coventry and Birmingham.

GO42: Task B

Find cheaper rail fares
Find a flight
Find a car route
Find a coach
Compare city-to-city journeys
Day trip planner
Plan to park and ride
Find a bus
Drive to a car park
Find a cycle route

Related links
Live Travel News
Departure boards
Find nearest station/airport
Find a map
Network maps
Mobile/PDA
Frequently Asked Questions
Information for travellers with disabilities

Bookmark this page

cheaper rail travel

Enter two stations to find a range of journey plans.

I would like to plan a journey based on ○ Time ● Cost £££

From | coventry | ☐ Unsure of spelling

To | Birmingham | ☐ Unsure of spelling

Leave on | 20 ▾ | March 2010 ▾ | 📅 | Date flexible by +/- 1 day ▾
Return on | 20 ▾ | March 2010 ▾ | 📅 | Date is not flexible ▾

You can plan journeys for the current calendar month and the next two months.

Add fare details   (Login/register to save these details)

Fare details
Discount cards
I have this discount rail card | None ▾

None
Disabled Adult Railcard
Family Railcard
HM Forces Railcard
Network Railcard
Senior Railcard
Young Persons Railcard

Adult/Child
Show ● Adult fares ○ Child fares

Hide   Next

FAQ | About us | Contact us | Sitemap | Welsh/Cymraeg | Related sites |
Terms & conditions | Privacy policy | Data providers | Accessibility

v10.9.2

> After editing the drop down menus I am going to press the next button so I am able to find the costs for travelling to and from Birmingham.

---

transport direct.info   Connecting People to Places

Homepage | Plan a journey | Find a place | Live travel | Tips and tools | Login / Register

Door-to-door journey planner
Find a train
Find cheaper rail fares
Find a flight
Find a car route
Find a coach
Compare city-to-city journeys
Day trip planner
Plan to park and ride
Find a bus
Drive to a car park
Find a cycle route

Related links
Live Travel News
Departure boards
Find nearest station/airport
Find a map
Network maps
Mobile/PDA
Frequently Asked Questions
Information for travellers with disabilities

Back   Help   Latest...
⚠ Click here for details on

£££ **Cheaper rail travel**

Select/type in a new location if no options have been found. Then click "Next".

I would like to plan a journey based on ○ Time ● Cost £££

From | Coventry Rail Station   New location

To | Select from possible options for "Birmingham"

---- Please select from the following options ---- ▾
---- Please select from the following options ----
Birmingham (Main Rail Stations)
Birmingham : Choose specific station
Birmingham International Rail Station
Hamstead (Birmingham) Rail Station

Leave on
Return on | Sat 20 Mar 2010 (Date is not flexible)

You can plan journeys for the current calendar month and the next two months.

Clear page   Next

> Using this drop down menu I was able to select the train station I wish to go to and the international rail station is the nearest to Aston University therefore I am goi9gnt o select that pone and press the next button.

---

transport direct.info   Connecting People to Places

Homepage | Plan a journey | Find a place | Live travel | Tips and tools | Login / Register

Door-to-door journey planner
Find a train
Find cheaper rail fares
Find a flight
Find a car route
Find a coach
Compare city-to-city journeys
Day trip planner
Plan to park and ride
Find a bus
Drive to a car park
Find a cycle route

New search | Amend   Printer friendly | Help

Fare(s) found for Coventry Rail Station to Birmingham International Rail Station

🚶🏃 ① 🏃📧 ② 🏃🧭 ③ 🏃£ ④

Step 1 of 4: Select the date option with suitable fares

The range of fares and the lowest fare that is likely to be available for each date are listed below. To see the full range of fares for a given date select the option. Then click 'Next'.

Return fares for Sat 20 Mar 10, returning Sat 20 Mar 10

Outward date	Return date	Transport	Adult fare range	Lowest fare likely to be available	Select
Sat 20/03	Sat 20/03	Train	£1.70 – £4.50	£1.70	●

Notes:
• Some fares shown may be a combination of two single fares.
• Availability is not guaranteed at this stage.
• "*" means that all the fares for that date are unlikely to be available.

Next

Amend date | Amend fare details

You can change the fares to suit your needs by selecting options from the lists below. Then click "Ok".

Show | Return ▾ fares   Add my discount rail card None ▾
Show | Adult ▾ fares   OK

> In this webpage I am going to select the date I wish to travel.

GO42: Task B

Step 2 of 4: Select a fare

To find train journeys on which you can use a particular fare, select a fare. Then click 'Next'

You can view separate fares for the outward and return journeys instead.

Return train fares for Sat 20 Mar 10, returning Sat 20 Mar 10

Ticket type	Flexibility	Adult fare	Expected availability	Select
Off-Peak Day Return Route: Virgin Trains Only	Part	£1.70	High	●
Off-Peak Day Return Route: Any Permitted	Part	£2.00	High	○
Anytime Day Return Route: Virgin Trains Only	Full	£2.30	High	○
Anytime Return Route: Virgin Trains Only	Full	£2.80	High	○
Anytime Day Return Route: Any Permitted	Full	£3.00	High	○
Anytime Day First Return Route: Virgin Trains Only	Full	£3.50	High	○
Anytime Return Route: Any Permitted	Full	£3.60	High	○
Anytime Day First Return Route: Any Permitted	Full	£4.50	High	○

Next

Note: Cheaper tickets may have been advertised elsewhere, but may no longer be available.

FAQ | About us | Contact us | Sitemap | Welsh/Cymraeg | Related sites |

In this webpage I am going to select the fare and the time I am going to take the train.

Return train journeys for Sat 20 Mar 10   Outward journeys ↑

From	To	Changes	Operator	Leave ▲	Arrive	Duration	Select
Birmingham International	Coventry	0	Virgin Trains	23:20 (19/03)	23:30 (19/03)	10 mins	○
Birmingham International	Coventry	0	Virgin Trains	06:00	06:10	10 mins	●
Birmingham International	Coventry	0	Virgin Trains	06:20	06:30	10 mins	○
Birmingham International	Coventry	0	Virgin Trains	06:40	06:50	10 mins	○
Birmingham International	Coventry	0	Virgin Trains	07:00	07:10	10 mins	○
Birmingham International	Coventry	0	Virgin Trains	07:20	07:30	10 mins	○
Birmingham International	Coventry	0	Virgin Trains	07:40	07:50	10 mins	○

Details: Return journey   Show map   Show in table

Start

Birmingham International
leave 06:00

Train
10 mins   Take Virgin Trains towards London Euston

arrive 06:10

Coventry
End

Departures

Map

Arrivals

Buy tickets

In this I am able to select the train I am going to use to travel to Birmingham and than I will be able to purchase the ticket when I need to travel.

http://www.transportdirect.info/Web2/JourneyPlanning/FindTrainCostInput.aspx?cacheparam=0

Task C

In this section I am going to include the screen shots that show how I had created my queries and the Booleans and functions that I have used to create the queries. The queries that I have created are following:

Revised Ranking:

I am going to use OR logistical operator in this query however I do not need to type OR in as in the column it says OR already.

I am going to use ascending sort for the ranking because I want the search to show in the order of high ranking to low ranking.

As you can see that the institutions I want came high to low ranking order which makes it easier to read and understand the information.

Destination:

I am going to use OR logistical operator in this query however I do not need to type OR in as in the column it says OR already.

I am going to use ascending sort for the name of the University because I want the search to show in a group of courses offered by Coventry, Aston and De Montfort

I am also going to include business as a wild card in the course name as I want all the courses related to business to show up in the query as well as this I am going to use the greater then sign with 2007 to ensure that all the results that come up are new and the one included after 2007.

As you can see that all the courses that came up are related to business in some way as well as this all the results are after 2007 therefore they were included in 2008 as you can see in the year commenced Column.

Page 2 of 5

uniCode	uniAbbrevName	uniFullName	courseName	yearCommenced
C85	COVN	Coventry Univeristy	Business Faculty Foundation Year	2008
C85	COVN	Coventry Univeristy	Business Information Technology Foundation Yea	2008
C85	COVN	Coventry Univeristy	Business and Finance	2008
C85	COVN	Coventry Univeristy	Business Management (2+2,2+1)	2008
C85	COVN	Coventry Univeristy	Business Management (2+2,2+1)	2008
C85	COVN	Coventry Univeristy	Business Management (2+2,2+1)	2008
C85	COVN	Coventry Univeristy	Business Management (2+2,2+1)	2008
C85	COVN	Coventry Univeristy	Business Faculty Foundation Year	2008
D26	DEM	De Montfort University	Business and Human Resource Management	2008
K84	KING	Kingston University	Business Economics	2008
*				

Ranking:

I put business as a wild card in the subject column to ensure that all the queries that came up were related to the subject I am interested in. moreover in the region area I have included west midlands as I wish to study in that region if the course is available.

year	SubjectArea	Subject	Position	UniversityName	Region	Score
2007	Humanities	Business & Management Studies	18	Loughborough	Leicestershire	69
2007	Humanities	Business & Management Studies	7	Warwick	West Midlands	74
2007	Humanities	Business & Management Studies	19	Birmingham	West Midlands	68
2007	Humanities	Business & Management Studies	12	Aston	West Midlands	71
*						

As you can see that in the query the results that came up include all the business subjects that were carried out in west midlands.

Gender ratio:

I do not want to go to great Manchester therefore I have written NOT next to it in the region column. Moreover I want the universities that come up to have more than 50 ratio for males and for females to be lower than 50 therefore I have included the appropriate Relational operators.

As you can see that the query has produced the relevant results that I was looking for that include ratios that I wanted, moreover the Manchester has been taken out of the results.

Using calculations to sort the data making it easier to read and understand:

I was able to use theses features to sort the data in the way I wanted it.

University Name **Aston**

Region	Year	Subject Area	Subject	Position	Score
West Midlands	2007	Humanities	Business & Management Studies	12	71

University Name **Birmingham**

Region	Year	Subject Area	Subject	Position	Score
West Midlands	2007	Humanities	Business & Management Studies	19	68

University Name **Loughborough**

Region	Year	Subject Area	Subject	Position	Score
Leicestershire	2007	Humanities	Business & Management Studies	18	69

University Name **Warwick**

Region	Year	Subject Area	Subject	Position	Score
West Midlands	2007	Humanities	Business & Management Studies	7	74

Gender Ratio by Region: Over 50 Male and under 50 Female

University Name   **Abertay Dundee University**

Region	M/F Ratio	Male%	Female%
Tayside	51:49	51	49

University Name   **Bath**

Region	M/F Ratio	Male%	Female%
Avon	55:45	55	45

University Name   **Bolton Institute**

Region	M/F Ratio	Male%	Female%
Lancashire	53:47	53	47

University Name   **Brunel**

Region	M/F Ratio	Male%	Female%
Middlesex	52:48	52	48

University Name   **Cambridge**

Region	M/F Ratio	Male%	Female%
Cambridges	52:48	52	48

University Name   **Coventry**

Region	M/F Ratio	Male%	Female%
West Midlan	55:45	55	45

University Name   **Derby**

Region	M/F Ratio	Male%	Female%
Deryshire	51:49	51	49

University Name   **Essex**

Region	M/F Ratio	Male%	Female%
Essex	52:48	52	48

University Name   **Heriot-Watt**

Region	M/F Ratio	Male%	Female%
Lothian	62:38	62	38

University Name   **Imperial College**

Region	M/F Ratio	Male%	Female%
London	64:36	64	36

University Name   **Loughborough**

Region	M/F Ratio	Male%	Female%
Leicestershir	61:39	61	39

University Name   **Nottingham**

Region	M/F Ratio	Male%	Female%
Nottinghams	51:49	51	49

University Name   **Oxford**

Region	M/F Ratio	Male%	Female%
Oxfordshire	53:47	53	47

University Name   **Portsmouth**

Region	M/F Ratio	Male%	Female%
Hampshire	55:45	55	45

University Name   **Royal College of Music**

Region	M/F Ratio	Male%	Female%
London	57:43	57	43

University Name   **Shropshire**

Region	M/F Ratio	Male%	Female%
Shropshire	60:40	60	40

University Name   **Southampton Institute**

Region	M/F Ratio	Male%	Female%
Hampshire	59:41	59	41

Staffordshire

Region	M/F Ratio	Male%	Female%
Staffordshire	51:49	51	49

Ranking by Career Prospects for Chose Universities

University Name   **Aston**

Caree Prospects(%)	Ranking	Average Teaching Score	Entry Tariff
74.86	18	67.3	349.6

University Name   **Coventry**

Caree Prospects(%)	Ranking	Average Teaching Score	Entry Tariff
59.41	75	49	257.1

University Name   **De Montfort**

Caree Prospects(%)	Ranking	Average Teaching Score	Entry Tariff
60.75	82	46.2	242.2

Business Management courses 2008

uniFullName	Coventry Univeristy		
uniCode	**uniAbbrevName**	**courseName**	**yearCommenced**
C85	COVN	Business Faculty Fo	2008
C85	COVN	Business Information	2008
C85	COVN	Business and Financ	2008
C85	COVN	Business Manageme	2008
C85	COVN	Business Manageme	2008
C85	COVN	Business Manageme	2008
C85	COVN	Business Manageme	2008
C85	COVN	Business Faculty Fo	2008

uniFullName	De Montfort University		
uniCode	**uniAbbrevName**	**courseName**	**yearCommenced**
D26	DEM	Business and Huma	2008

uniFullName	Kingston University		
uniCode	**uniAbbrevName**	**courseName**	**yearCommenced**
K84	KING	Business Economics	2008

Address	Area	Crime rate			No. of Bedrooms & Size			House price per month	House price per year	House price per week	average price per person PW	Total rent PW- Good price OR Too expensive	Miles from Uni	Count Numbers/ figures	Count A
		Domestic Burglary	Assault	Theft of Motor Vehicle	Small	Medium	Large								
2 Greenhithe road, Aylestone road Leicester, LE2 7PU	Stonygate	134	290	33		1	3	£788.00	£9,456.00	£197.00	£49.25	Good price	1.3	10	13
68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	108	75	51		1	3	£992.00	£11,904.00	£248.00	£62.00	Good price	1.9	10	13
Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£1,020.00	£12,240.00	£255.00	£51.00	Good price	0.4	10	13
City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50	0		8	£2,816.00	£33,792.00	£704.00	£88.00	Too expensive	3.9	10	13
Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	67	30	26			4	£960.00	£11,520.00	£240.00	£60.00	Good price	1.6	9	12
Mostyn street, West end, Leicester, LE3 6DU	Westcote	163	215	52	2	1		£879.96	£10,559.52	£219.99	£73.33	Too expensive	2	10	13
Northfield road, Stoke, Coventry, CV1 2DB	Stoke	108	75	51		1	3	£928.00	£11,136.00	£232.00	£58.00	Good price	1.2	10	13
Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83		4	0	£1,088.00	£13,056.00	£272.00	£68.00	Too expensive	3.8	10	13
Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	67	30	26		4		£928.00	£11,136.00	£232.00	£58.00	Good price	2.4	9	12
Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83			4	£880.00	£10,560.00	£220.00	£55.00	Good price	2.4	9	12
The west end / dmu, Leicester, LE3 2FR	Westcote	163	215	52	0		2	£480.00	£5,760.00	£120.00	£60.00	Good price	1.7	10	13
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50		2	2	£980.00	£11,760.00	£245.00	£61.25	Good price	4.2	10	13

CF Burglary	CF Assault	CF Motor theft	CF Average rent PW	Total rent PW- Good price	9	CF Miles
				Total rent PW- Too expensive	3	

	Domestic Burglary	Assault	Theft of Motor Vehicle	Small	Medium	Large	House price per month	House price per year	House price per week	avg price per person PW	Miles from Uni
Average/ Mean	134.66667	119.83333	49.1666667	0.667	1.75	3.4		12739.96	265.41583	61.98583333	2.23333
Standard Deviation	38.999611	101.47175	18.8526985	1.155	1.48805	2.119		6881.0797	143.35583	10.50320943	1.17963
Mode	163	290	33	0	1	3		11136	232	60	2.4
Median	148.5	65	50.5	0	1	3		11328	236	60	1.95

MAX & MIN	
Max Domestic Burglary	173
Mix Domestic Burglary	67
Max Assault	290
Min Assault	30
Max Theft of Motor Vehicle	83
Max Theft of Motor Vehicle	26
Max rent PW	33792
Min rent PW	5760

Count IF Function	
Domestic Burglary under 100	2
Domestic Burglary over 100	10
Assault under 100	8
Assault over 100	4
Theft of Motor Vehicle under 50	4
Theft of Motor Vehicle over 50	6

Crime Statistics

Remove Conditional Formatting

Print

Sort Data

Add Data

Key	
Good	
OK	
Bad	

Crime Statistics

MENU

GO TO
Main Spread Sheet

Go TO
Crime Stats

GO TO
Crime Stats Graph

Address	Area	Crime rate			No. of Bedrooms & Siz	
		Domestic Burglary	Assault	Theft of Motor Vehicle	Small	Medium
2 Greenhithe road, Aylestone road, Leicester, LE2 7PU	Stonygate	=(VLOOKUP(B3,'Crime statistics'!$A$2:B18,2,FALSE))	=(VLOOKUP(B3,'Crime statistics'!$A$2:D18,3,FALSE))	=(VLOOKUP(B3,'Crime statistics'!$A$2:D18,4,FALSE))		1
68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	=(VLOOKUP(B4,'Crime statistics'!$A$2:B12,2,FALSE))	=(VLOOKUP(B4,'Crime statistics'!$A$2:D12,3,FALSE))	=(VLOOKUP(B4,'Crime statistics'!$A$2:D12,4,FALSE))		1
Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	=(VLOOKUP(B5,'Crime statistics'!$A$2:B17,2,FALSE))	=(VLOOKUP(B5,'Crime statistics'!$A$2:D17,3,FALSE))	=(VLOOKUP(B5,'Crime statistics'!$A$2:D17,4,FALSE))	0	
City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	=(VLOOKUP(B6,'Crime statistics'!$A$2:B7,2,FALSE))	=(VLOOKUP(B6,'Crime statistics'!$A$2:D7,3,FALSE))	=(VLOOKUP(B6,'Crime statistics'!$A$2:D7,4,FALSE))		0
Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	=(VLOOKUP(B7,'Crime statistics'!$A$2:B13,2,FALSE))	=(VLOOKUP(B7,'Crime statistics'!$A$2:D13,3,FALSE))	=(VLOOKUP(B7,'Crime statistics'!$A$2:D13,4,FALSE))		
Mostyn street, West end, Leicester, LE3 6DU	Westcote	=(VLOOKUP(B8,'Crime statistics'!$A$2:B16,2,FALSE))	=(VLOOKUP(B8,'Crime statistics'!$A$2:D16,3,FALSE))	=(VLOOKUP(B8,'Crime statistics'!$A$2:D16,4,FALSE))	2	1
Northfield road, Stoke, Coventry, CV1 2DB	Stoke	=(VLOOKUP(B9,'Crime statistics'!$A$2:B11,2,FALSE))	=(VLOOKUP(B9,'Crime statistics'!$A$2:D11,3,FALSE))	=(VLOOKUP(B9,'Crime statistics'!$A$2:D11,4,FALSE))		1
Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	=(VLOOKUP(B10,'Crime statistics'!$A$2:B9,2,FALSE))	=(VLOOKUP(B10,'Crime statistics'!$A$2:D9,3,FALSE))	=(VLOOKUP(B10,'Crime statistics'!$A$2:D9,4,FALSE))		4
Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	=(VLOOKUP(B11,'Crime statistics'!$A$2:B14,2,FALSE))	=(VLOOKUP(B11,'Crime statistics'!$A$2:D14,3,FALSE))	=(VLOOKUP(B11,'Crime statistics'!$A$2:D14,4,FALSE))		4
Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	=(VLOOKUP(B12,'Crime statistics'!$A$2:B10,2,FALSE))	=(VLOOKUP(B12,'Crime statistics'!$A$2:D10,3,FALSE))	=(VLOOKUP(B12,'Crime statistics'!$A$2:D10,4,FALSE))		
The west end / dmu, Leicester, LE3 2FR	Westcote	=(VLOOKUP(B13,'Crime statistics'!$A$2:B15,2,FALSE))	=(VLOOKUP(B13,'Crime statistics'!$A$2:D15,3,FALSE))	=(VLOOKUP(B13,'Crime statistics'!$A$2:D15,4,FALSE))	0	
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	=(VLOOKUP(B14,'Crime statistics'!$A$2:B8,2,FALSE))	=(VLOOKUP(B14,'Crime statistics'!$A$2:D8,3,FALSE))	=(VLOOKUP(B14,'Crime statistics'!$A$2:D8,4,FALSE))		2

CF Burglary	CF Assault	CF Motor theft

	Domestic Burglary	Assault	Theft of Motor Vehicle	Small	Medium
Average/ Mean	=AVERAGE(C3:C14)	=AVERAGE(D3:D14)	=AVERAGE(E3:E14)	=AVERAGE(F3:F14)	=AVERAGE(G3:G14)
Standard Deviation	=STDEV(C3:C14)	=STDEV(D3:D14)	=STDEV(E3:E14)	=STDEV(F3:F14)	=STDEV(G3:G14)
Mode	=MODE(C3:C14)	=MODE(D3:D14)	=MODE(E3:E14)	=MODE(F3:F14)	=MODE(G3:G14)
Median	=MEDIAN(C3:C14)	=MEDIAN(D3:D14)	=MEDIAN(E3:E14)	=MEDIAN(F3:F14)	=MEDIAN(G3:G14)

MAX & MIN

Max Domestic Burglary	=MAX(C3:C14)	Domestic Burglary under 100
Mix Domestic Burglary	=MIN(C3:C14)	Domestic Burglary over 100
Max Assault	=MAX(D3:D14)	Assault under 100
Min Assault	=MIN(D3:D14)	Assault over 100
Max Theft of Motor Vehicle	=MAX(E3:E14)	Theft of Motor Vehicle under 50
Max Theft of Motor Vehicle	=MIN(E3:E14)	Theft of Motor Vehicle over 50
Max rent PW	=MAX(J3:J14)	
Min rent PW	=MIN(J3:J14)	

e / Large	House price per month	House price per year	House price per week	average price per person PW	Total rent PW- Good price OR Too expensive	Miles from Uni	Count Numbers/ figures	Count A
3	=K3*4	=I3*12	=SUM(F3:H3)*L3	49.25	=IF(L3<65,"Good price","Too expensive")	1.3	=COUNT(A3:N3)	=COUNTA(A3:N3)
3	=K4*4	=I4*12	=SUM(F4:H4)*L4	62	=IF(L4<65,"Good price","Too expensive")	1.9	=COUNT(A4:N4)	=COUNTA(A4:N4)
5	=K5*4	=I5*12	=SUM(F5:H5)*L5	51	=IF(L5<65,"Good price","Too expensive")	0.4	=COUNT(A5:N5)	=COUNTA(A5:N5)
8	=K6*4	=I6*12	=SUM(F6:H6)*L6	88	=IF(L6<65,"Good price","Too expensive")	3.9	=COUNT(A6:N6)	=COUNTA(A6:N6)
4	=K7*4	=I7*12	=SUM(F7:H7)*L7	60	=IF(L7<65,"Good price","Too expensive")	1.6	=COUNT(A7:N7)	=COUNTA(A7:N7)
	=K8*4	=I8*12	=SUM(F8:H8)*L8	73.33	=IF(L8<65,"Good price","Too expensive")	2	=COUNT(A8:N8)	=COUNTA(A8:N8)
3	=K9*4	=I9*12	=SUM(F9:H9)*L9	58	=IF(L9<65,"Good price","Too expensive")	1.2	=COUNT(A9:N9)	=COUNTA(A9:N9)
0	=K10*4	=I10*12	=SUM(F10:H10)*L10	68	=IF(L10<65,"Good price","Too expensive")	3.8	=COUNT(A10:N10)	=COUNTA(A10:N10)
	=K11*4	=I11*12	=SUM(F11:H11)*L11	58	=IF(L11<65,"Good price","Too expensive")	2.4	=COUNT(A11:N11)	=COUNTA(A11:N11)
4	=K12*4	=I12*12	=SUM(F12:H12)*L12	55	=IF(L12<65,"Good price","Too expensive")	2.4	=COUNT(A12:N12)	=COUNTA(A12:N12)
2	=K13*4	=I13*12	=SUM(F13:H13)*L13	60	=IF(L13<65,"Good price","Too expensive")	1.7	=COUNT(A13:N13)	=COUNTA(A13:N13)
2	=K14*4	=I14*12	=SUM(F14:H14)*L14	61.25	=IF(L14<65,"Good price","Too expensive")	4.2	=COUNT(A14:N14)	=COUNTA(A14:N14)

CF Average rent PW		Total rent PW- Good price	=COUNTIF(M3:M14,"Good price")	CF Miles
		Total rent PW- Too expensive	=COUNTIF(M4:M15,"Too expensive"	

=AVERAGE(H3:H14)	=AVERAGE(J3:J14)	=AVERAGE(K3:K14)	=AVERAGE(L3:L14)		=AVERAGE(N3:N14)
=STDEV(H3:H14)	=STDEV(J3:J14)	=STDEV(K3:K14)	=STDEV(L3:L14)		=STDEV(N3:N14)
=MODE(H3:H14)	=MODE(J3:J14)	=MODE(K3:K14)	=MODE(L3:L14)		=MODE(N3:N14)
=MEDIAN(H3:H14)	=MEDIAN(J3:J14)	=MEDIAN(K3:K14)	=MEDIAN(L3:L14)		=MEDIAN(N3:N14)

Count IF Function

=COUNTIF(C3:C14,"<100")
=COUNTIF(C3:C14,">100")
=COUNTIF(D3:D14,"<100")
=COUNTIF(D3:D14,">100")
=COUNTIF(E3:E14,"<50")
=COUNTIF(E4:E15,">50")

Crime Statistics	Remove Conditional Formatting
Print	Sort Data

Add Data

Key
Good
OK
Bad

Task D: Spreadsheet Testing

Test Description	Expected Outcome	Actual Outcome	Date Tested	Pass / Fail	Corrective Action
VLookup	Domestic Burglary: 134 Assault: 290 Motor theft: 33 As shown in the original spreadsheet with the crime stats data Stonygate 134 290 33	 The data above matches the expected outcome. Therefore shows that all the data in the first box of the column is correct, this also means that the data below is also correct as the formula dragged down.	10th May 2010	Pass	None
Average/ Mean	4+4+4+4+4+ 4+4+4+4+4+4 =48 48/12= 4	=AVERAGE(C3:C14) The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.	26th April 210	Pass	None

Median	As all the data within the row is 4 shows that the middle number is also going to be 4.	=MEDIAN(C3:C14)	26th April 210	Pass	None

The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.

Mode	4,4,4,4,4,4,4,4,1,1,2,2= 4	=MODE(C3:C14)	26th April 210	Pass	None

		4			
		4			
		4			
		4	The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.		
		4			
		4			
		4			
		4			
		1			
		1			
		2			
		2			
		Mode 4			
Max	4,1,2= '4' is the max	=MAX(C3:C14)		26th April 210	Pass	None

		4			
		4	The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.		
		4			
		4			
		4			
		4			
		4			
		4			
		1			
		1			
		2			
		2			
		Max Domestic Burglary 4			
Min	4,2,1= '1' is the min	=MIN(C3:C14)	26th April 210	Pass	None

		4 4 4 4 4 4 4 4 1 1 2 2 Mix Domestic Burglary 1	The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.		
Count IF	Good price, Good price, Good price, Too Expensive= 3 good prices and 1 Too Expensive	=COUNTIF(M3:M14, "Good price")	29th April 2010	Pass	None

Task D: Spreadsheet Testing

OR Too expensive
Good price
Good price
Good price
Too expensive

Total rent PW- Good price	3
Total rent PW- Too expensive	1

Count	Shows that in the data below there are 10 places with numerical data.	=COUNT(A3:N3)	26th April 2010	Pass	None

Count Numbers/figures

10 (data is in the row below)

The data matches the expected outcome. Therefore shows that the first formula in the column is correct, this also means that the data below is correct as well because the formula was dragged down.

Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£1,020.00	£12,240.00	£255.00	£51.00	Good price	0.4

Count A	Shows that in the data below there are 13 places with any type of data.	=COUNTA(A3:N3)	26th April 2010	Pass	None

Count A

13 data is in the row below

The data matches the expected outcome. Therefore shows that the first formula in the column is correct, this also means that the data below is correct as well because the formula was dragged down.

| Aylestone road, Near demontfort uni, Leicester, LE2 7LL | Stonygate | 134 | 290 | 33 | 0 | | 5 | £1,020.00 | £12,240.00 | £255.00 | | £51.00 | Good price | | 0.4 |

Task D: Spreadsheet Testing

Conditional formatting macro	Less than 100=green Between 100-150=orange Greater then 150=red		26th April 210	Pass	None
House price per Week	=1+3=4 4*49.25=197.00	=SUM(F3:H3)*L3 The data matches the expected outcome. Therefore shows that the first formula in the column is correct, this also means that the data below is correct as well	29th April 2010	Pass	None

		because the formula was dragged down.			
House price per Month	=197*4=788	=K3*4 The data matches the expected outcome. Therefore shows that the first formula in the column is correct, this also means that the data below is correct as well because the formula was dragged down.	29th April 2010	Pass	None
House price per Year	=788*12=9,456	=I3*12 The data matches the expected outcome. Therefore shows that the first formula in the column is correct, this also means that the data below is correct as well because the formula was dragged down.	29th April 2010	Pass	None
Standard deviation	_____	=STDEV(C3:C14)	29th April 2010	Pass	None

	Domestic Burglary	
te	134	
	108	
te	134	
on	163	
n	67	
e	163	
	108	
rr	173	
n	67	
rr	173	
e	163	
on	163	

Standard Deviation	38.999611

The data matches the expected outcome. Therefore shows that the first formula in the row is correct, this also means that the data across is correct as well because the formula was dragged across.

Data form

Conditional formatting

Microsoft Excel - Task D spreadsheet

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J6   88

City	Address	Area	Crime rate			No. of Bedrooms & Size			Total rent (average) PW per person	Total rent PCM in Total	Total rent per year		Miles from Uni	Count Numbers/ figures	Count A
			Domestic Burglary	Assault	Theft of Motor Vehical	Small	Medium	Large							
Birmingham Aston University	City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50		0	8	£88.00	£704.00	£8,448.00	Too expensive		8	11
	Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50		2	2	£61.25						
	Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83		4	0	£68.00						
	Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83			4	£55.00						
Coventry city Coventry University	Northfield road, Stoke, Coventry, CV1 2DB	Stoke	108	75	51		1	5	£58.00						
	68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	108	75	51		1	3	£62.00						
	Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	67	30	26			4	£60.00						
	Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	67	30	26			4	£58.00						
Leicester De Montfort University	The west end / dmu, Leicester, LE3 2FR	Westcote	163	215	52	0		2	£60.00	£120.00	£1,440.00	Good price	0	9	12
	Mostyn street, West end, Leicester, LE3 6DU	Westcote	163	215	52	2	1		£73.33	£219.99	£2,639.88	Too expensive	0	9	12
	Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£51.00	£255.00	£3,060.00	Good price	0	9	12
	2 Greenhithe road, Aylestone road, Leicester, LE2 7RU														

Conditional Formatting

Condition 1
Cell Value Is — less than — 60
Preview of format to use when condition is true: AaBbCcYyZz   Format...

Condition 2
Cell Value Is — between — 60 and 70
Preview of format to use when condition is true: AaBbCcYyZz   Format...

Condition 3
Cell Value Is — greater than — 70
Preview of format to use when condition is true: AaBbCcYyZz   Format...

Add >>   Delete...   OK   Cancel

Microsoft Excel - Task D spreadsheet

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O11   =COUNT(B11:N11)

City	Address	Area	Crime rate			No. of Bedrooms & Size			Total rent (average) PW per person	Total rent PCM in Total	Total rent per year		Miles from Uni	Count Numbers/ figures	Count A
			Domestic Burglary	Assault	Theft of Motor Vehical	Small	Medium	Large							
Birmingham Aston University	City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50		0	8	£88.00	£704.00	£8,448.00	Too expensive		8	11
	Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50		2	2	£61.25	£245.00	£2,940.00	Good price		8	11
	Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83		4	0	£68.00	£272.00	£3,264.00	Too expensive		8	11
	Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83			4	£55.00	£220.00	£2,640.00	Good price		7	10
Coventry city Coventry University	Northfield road, Stoke, Coventry, CV1 2DB	Stoke	108	75	51		1	5	£58.00	£232.00	£2,784.00	Good price	1.2	9	12
	68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	108	75	51		1	3	£62.00	£248.00	£2,976.00	Good price		8	11
	Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	67	30	26			4	£60.00	£240.00	£2,880.00	Good price	1.6	8	11
	Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	67	30	26			4	£58.00	£232.00	£2,784.00	Good price	2.4	8	11
Leicester De Montfort University	The west end / dmu, Leicester, LE3 2FR	Westcote	163	215	52	0		2	£60.00	£120.00	£1,440.00	Good price	0	9	12
	Mostyn street, West end, Leicester, LE3 6DU	Westcote	163	215	52	2	1		£73.33	£219.99	£2,639.88	Too expensive	0	9	12
	Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£51.00	£255.00	£3,060.00	Good price	0	9	12
	2 Greenhithe road, Aylestone road, Leicester, LE2 7RU	Stonygate										Good price			

Excel Macro:

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Type a question for help

C16   Stonygate

Address	Area	Crime rate			No. of Bedrooms & Size			Total rent (average) PM per person	Total rent PCM in Total	Total rent per year	Total rent PM - Good price OR Too expensive	Miles from Uni	Count Numbers/ figures	Count A
		Domestic Burglary	Assault	Theft of Motor Vehical	Small	Medium	Large							
City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50	0		8	£88.00	£704.00	£8,448.00	Too expensive	3.9	9	12
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50		2	2	£61.25	£245.00	£2,940.00	Good price	4.2	9	12
Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83		4	0	£68.00	£272.00	£3,264.00	Too expensive	3.8	9	12
Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83			4	£55.00	£220.00	£2,640.00	Good price	2.4	8	11
Northfield road, Stoke, Coventry, CV1 2DB	Stoke	108	75	51		1	3	£58.00	£232.00	£2,784.00	Good price	1.2	9	12
68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	108	75	51		1	3	£62.00	£248.00	£2,976.00	Good price	1.9	9	12
Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	67	30	26			4	£60.00	£240.00	£2,880.00	Good price	1.6	8	11

main spreadsheet / Crime statistics / Sheet3 /

Ready   Recording   Sum=1822

start | task D | Windows Media ... | Functions used i... | Microsoft Excel - ... | Microsoft PowerP... | On-Screen Keyb... | 23:12

Microsoft Excel - Task D spreadsheet22

File Edit View Insert Format Tools Data Window Help

Type a question for help

C16   Stonygate

Chart Wizard - Step 1 of 4 - Chart Type

Standard Types | Custom Types

Chart type:
- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble

Chart sub-type:

Clustered Column. Compares values across categories.

Press and Hold to View Sample

Cancel | < Back | Next > | Finish

main spreadsheet / Crime statistics / Sheet3 /

Ready   Recording   Sum=1822

start | task D | Windows Media Player | Functions used in spr... | Microsoft Excel - Task... | Microsoft PowerPoint ... | 23:13

Microsoft Excel - Task D spreadsheet22

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

Assign Macro

Macro name:
Macro2

Macro2
Macro3

OK
Cancel
Edit
Record...

Macros in: All Open Workbooks

Description
Macro recorded 18/04/2010 by NaseerAm

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
13	Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	67	30	26		4		£58.00	£232.00	£2,784.00	Good price	2.4	8	11
14	The west end / dmu, Leicester, LE3 2FR	Westcote	163	215	52	0								9	12
15	Mostyn street, West end, Leicester, LE3 6DU	Westcote		215	52	2	1							9	12
16	Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate		290	33	0								9	12
17	2 Greenhithe road, Aylestone road, Leicester, LE2 7PU	Stonygate		290	33		1							9	12
18															
19															
20															
21	Average/ Mean		134.8	9.8333333	49.16666667	0.666667	1.75								
22	Standard Deviation		38.9	101.4717456	18.85269854	1.154701	1.4880476								
23	Mode		163	54	50	0	1								
24	Median		148.5	65	50.5	0									
25															
26	MAX & MIN						Count IF								
27	Max Domestic Burglary		173			Domestic Burglary unde									
28	Min Domestic Burglary		67			Domestic Burglary over									
29	Max Assault		290			Assault under 100									
30	Min Assault		30			Assault over 100		4							
31	Max Theft of Motor Vehical		83			Theft of Motor Vehical under 50		4							
32	Max Theft of Motor Vehical		26			Theft of Motor Vehical over 50		6							

main spreadsheet / Crime statistics / Sheet3 /

Ready   Recording

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Microsoft Excel - Task D spreadsheet22

File Edit View Insert Format Tools Data Window Help

Type a question for help

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L28

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
13	Stanley road, Earlsdon, Coventry, CV5 6FG	Earlsdon	67	30	26		4		£58.00	£232.00	£2,784.00	Good price	2.4	8	11
14	The west end / dmu, Leicester, LE3 2FR	Westcote	163	215	52	0		2	£60.00	£120.00	£1,440.00	Good price	17	9	12
15	Mostyn street, West end, Leicester, LE3 6DU	Westcote	163	215	52	2	1		£73.33	£219.99	£2,639.88	Too expensive	2	9	12
16	Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£51.00	£255.00	£3,060.00	Good price	0.4	9	12
17	2 Greenhithe road, Aylestone road, Leicester, LE2 7PU	Stonygate	134	290	33		1	3	£49.25	£197.00	£2,364.00	Good price	1.3	9	12
18										Total rent PW- Good price			9		
19										Total rent PW- Too expensive			2		
20															
21	Average/ Mean		134.666667	119.8333333	49.16666667	0.666667	1.75	3.4	61.985833	265.4158333	3184.99		2.23333333		
22	Standard Deviation		38.9996115	101.4717456	18.85269854	1.154701	1.4880476	2.1186998	10.503209	143.3558272	1720.269926		1.179625		
23	Mode		163	54	50	0	1	3	58	232	2784		2.4		
24	Median		148.5	65	50.5	0	1	3	60	236	2832		1.95		
25															
26	MAX & MIN					Count IF Function									
27	Max Domestic Burglary		173			Domestic Burglary under 100		2							
28	Min Domestic Burglary		67			Domestic Burglary over 100		10							
29	Max Assault		290			Assault under 100		8							
30	Min Assault		30			Assault over 100		4							
31	Max Theft of Motor Vehical		83			Theft of Motor Vehical under 50		4							
32	Max Theft of Motor Vehical		26			Theft of Motor Vehical over 50		6							

Crime STAT Chart

main spreadsheet / Crime statistics / Sheet3 /

Ready   Recording

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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
15	Mostyn street, West end, Leicester, LE3 6DU	Westcote	163	215	52	2	1		£73.33	£219.99	£2,639.88	Too expensive	2	9	12
16	Aylestone road, Near demontfort uni, Leicester, LE2 7LL	Stonygate	134	290	33	0		5	£51.00	£255.00	£3,060.00	Good price	0.4	9	12
17	2 Greenhithe road, Aylestone road, Leicester, LE2 7PU	Stonygate	134	290	33		1	3	£49.25	£197.00	£2,364.00	Good price	1.3	9	12
18										Total rent PW- Good price			9		
19										Total rent PW- Too expensive			2		
20															
21	Average/ Mean		134.666667	119.8333333	49.16666667	0.666667	1.75	3.4	61.985833	265.4158333	3184.99		2.23333333		
22	Standard Deviation		38.9996115	101.4717456	18.85269854	1.154701	1.4880476	2.1186998	10.503209	143.3558272	1720.269926		1.179625		
23	Mode		163	54	50	0	1	3	58	232	2784		2.4		
24	Median		148.5	65	50.5	0	1	3	60	236	2832		1.95		

26	MAX & MIN			26	Count IF Function		
27	Max Domestic Burglary	173		Domestic Burglary under 100	2
28	Min Domestic Burglary	67		Domestic Burglary over 100	10
29	Max Assault	290		Assault under 100	8
30	Min Assault	30		Assault over 100	4
31	Max Theft of Motor Vehical	83		Theft of Motor Vehical under 50	4
32	Max Theft of Motor Vehical	26		Theft of Motor Vehical over 50	6
33	Max rent PW	88			
34	Min rent PW	49.25			

Crime STAT Chart

main spreadsheet / Crime statistics / Sheet3

Ready   Recording

start | task D | Windows Media Player | Functions used in spr... | Microsoft Excel - Task... | Microsoft PowerPoint ... | 23:25

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4/5	Address	Area	Crime rate: Domestic Burglary	Assault	Theft of Motor Vehical	No. of Bedrooms & Size: Small	Medium	Large	Total rent (average) PW per person	Total rent PCM in Total	Total rent per year	Total rent PW- Good price OR Too expensive	Miles from Uni	Count Numbers/figures	Count A
6	City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163									expensive	3.9	9	12
7	Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163									d price	4.2	9	12
8	Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173									expensive	3.8	9	12
9	Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173									d price	2.4	8	11
10	Northfield road, Stoke, Coventry, CV1 2DB	Stoke	108	75	51		1	3	£58.00	£232.00	£2,784.00	Good price	1.2	9	12
11	68 kirby road, Earlsdon, Coventry, CV5 6HN	Stoke	108	75	51		1	3	£62.00	£248.00	£2,976.00	Good price	1.9	9	12
12	Kensington road, Earlsdon, Coventry, CV5 6GH	Earlsdon	67	30	26			4	£60.00	£240.00	£2,880.00	Good price	1.6	8	11

Crime statistics — bar chart showing Crime rate (y-axis 0–350) by Area (Edgbaston, Perry barr, Stoke, Earlsdon, Westcote, Stonygate) with Series1, Series2, Series3.

main spreadsheet / Crime statistics / Sheet3

Ready   Recording

start | task D | Windows Media Player | Functions used in spr... | Microsoft Excel - Task... | Microsoft PowerPoint ... | 23:25

MACRO CODES

```vba
Sub Macro8()
'
' Macro8 Macro
' Macro recorded 19/04/2010 by sidney
'
'
    ActiveWindow.SelectedSheets.PrintOut Copies:=1, Collate:=True
End Sub
```

```vba
Sub MilesCF()
'
' MilesCF Macro
' Macro recorded 19/04/2010 by sidney
'
'
    Range("N3:N14").Select
    Selection.FormatConditions.Delete
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlLess, _
        Formula1:="1.5"
    Selection.FormatConditions(1).Interior.ColorIndex = 4
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlBetween, _
        Formula1:="1.5", Formula2:="2.5"
    Selection.FormatConditions(2).Interior.ColorIndex = 6
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlGreater, _
        Formula1:="2.5"
    Selection.FormatConditions(3).Interior.ColorIndex = 3
End Sub
Sub sortmiles()
'
' sortmiles Macro
' Macro recorded 19/04/2010 by sidney
'
'
    Range("A37:C48").Select
    Selection.Sort Key1:=Range("A37"), Order1:=xlAscending, Header:=xlGuess, _
        OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom, _
        DataOption1:=xlSortNormal
End Sub
```

```
Module5 - 1

Sub Button214_Click()

AddData.Show


End Sub
```

```
Sub AddRow()
'
' AddRow Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("A4:P4").Select
    Selection.Insert Shift:=xlDown
    Range("A3:P3").Select
    Selection.Copy
    Range("A4").Select
    ActiveSheet.Paste
End Sub
Sub BurglaryCF()
'
' BurglaryCF Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("C3:C14").Select
    Selection.FormatConditions.Delete
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlLess, _
        Formula1:="100"
    Selection.FormatConditions(1).Interior.ColorIndex = 4
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlBetween, _
        Formula1:="100", Formula2:="150"
    Selection.FormatConditions(2).Interior.ColorIndex = 44
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlGreater, _
        Formula1:="150"
    Selection.FormatConditions(3).Interior.ColorIndex = 3
End Sub
Sub AssaultCF()
'
' AssaultCF Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("D3:D14").Select
    Selection.FormatConditions.Delete
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlLess, _
        Formula1:="100"
    Selection.FormatConditions(1).Interior.ColorIndex = 4
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlGreater, _
        Formula1:="100"
    Selection.FormatConditions(2).Interior.ColorIndex = 3
End Sub
Sub MotorCF()
'
' MotorCF Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("E3:E14").Select
    Selection.FormatConditions.Delete
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlLess, _
        Formula1:="30"
    Selection.FormatConditions(1).Interior.ColorIndex = 4
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlBetween, _
        Formula1:="30", Formula2:="50"
    Selection.FormatConditions(2).Interior.ColorIndex = 44
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlGreater, _
        Formula1:="50"
    Selection.FormatConditions(3).Interior.ColorIndex = 3
End Sub
Sub CFAverageRentPW()
'
' CFAverageRentPW Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("L3:L14").Select
```

```
    Selection.FormatConditions.Delete
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlLess, _
        Formula1:="60"
    Selection.FormatConditions(1).Interior.ColorIndex = 4
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlBetween, _
        Formula1:="60", Formula2:="70"
    Selection.FormatConditions(2).Interior.ColorIndex = 44
    Selection.FormatConditions.Add Type:=xlCellValue, Operator:=xlGreater, _
        Formula1:="70"
    Selection.FormatConditions(3).Interior.ColorIndex = 3
End Sub
Sub RemoveCF()
'
' RemoveCF Macro
' Macro recorded 23/04/2010 by sidney
'
'
    Range("C3:N14").Select
    Selection.FormatConditions.Delete
End Sub
```

```
Sub CrimeStatistic()
'
' CrimeStatistic Macro
' Macro recorded 23/04/2010 by sidney
'

'
    Charts.Add
    ActiveChart.ChartType = xlColumnClustered
    ActiveChart.SetSourceData Source:=Sheets("main spreadsheet").Range( _
        "B1:E3,B5:E5,B7:E7,B9:E9,B11:E11,B13:E13"), PlotBy:=xlColumns
    ActiveChart.Location Where:=xlLocationAsObject, Name:="main spreadsheet"
    With ActiveChart
        .HasTitle = True
        .ChartTitle.Characters.Text = "Crime Statistics"
        .Axes(xlCategory, xlPrimary).HasTitle = True
        .Axes(xlCategory, xlPrimary).AxisTitle.Characters.Text = "Area"
        .Axes(xlValue, xlPrimary).HasTitle = True
        .Axes(xlValue, xlPrimary).AxisTitle.Characters.Text = "Crime Rate"
    End With
End Sub
Sub SortData()
'
' SortData Macro
' Macro recorded 23/04/2010 by sidney
'

'
    Range("A3:P14").Select
    Selection.Sort Key1:=Range("A3"), Order1:=xlAscending, Header:=xlGuess, _
        OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom, _
        DataOption1:=xlSortNormal
End Sub
```

```
Sub MainSpreadSheet()
'
' MainSpreadSheet Macro
' Macro recorded 10/05/2010 by sidney
'

'
    Sheets("main spreadsheet").Select
End Sub
Sub GoToCrimeStats()
'
' GoToCrimeStats Macro
' Macro recorded 10/05/2010 by sidney
'

'
    Sheets("Crime statistics").Select
    ActiveWindow.SmallScroll Down:=-3
End Sub
Sub GoToCrimeStatsGraph()
'
' GoToCrimeStatsGraph Macro
' Macro recorded 10/05/2010 by sidney
'

'
    Sheets("crime stats graph").Select
    ActiveWindow.SmallScroll Down:=-3
End Sub
```

DATA FORM CODE

```vba
Private Sub CommandButton1_Click()
Worksheets("main spreadsheet").Select
Rows("4:4").Select

        Range("A4:P4").Select
    Selection.Insert Shift:=xlDown
    Range("A3:P3").Select
    Selection.Copy
    Range("A4").Select
    ActiveSheet.Paste
    Application.CutCopyMode = False


Range("a4").Value = TextBox1.Value
Range("b4").Value = TextBox2.Value
Range("f4").Value = TextBox3.Value
Range("g4").Value = TextBox4.Value
Range("h4").Value = TextBox5.Value
Range("l4").Value = TextBox6.Value



Unload Me



End Sub
```

The font style does not look professional and is too bold making it hard to understand the writing

The logo's of the universities look very messy making the front page look unprofessional and unattractive.

The font on the front page is different and therefore not consistent therefore making the document look unprofessional and unattractive.

THE MOST SUITABLE UNIVERSITY FOR ME

In this newsletter I am going to look at my findings and see which university will be able to meet my needs and will be suitable of me. Currently the three universities where I wish to study are Coventry , Aston and DE Montfort University. By looking at my finding I will be able short list it to one university where I can study my business management course.

Task E, Overall Ranking & Success Rate

2

Overall ranking:

UniversityName	Aston		
CareerProspects(%)	Ranking	AverageTeachingScore	EntryTariff
74.86	18	67.3	349.6

UniversityName	Coventry		
CareerProspects(%)	Ranking	AverageTeachingScore	EntryTariff
59.41	75	49	257.1

UniversityName	De Montfort		
CareerProspects(%)	Ranking	AverageTeachingScore	EntryTariff
60.75	82	46.2	242.2

As you can see in the query that Aston university has the highest ranking which is 18 and the highest career prospects 74.86 , out of all three universities where I wish to study. So as Aston has the best ranking and career prospect I am going to study there. For me to ensure that I know more information related to Aston university I am going to look at my findings and summarise them below.

Success rate Business course available:

		Student Satisfaction	Research Quality	Student Staff Ratio	Services & Facilities Spend	Entry Standards	Completion	Good Honours	Graduate Prospects	Total Score
	Max scores	100%	7.0	n/a	n/a	n/a	100.0	100.0	100.0	1000
19	Glasgow	79	2.2	13.2	1377	412	86.6	71.3	75.4	671
20	Nottingham	76	2.1	13.7	1402	408	95.7	74.3	76.3	668
21	Newcastle	77	2	14.9	1504	405	92.2	72.2	79.4	664
22	Birmingham	78	2.1	14.9	1552	403	93.6	70.9	72.7	663
23	Lancaster	79	2.4	13.7	1407	388	93.3	69.6	64.3	661
24	Manchester	73	2.4	13.6	1489	412	91.6	70.4	73.8	641
25	Aston	80	1.2	16.5	1507	365	91	63.6	78.1	631
26	Cardiff	77	1.8	14.7	1177	394	92.4	66.8	77.6	630
27	Leeds	76	2	13.9	1143	392	91.9	73.4	71.1	627

I was able to get this information from the links I was able to find in my task A and B. As you can see in the table above that Aston is the 25th top university that provides business course compared to all the other universities in UK. Moreover the student satisfaction rate is also very high as it is 80 showing that it ill b able to meet my needs successfully this is because this shows that most of the student were satisfied with the qualifications they had receiving from Aston university.

The colours of the titles are too bright and also the colour does not go with the colour scheme therefore making the document look unattractive.

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Task E: Draft Annotation

Course information:

I was able to obtain further information related to business management from my task B an as you can see that I will need 320-340 UCAS points to be able to get into this course. This is good because I will be able to achieve these easily and ensure that I am able to go the Aston as it meet my needs successfully. Moreover the specific subject requirement also include C in math and English GCSE which is also effective because I have already achieved these grades. Consequently this shows that Aston is the perfect university for me because I have the grades required t get into the university and as their success rates are effective it shows that Aston will be able to meet my needs and will provide me with the course that I wish to study at the university.

4 year with integrated placement year / 3 year course without integrated placement year option only available for non-EU students

UCAS Code: NN12
Typical offers:
A Levels: 320-340 UCAS points (ABB-AAB)
IB: 34 points. Minimum scores of 6, 6, 5 at Higher level. Minimum scores of 5 in English and Maths at standard level.
BTEC, Access & other: BTEC National Diploma DDM/DDD. Access to HE students are eligible to apply for this course.

Specific subject requirements:
GCSE Maths – grade C
GCSE English – grade C
General Studies accepted as a 4th subject.

Tuition fees: £3,290 for UK/EU students (2010). More on fees

Applicants receiving offers are invited to an open day.

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> For all the pages the flowers/ page numberings area is being cut off the page which makes the entire document look unprofessional and messy.

Ticket type	Flexibility	Adult fare	Expected availability	Select
Anytime Day First Return Route: Virgin Trains Only	Full	£3.50	High	○
Anytime Return Route: Any Permitted	Full	£3.60	High	○

I was able to acquire this information from task B and as you can see above that there are two different costs that are related to the travelling between Birmingham and Coventry. Although the second ticket type of expensive I think that it will be able to meet my needs better as it is permitted to all the routes whereas the other one is only permitted t virgin trains only. Therefore when I needs to travel between Coventry and Birmingham I will be able to purchase the second ticket type. However for me to ensure that I am able to get the tickets cheaply I will have to ensure that I purchases them in advance online as this way I will be able to get discounts which would help to keep the costs low.

Boy & Girl Ratio in Aston university:

UniversityName   **Aston**

Region	M/F Ratio	Male %	Female%
West Midlands	50:50	50	50

I was able to acquire this information from my task C report from the local data and as you can see that it shows that the ratio of male and female 50:50. this is effective because this would ensure that I am able to socialize with both genders an this would meet my needs successfully.

Task E, Area Crime Statistics

4

Area crime statistics:

Crime Statistics

The colour used on the title in this section also foes not go with the colour scheme therefore makes the document look unattractive.

The graph is over the crime stats table making it look messy and unprofessional.

The bar chart above shows different areas and their crime rates. However the areas that as you can see above are in Birmingham, Coventry and Leicester. So as I have made a decision to go to Aston university I am going to look at the crime rates of different areas in Birmingham that are Edgbaston and Perry Barr.

Moreover as you can see that crime rate in Edgbaston for assault and theft of motor are low this will meet my needs as this way will be able to own a

Address	Area	Crime rate		
		Domestic Burglary	Assault	Theft of Motor Vehical
City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50
Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83
Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83

around the area without getting scared or worrying about assault. However the domestic burglary is quite high but compared to other areas it is reasonably low therefore this effective because I will be able to ensure that there is some type of alarm system in the house to ensure that it is as safe and secure as possible.

Furthermore more the crime stats for the Perry Barr area are higher than the Edgbaston as you can see in the bar chart as well as in the spread sheet. As the data has been set on conditional formatting and as you can see that Perry Barr has two red areas and one green whereas Edgbaston has one green, one yellow and one read. This I shows that the crime stats in that area are lower then the crime stats in the Perry Barr. Consequently after looking at the spreadsheet table I think that the best area for me to live in would be Edgbaston as their crime stats are not too high compared to other areas and also because it would allow me to be able to travel to the and from the university easily.

Page 4 of 6

Task E: Draft Annotation

Accommodation:

To help me with my decision on which house I should rent in Birmingham I was able to get the data from the spread sheet that was able to show me the total rent price per person for a week and I was also able to set conditional formatting for this section because this had made it easier to see whether the price is too high or if it is reasonable. So as you can see in the table that house on the Westbury road is the ideal house for me this is because as previously in the crime statistics it shows that the crime statistics in this area are low and also because as you can see that compared to the other house in Edgbaston it is cheaper as the conditional formatting for it is yellow

City	Address	Area	Total rent (average) PW per person	Total rent PW- Good price OR Too expensive
Birmingham Aston University	City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	£88.00	Too expensive
	Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	£61.25	Good price
	Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	£68.00	Too expensive
	Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	£55.00	Good price

and also because the IF statement shows that the rent price for this house is a Good price.

property checklist

Interior:

Lounge	✓	Bath	✓	Shower	✓	
Double Glazing	✓	Fire Alarm	✓	Dishwasher	✗	
Television Point	✗	Fitted Kitchen	✓	Fridge	✓	
Furnished	✓	Microwave	✓	Freezer	✓	
Satellite Television	✗	Oven	✓	Kitchen Table	✗	
Internet	✗	Washing Machine	✓			
Alarm	✓	Spin Dryer	✗			

The following bills are included in the rent:

Water	✗
Gas	✗
Electricity	✗
Sky/Cable TV	✗
Internet	✗

Exterior:

		Services:	
Off Road Parking	✓	Gas Safe Registered Gas Central	✓
Garage	✗	Heating	
Garden	✓	Instant Hot Water	✓
Floodlight	✓	NLA Registered (more info)	✗
		EPC (Energy Performance Certificate)	✓

Furthermore as you can see above that the house most of the things that I require however the informational so shows that I will have to pay for the gas, water, internet

and such bills however this is effective because it will reduce the rent costs. Moreover the propriety has most if the other features that I require therefore I believe that it will be able to meet my needs successfully.

Distance between the university and the house:

As you can see in the spreadsheet table it shows that the distance between the house and the university is quite long. However as the house and the area where it is located in meets my needs successfully I am going to have to travel a bit of extra distance. I think that this would be effective because I can use the train or my car to be able to travel to and from the university. Therefore I don not think that the distance between the university and the house is going o be a big constrain

Address	Area	Miles from Uni
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	4.2

Again the colour used in the title does not go with the colour scheme therefore making the document look unattractive.

Task E: Draft Annotation

BIBLIOGRAPHY

TITLE: 'REPORT' INVESTIGATION 2
NASEERAM (2010)
ACCESSED ON: 27TH APRIL 2010

TITLE: 'CRIME STATISTIC GRAPH' SPREADSHEET22
NASEERAM (2010)
ACCESSED ON: 27TH APRIL 2010

TITLE: 'DATA TABLE SPREADSHEET22
NASEERAM (2010)
ACCESSED ON: 27TH APRIL 2010

TITLE: UNIVERSITY RANKINGS LEAGUE TABLE 2010 – INSTITUTION
HTTP://EXTRAS.TIMESONLINE.CO.UK/TOL_GUG/GOODUNIVERSITYGUIDE.PHP
ACCESSED ON: 28TH APRIL 2010

TITLE: 'BUSINESS MANAGEMENT' ASTON UNIVERSITY
HTTP://WWW1.ASTON.AC.UK/ASTON-BUSINESS-SCHOOL/STUDY-PROGRAMMES/
UNDERGRADUATE/COURSES/BUSINESS-MANAGEMENT/
ACCESSED ON: 27TH APRIL 2010

TITLE: 'FINDING TRAIN COST' TRANSPORT DIRECT

The End

The font used is unreadable and the different colours used make it look unprofessional and messy. Moreover there are no borders this also make the document look unprofessional.

Conclusion & improvements:

For me to ensure that my presentation is effective I am going to look at all the weaknesses above and improve them to ensure that my document look attractive and also to ensure that it has a consistency as this would ensure that the document look professional and attractive to read and understand. However overall I think that the amount of writing and the graphs in the presentation are effectively placed and will allow people to be able to read it easily and understand the information.

Task E

Presenting my findings

By Amina

THE MOST SUITABLE UNIVERSITY FOR ME

In this newsletter I am going to look at my findings and see which university will be able to meet my needs and will be suitable of me. Currently the three universities where I wish to study are Coventry , Aston and DE Montfort University. By looking at my finding I will be able short list it to one university where I can study my business management course.

Overall ranking:

UniversityName	Aston		
CareeProspects(%)	Ranking	AverageTeachingScore	EntryTariff
74.86	18	67.3	349.6

UniversityName	Coventry		
CareeProspects(%)	Ranking	AverageTeachingScore	EntryTariff
59.41	75	49	257.1

UniversityName	De Montfort		
CareeProspects(%)	Ranking	AverageTeachingScore	EntryTariff
60.75	82	46.2	242.2

As you can see in the query that Aston university has the highest ranking which is 18 and the highest career prospects 74.86, out of all three universities where I wish to study. So as Aston has the best ranking and career prospect I am going to study there. For me to ensure that I know more information related to Aston university I am going to look at my findings and summarise them below.

Success rate Business course available:

		Student Satisfaction	Research Quality	Student: Staff Ratio	Services & Facilities Spend	Entry Standards	Completion	Good Honours	Graduate Prospects	Total Score
	Max scores	100%	7.0	n/a	n/a	n/a	100.0	100.0	100.0	1000
19	Glasgow	79	2.2	13.2	1377	412	86.6	71.3	75.4	671
20	Nottingham	76	2.1	13.7	1402	408	95.7	74.3	76.3	668
21	Newcastle	77	2	14.9	1504	405	92.2	72.2	79.4	664
22	Birmingham	78	2.1	14.9	1552	403	93.6	70.9	72.7	663
23	Lancaster	79	2.4	13.7	1407	388	93.3	69.6	64.3	661
24	Manchester	73	2.4	13.6	1489	412	91.6	70.4	73.8	641
25	Aston	80	1.2	16.5	1507	365	91	63.6	78.1	631
26	Cardiff	77	1.8	14.7	1177	394	92.4	66.8	77.6	630
27	Leeds	76	2	13.9	1143	392	91.9	73.4	71.1	627

I was able to get this information from the links I was able to find in my task A and B. As you can see in the table above that Aston is the 25th top university that provides business course compared to all the other universities in UK. Moreover the student satisfaction rate is also very high as it is 80 showing that it ill b able to meet my needs successfully this is because this shows that most of the student were satisfied with the qualifications they had receiving from Aston university.

Course information:

I was able to obtain further information related to business management from my task B an as you can see that I will need 320-340 UCAS points to be able to get into this course. This is good because I will be able to achieve these easily and ensure that I am able to go the Aston as it meet my needs successfully. Moreover the specific subject requirement also include C in math and English GCSE which is also effective because I have already achieved these grades. Consequently this shows that Aston is the perfect university for me because I have the grades required t get into the university and as their success rates are effective it shows that

4 year with integrated placement year / 3 year course without integrated placement year option only available for non-EU students

UCAS Code: NN12
Typical offers:
A Levels: 320-340 UCAS points (ABB-AAB)
IB: 34 points. Minimum scores of 6, 6, 5 at Higher level. Minimum scores of 5 in English and Maths at standard level.
BTEC, Access & other: BTEC National Diploma DDM/DDD. Access to HE students are eligible to apply for this course.

Specific subject requirements:
GCSE Maths – grade C
GCSE English – grade C
General Studies accepted as a 4th subject.

Tuition fees: £3,290 for UK/EU students (2010). More on fees

Applicants receiving offers are invited to an open day.

Aston will be able to meet my needs and will provide me with the course that I wish to study at the university.

Travel costs:

Ticket type	Flexibility	Adult fare	Expected availability	Select
Anytime Day First Return Route: Virgin Trains Only	Full	£3.50	High	○
Anytime Return Route: Any Permitted	Full	£3.60	High	○

I was able to acquire this information from task B and as you can see above that there are two different costs that are related to the travelling between Birmingham and Coventry . Although the second ticket type of expensive I think that it will be able to meet my needs better as it is permitted to all the routes whereas the other one is only permitted t virgin trains only. Therefore when I needs to travel between Coventry and Birmingham I will be able to purchase the second ticket type. However for me to ensure that I am able to get the tickets cheaply I will have to ensure that I purchases them in advance online as this way I will be able to get discounts which would help to keep the costs low.

Boy & Girl Ratio in Aston university:

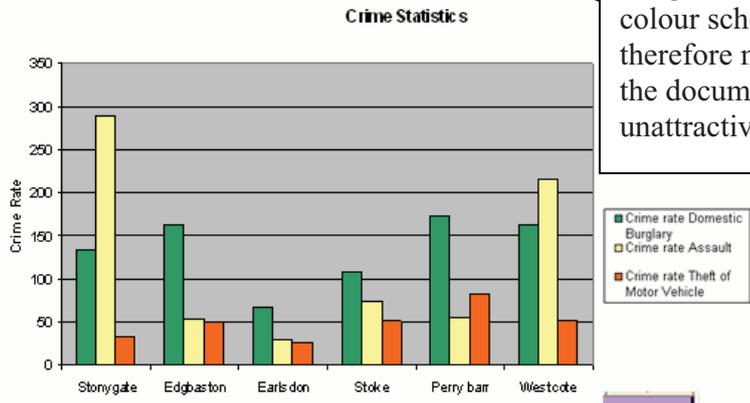| UniversityName	Aston		
Region	**M/F Ratio**	**Male %**	**Female%**
West Midlands	50:50	50	50

I was able to acquire this information from my task C report from the local data and as you can see that it shows that the ratio of male and female 50:50. this is effective because this would ensure that I am able to socialize with both genders an this would meet my needs successfully.

Area crime statistics:

Crime Statistics

The bar chart above shows different areas and their crime rates. However the areas that as you can see above are in Birmingham, Coventry and Leicester. So as I have made a decision to go to Aston university I am going to look at the crime rates of different areas in Birmingham that are Edgbaston and Perry Barr.

Moreover as you can see that crime rate in Edgbaston for assault and theft of motor are low this will meet my needs as this way will be able to own a car as well as be able to walk

Address	Area	Crime rate		
		Domestic Burglary	Assault	Theft of Motor Vehical
City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	163	54	50
Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	163	54	50
Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	173	55	83
Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	173	55	83

around the area without getting scared or worrying about assault. However the domestic burglary is quite high but compared to other areas it is reasonably low therefore this effective because I will be able to ensure that there is some type of alarm system in the house to ensure that it is as safe and secure as possible.

Furthermore more the crime stats for the Perry Barr area are higher than the Edgbaston as you can see in the bar chart as well as in the spread sheet. As the data has been set on conditional formatting and as you can see that Perry Barr has two red areas and one green whereas Edgbaston has one green, one yellow and one read. This I shows that the crime stats in that area are lower then the crime stats in the Perry Barr. Consequently after looking at the spreadsheet table I think that the best area for me to live in would be Edgbaston as their crime stats are not too high compared to other areas and also because it would allow me to be able to travel to the and from the university easily.

Accommodation:

To help me with my decision on which house I should rent in Birmingham I was able to get the data from the spread sheet that was able to show me the total rent price per person for a week and I was also able to set conditional formatting for this section because this had made it easier to see whether the price is too high or if it is reasonable. So as you can see in the table that house on the Westbury road is the ideal house for me this is because as previously in the crime statistics it shows that the crime statistics in this area are low and also because as you can see that compared to the other house in Edgbaston it is cheaper as the conditional formatting for it is yellow

City	Address	Area	Total rent (average) PW per person	Total rent PW- Good price OR Too expensive
Birmingham Aston University	City road, Edgbaston, Birmingham, B17 8LL	Edgbaston	£88.00	Too expensive
	Westbury road, Edgbaston, Birmingham, B17 8JH	Edgbaston	£61.25	Good price
	Pendragon road, Perry barr, Birmingham, B42 1RN	Perry barr	£68.00	Too expensive
	Stoneleigh road, Perry barr, Birmingham, B20 3AU	Perry barr	£55.00	Good price

and also because the IF statement shows that the rent price for this house is a Good price.

property checklist

Interior:

Lounge	✓	Bath	✓	Shower	✓
Double Glazing	✓	Fire Alarm	✓	Dishwasher	✗
Television Point	✗	Fitted Kitchen	✓	Fridge	✓
Furnished	✓	Microwave	✓	Freezer	✓
Satellite Television	✗	Oven	✓	Kitchen Table	✗
Internet	✗	Washing Machine	✓		
Alarm	✓	Spin Dryer	✗		

Exterior:

		Services:	
Off Road Parking	✓	Gas Safe Registered Gas Central Heating	✓
Garage	✗	Instant Hot Water	✓
Garden	✓	NLA Registered (more info)	✗
Floodlight	✓	EPC (Energy Performance Certificate)	✓

The following bills are included in the rent:

Water	✗
Gas	✗
Electricity	✗
Sky/Cable TV	✗
Internet	✗

Furthermore as you can see above that the house most of the things that I require however the informational so shows that I will have to pay for the gas, water, internet

and such bills however this is effective because it will reduce the rent costs. Moreover the propriety has most if the other features that I require therefore I believe that it will be able to meet my needs successfully.

Distance between the university and the house:

As you can see in the spreadsheet table it shows that the distance between the house and the university is quite long. However as the house and the area where it is located in meets my needs successfully I am going t o have to travel a bit of extra distance. I think that this would be effective because I can use the train or my car to be able to travel to and from the university. Therefore I don not think that the distance between the university and the house is going o be a big constrain.

Address	Area	Miles from Uni
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BIBLIOGRAPHY

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Naseeram (2010)
Accessed on: 27th April 2010

Title: 'Crime Statistic Graph' Spreadsheet22
Naseeram (2010)
Accessed on: 27th April 2010

Title: 'Data Table Spreadsheet22
Naseeram (2010)
Accessed on: 27th April 2010

Title: University Rankings League Table 2010 – Institution
http://extras.timesonline.co.uk/tol_gug/gooduniversityguide.php
Accessed on: 28th April 2010

Title: 'Business Management' Aston University
http://www1.aston.ac.uk/aston-business-school/study-programmes/undergraduate/courses/business-management/
Accessed on: 27th April 2010

Title: 'Finding Train cost' Transport Direct
http://www.transportdirect.info/Web2/JourneyPlanning/FindTrainCostInput.aspx?cacheparam=0
Accessed on: 20th April 2010

The End

TASK F: EVALUATION

For this unit I had selected the second scenario that was related to which university I should go to. The reason for why I had chosen this scenario is because the project is related to researching universities and this will be helpful to be because next year I am going to be making my choice on which university I am going to. Therefore I believe that this project will give me a head start and would help me to be able to have a better understanding of which university will be suitable for me and will meet my needs successfully.

Moreover to complete this project I had used a number of different researching methods that include using different search engines, using internal database to find information as well as using a local database to cerate reports and queries that will allow me to be able to understand the data more easily. So overall the aim of this investigation was to help me identify the most suitable course for me and also the university which will allow me to study the course at.

METHODS USED TO FIND INFORMATION:

In this section of the evaluation I am going to include al the methods I had used to find the data/information for my project. Moreover the methods that I used to carry out my research include the following:

Search engines:

When starting my investigation I used the search engine method first in relation to the topic that I was searching for. Therefore foe me to ensure that I was able to carry out my research successfully I used three search engines and carried out basic search on them as this way I was able to get an idea of the type of results that were coming up and be able to see whether they were relevant to my the information that I was looking for. When carrying out the basic research I was able to find a lot of information that was relevant to my investigation however there was also a lot of information that was irrelevant. Consequently fir me to ensure that I am able to get better results I carried out my searches again using advance search facilities in which I was able to write specifically what I was looking for and to ensure that the search was specifically tailored to my investigation I removed the irrelevant results I had gotten in my basic search. The research I had gotten from this search was very effective as they were relevant. Moreover after looking at all three search engines I was able to find the one that was most effective used in for the reset of my investigation in which I was able to use operational search as this had helped to ensure that the search more tailored to my needs and will be able to help me to find all the information I needed to carry out my investigation effectively. Furthermore one of the strength of this method was the speed in which it took the search engine to retrieve the data that was relevant to my search as well as this the information that was most relevant to my investigation was included at the top of the search this help to ensure that I was able to locate the required information easily. However the weakness of this method

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is that it is able to retrieve a lot of data and within the data there is still some information that is irrelevant to my investigation therefore it took time to read through the data and find the information that was related to my investigation. However as I moved from basic search to advance and from advance to logistic operator searches I was able to get better and better results and it took less time to retrieve the data required for my investigation.

Online database:

After using the search engine I was able to locate a number f website from where I needed to take some data that was relevant to my investigation. Consequently for me to ensure that I was able to find the required data effectively I used the following methods to retrieve the data from the online database of the company website:

Internal search facilities: I was able to type in the key words that would allow me to be able to get the information I needed and by using the internal search facilities it was able use the basic search facilities first to get all the links that were related to the what I was looking for however the weakness of this method was that most of the data was irrelevant therefore I had also used advance search facilities because this way I was able to write specifically what I was looking for and these search were very effective because they were able to find the specific data that I needed therefore ensured that it was quick to locate and retrieve the data I needed to for my investigation therefore I considered them to be one of the strength of the internal search facilities. However some weaknesses included the fact that when I was too specific it did not produce any results therefore I had to be a little generic in order to receive results that met my requirements as closely as possible.

Menu bar facilities: moreover for me to ensure that any data I was not able to retrieve from the online database using the internal search engine because if I tried to search for something specific than the search engine did not obtain any results consequently for me to ensure that I was able to get exactly the information I needed for my in investigation I used drop down menus as well as boxes where it allowed to be more specific as I went along, therefore the results suited my expectations a lot more and ensure that they will be able to help me with my investigation more successfully.

Local database:

Additionally to help me with my findings I used a local database which included information on the rank of the universities, the success rate of specific courses as well as male and female ratio of the university. Using the database I was able to create queries that were able to provide me with the information that I was looking for from the database and that were also able to help me retrieve relevant information which would help me with my investigation. However some weaknesses to this method of researching included the fact that I was not able to be too specific as the database was not always able to meet the requirements, also the local database produced results which may not have been completely factual therefore the information may not have been valid for my investigation.

Moreover for me to ensure that my queries were effective I need to ensure that I make improvement to the queries that will allow them to come up with better results and the way I made refinements as I went along included me changing round certain words and phrases and ensuring the right methods of entering the requirements were used so they worked, also I added more search criteria's which helped me enter more requirements and narrow down my search further as well as this I was able to use the calculation functions to count the number of results I was able to find. This is effective because it make it easier and quicker for me to be able to look through the queries and fine the information that I needed for my investigation. Furthermore one of the biggest strength of this method was that it was able to accept the refinements quickly and product relevant results that were able to help me with my investigation.

METHODS USED TO PRESENT INFORMATION:

In this section of the evaluation I am going to write about how I presented my finding that I was able to retrieve using various research methods. The way I presented my findings include the following:

Database report:

In the data base report I had included the research I wads able to gather from the queries I had created for the local data base. This is because for me to ensure that the queries that I had created made sense and will be able to help me with my investigation I had taken each of the queried and created a report from them at the same time giving them appropriate titles as they would help to ensure that when the reports are read by someone they will make sense. The strong point of the database report was that the design wizard made the report look attract and professional. However the weaknesses of using this method was that by using the wizard it did not present the report in the way I wanted as headers and footers were missing, text sizes were not appropriate and the information that was within the report was not in a particular order and was all over the place. The way I refined this as I went along included me using the wizard to produce my report however using the design view mode which allowed me to make my own adjustment to the style of the report and exactly how it would be presented. This allowed the document to look more professional, attract and neat therefore made it easier to read.

Spread sheet table:

I was able to use the data I had gathered from the search engines as well as from the online (internal) database and included it into the spreadsheet. The strength of this was that this way I was able to use a number of formulas such as the mean, mode, standard deviation and such formulas to ensure that I am able to make the data look more presentable as well as easy to understand. However the weakness was that it was difficult to ensure the data had the correct formula when different functions were used as mistakes could affect other cells and formulas within the spreadsheet. The way I refined this was that by using the online databases to retrieve the information I was very careful about

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what information I put into the spread sheet and I kept checking my work to ensure that the data was inputted accurately and in the right fields so there was no chances of errors occurring when I carried out my testing and due to this no errors had occurred.

Spread sheet graphs/charts:

By using the data from the search engine and online database I was able to create a bar graph that shows the crime statistics of various areas. The strength of this was that once I had created the graph it made it very easy to understand the crime stats for different and be able to take the information in. However the weakness was that when I was trying to create the graph it kept mixing up the data and not presenting the data the way I wanted it to. The way I refined this was that I tried to select the data on the spread sheet in various ways to see how it would affect the presentation of the data in the bar graph and after a couple of times of trying I was able to find out how I should select the data when creating the graph that would allow me to be able to present the data in the way I wanted it to as it made it easier to understand.

Presentation of finding:

After presenting the previous research that I had gathered into the spreadsheet in the form of graphs and table and the local database information into reports I summarised them into a presentation in a form of a newsletter. Moreover I used various opresentation methods that included text from both existing sources as well as text created by myself. Also graphics from websites and other sources, numerical data from spreadsheets, graphs and charts, reports from the database queries and also hyperlinks to other information sources.

In the development of my presentation I created 1 draft that included several mistakes including inappropriate use of colour for text, inappropriate font was also used for headings which did not make it easy to read, also the graphics that were used were not completely on the page therefore were not visible and overall the presentation did not have a consistant colour scheme and thererfore it make the entire document look unattarct and unprofessional.

After the necessary changes were made to the draft my final presentation clearly presented my findings. The advantages of using this method included the fact that I was able to use a range of methods to present my findings and put them together, also it was a professional and appropriate method to present what I found in the investigation. It was also easy to produce as I was able to use different features within my microsoft Publisher such as using different images and coloyrs to make the newsletter look attractive and professional. The main advantage of using this method to present my findings was that it allowed the information to flow. However some disadvantages included the fact that it was really time consuming as I had to make adjustments all the time ensuring the document looked professional and there were no errors.

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Task F: Evaluation

If I was to do the entire unit again there would be several aspects/features/methods that I would have changed which would have made my investigation more effective and they include the following:

Firstly when using the local databases, I could have used a wider range of queries which I could have entered, this would have helped me find more appropriate results and also information which would have helped me with my investigation, this may have been a key factor and influenced the university I go to, therefore if I was to do this unit again I would ensure that the local databases were used to their full potential as this would have supported me when presenting my final findings.

Secondaly when I use the search engines I could use the advanced facility that were available within the search engines better and to its full potential, this means that using all the fields that were available so it would have increased our chance of getting better results which would have helped me with my final findings.Moreover when using online databases, if I do this again I would have explored the different online databases that were available to me this is because this way I could have gotten a wider range of information which I could have entered within my spreadsheet table, this would have helped me produce graphs and charts that would have been more viable and valid as there was more information and it was factual. This would have helped counted towards presenting my final findings presentation.

Furthermore when I use the internal search engines again I should have used the facilities and fields to its full potential again as I would have been provided with more results that would have corrosponded to my requirements, and also I would have used more internal search engines this is because this way I would have been able to get more information that I could have used to help me back up and support aspects and count towards my final findings. Additonally if I was to do the presentation again I would use more features that were available within publisher in order to make my presentation look better, also I would have included more informtion within the newsletter toensure that it was very informtive and included all the required informtion related to my investigation.

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TASK G: ELECTRONIC COMMUNICATION

In this section I am going to write a report on how the availability of electronic communication affects me, any family members & society and organisations. For me to ensure able to do this successfully I am going to write advantages and disadvantage of electronic and than I am going to relate to the people it affects/ organisation and provide examples on how it is used by them. Moreover for me to ensure that my report is effective I am also going to comment how the electronic affect people who do not wish to use ICT and how electronic communication affect them in a negative way. The reason for this is because this way I will get a chance to be able to look at both arguments regarding electronic communication.

Electronic communication

Advantages
Speed: the speed with which data can be transferred or send is very fast allowing users to be able to communicate with each other efficiently even if they are half way across the world. Such as
Flexibility: the electronic communication is very effective because it allows the user to be able to communicate information in any way they wish to such as using fax user can transmit text, numbers, graphs, artwork, photographs and alto of other information.
Accuracy: the information send using electronic communication through methods such as a computer is of high quality and is very accurate such if a file is attached to an email and is send half way across the work then the quality of the data would still be high as well as this it will take few minutes/seconds for the data to be send and received.

Disadvantages
Costs: any equipment or method used to communicate electronically will costs a lot initially as well as running costs as it will take a lot of electricity for the equipment to function.
Legal implications: some data send via electronic may be illegal whereas if it was printed it would have legal currency therefore users will have to ensure that they are careful of the data being communicated using electronic communication.
Instant delivery: through electronic communication the data such as an email or a SMS is delivered instantly therefore if are any mistakes in the message or the user wishes to cancel the send message they will not be able to do so as the minuet they send the data it will be received by the other person.

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Affects of electronic communication on me, my family and the society:

EXAMPLES OF SITUATIONS WITHIN MY EXPERIENCE

Revision / coursework/ research: As an A-level student there is a lot of research I need to carry out as a part of my day to day activities this is because for me make sure that I am able to do my coursework successfully I need a lot of relevant information related to the subject that I study on school. Therefore by having access to electronic communication it makes it a lot easier for me to be able to have access to that information and if I was unable to have access to the internet than I would have to go to the library which is 30 minuets away from my house this would be bad because this would mean that I would be wasting an hour travelling to and from the library and also because f there is any information that I had forgotten to get from the library then I would have to take ht trip to the library again. Whereas by having access to the electronic communication through the internet makes it a lot easier for me to be able to do my coursework as well as be able to revise for exams because by using the internet I can look up any information that I need within minuets or even seconds without having to leave the comfort of my home and travelling to some other place.

Further education: As I am a A-level student this means that very soon I am going to go to university and after that go to work and due to this I need to research the career prospect that I think would be suitable for me. Consequently electronic communication has a lot of impact on me because be using the internet I am able to have access to all the different university websites that I will be able to use to research for the course I consider to be suitable for me. As well as this by using the internet I will be able to look at different career prospects and go on websites that will be ale to give me information on which degree will be able to offer me which job. All this is very effective and useful for me because by using electronic communication

UCAS: As I am a A-level student I am applying for UCAS to ensure that I am able to get to the university I wish to go to as will as be able to get further information on the course that I wish to study. Moreover electronic communication is very effective because by using it I am able to fill in my application form online and send it to the universities I wish to study at. As well as this electronic communication allows me to be able to keep track on my applications and see whether the universities like my application and whether they are going to offer me a place. This is also more efficient than sending my application via mail as it is of high quality can it sent to the university instantly as well as this the UCAS track allows me to be able to view the status of my application instantly rather then having to wait for the university to send me a letter regarding he status of my application.

Task G: Report on Electronic Communication

Banking: Moreover rather than having to go to the bank I can access my account details anytime on the Internet using electronic communication. This is very effective because it would save time as well as allow me to have access to my account details instantly so that I am able to see whether my EMA has peen paid or not or to see how much money I have in my bank.

Job finding: By using electronic communication through Internet I and my family will be able to research for a job online anytime on company website as well as be able to apply for the job online without having to print out an application form and sending it to the business. This is very effective because this will make it easier for me or any of my family members to ensure that their application has been send before the closing date of the vacancy and also because this way it will make the application form look neat and professional. Moreover the electronic communication will be able to ensure that if my application is accepted than I am or (my family is) able to get an instant response via email, text (SMS) or to an agency website where I/family may have registered to apply for the job.

Online shopping: This is a very effective way of using electronic communication because this has had alto of impact on my parents and the way they purchase groceries or go shopping. This is because if my parents wish to purchase the groceries they are able to go on Tesco direct website and be able to purchase any products that they needs online rather than having to go to the store and purchasing the goods from therefore. Moreover another affect it has is that by sing electronic communication may parents are able to compare prices of different product from Sainsbury, Morrison's and other supermarket website and be able to get the best deal that will meet their needs successfully.

Email/msn: Through electronic communication I am able to have access to msn and email it is very effective and useful for me because this way I am able to chat to my friend within having t phone them and also because using msn I am able to talk to converse them for hours without it costing me any money. As well as this by using the email I am able to email my coursework to my teacher this is effective because this way I am able to ask for their help in the holidays or be able to send some work to them so that they can mark it all this ensures that I am able to hand in my coursework on time which meets my needs and the needs of my teachers successfully.

Weather updates: The availability of the weather electronically is very beneficial for me and my family as it is quick and easy for us to check forecasts that can help us makes plans for the next weekend or holidays. Moreover using the internet I can easily access the weather in my area by typing the postcode specific, or if I am planning on going somewhere I can check the weather forecasts for up to 5 days for that certain area again by using the post code search. This is very beneficial to me and my family as we can make plans depending on the weather. Also in relation to choosing holiday

destinations every summer, we are able to check the weather in other countries by search it in relation the country and the different areas within the country which would give us the information about how hot it will be as well as any warnings about the weather. The information available on the BBC weather website http://www.bbc.co.uk/weather/ and it is very effective and accurate and can be accessed by me or my family 24 hrs a day as it is online.

Concert/theme park tickets: This is a very effective use of electronic communication because by using electronic communication through telephone I will be able to enquire about ticket prices as well as purchase them or be able to get more information on the concert and its timing e.g. when it is going to start and how long it will last.

Public information system: By using electronic communication through the Internet and telephone I will be able to have access to public information systems such as Library services. By using the library catalogue service I will be able to check whether they have a book that I need on the internet or on telephone and finding information about it rather then having to do to the library and finding out that it is already on loan which would be a waste my time when I may have other things that I need to do such as coursework or revision for exams.

EXAMPLES OF SITUATIONS OUTSIDE MY EXPERIENCE

Businesses: Electronic communication is very essential for business because by using it they will be able to ensure that the business is able to function a lot more successfully. Many different businesses and organisations use ICT and information on the internet for several purposes such as to carry out market research by looking at the government statistics to ensure that they are able to meet the needs of their customers more effectively. As well as this business can set up company websites on the internet, this would be very effective because it would allow the business to be able to trade 24 hrs with it costing the business a lot of money as well as this it would meet the customers needs because they will be able to purchase product from the business any time they wish to. Furthermore the businesses can also use the internet communication effectively and meet the customers need by setting up a system that will allow the customers to be able to talk about any queries they have with a staff online as this way they will be able to resolve the query instantly.

Earthquake detection systems: The SOS-LIFE Earthquake early warning system work like an alarm and if there is an earth quake coming then it will be able to inform the person using the machine on when the earth quake is going to hit. This is very effective because it has the potential to save hundreds and thousands of lives. This is because when the system indicates that an earth quake is about to hit a certain area than that area can be evacuated therefore ensuring that no one is hurt, injured or killed during the earth quake.

Introduction of wireless in Africa/ People living in the middle of nowhere: Although in some areas in Africa they have wireless internet however certain areas in Africa are very poor and therefore they do not have access to electronic communication, however the introduction of this can bring many benefits to them as a society and as individuals as well. However using optical fibre would be too hard to set up in Africa as the it is too large and it would be hard to get leads and wires under the ground of Africa due to its size, therefore it would be a lot more beneficial if they install a satellite allowing them to get a connection to an access point so they can explore a whole new world on the internet. Moreover children in Africa who do not have the opportunity to go to school and get an education can access learning websites via the internet and many services will be available to them. People can also access news around the world and also it may help them re unite with family by getting information about family members or perhaps even communicate with their family better by using emailing and also services such as My Space and Face Book.

People with disabilities: There are many people with certain disabilities that does not allow them to be able to carry out a normal life and be able to use luxurious things in life such as blind people cannot read will be able to use audio based books and people who have hearing disability cannot to listen news on the radio can therefore use the subtitles and such facilities ensure that they can use a number of different things/software that are suitable for their needs. Therefore the electronic communication can have a huge impact on their lives and some may say it is a lifeline for disabled people who can access electronic information so they can have any chance of a normal life in certain cases. Moreover other people who are physically disable can access many services that are available on the internet from the comfort of their own home. Shopping online could be a very big advantage for them as in most cases they may struggle or perhaps are unable to go out to the supermarket and get their shopping therefore services such as Tesco's who provide home delivery. Even though there is a small charge for delivery and also some terms and conditions which they can access online at Tesco's website which is http://direct.tesco.com/help/directtermsandconditions.aspx, to read and get the information they require they can get goods delivered to their house.

Finding a school: Using electronic communication to find the information through the internet has become very popular for parents this is because by using the internet the parents and guardians are able to find the required information related to different schools as well as compare then because they all want to ensure that their children are send to a school where they will get the best education. Furthermore on the internet the parents will be able to have access to the school websites where they will be able to check for the available subject in the school as well as this parents can also have access to government websites that are related to Of-stead reports and performance of teachers within the school because this way by knowing the information the parents would feel more confident about which school will be suitable for their child.

Finding a (council) house: There are a lot of people who need council houses but they are unclear on what they need to do to be able to get a council house or how they are suppose to apply for. It will make it a lot easier for them if they have access to the internet because by using the internet they will be able to get a lot of information related to how they can apply for a council house and the terms and conditions related to it as well. The website where these people will be able to have access to all this information as well as get a chance to apply for a council house by filling in the application ad sending it is on Direct Gov. Moreover by going on this website they will be able to have access to this information as well as information related to the responsibilities when you have moved into a new council house such as how to pay the rent, cost of damages and also the rights they are entitled to as a tenant. Furthermore people who are just looking for houses to purchase they will be able to go on prosperity website on the internet and be able to look at different houses compare prices and check for availability of the houses in any specific area that would meet their needs more effectively.

Affects of electronic communication on organisations:

Company website: Business can set up company websites on the internet, this would be very effective because it would allow the business to be able to trade 24 hrs with it costing the business a lot of money as well as this it would meet the customers needs because they will be able to purchase product from the business any time they wish to. Moreover it is also a very effective method of communicating instantly with a wide number of customers as well as this the internet can be used to answer customers queries as well as to promote the company product to customers and persuade them to purchase the products/services offered by the business.

Promotional purposes: Electronic communication can be used in a number of ways by companies to promote their product and ensure that they are able to attract the attention of their target market. These include TV, Radio, SMS, internet and various other methods such as electronic bill boards. These electronic advertising boards include electronic changing billboards, bus stop screens stating how long till the next bus for that particular stop, advertising screens in city centre. These are all ways of communicating with individuals and providing them with some sort of relevant information or simply to advertise some product or service offered by the company.

Email and video conferencing: Companies can use email and video conferencing to be able to communicate with each other e.g. if there is an emergency and a meeting needs to be held immediately then the company can have video conferencing as this way all the manager or employees will be able to go on their computers and have a meeting and be able to sort out the problem as well as ensure that that they are able to communicate with each other effectively using electronic communication, rather than having to travel to one location which will to only take a lot of time but it could also be

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that some people are unable to travel to that distance or that they have other commitment and cannot take the time to travel therefore by using electronic communication it would take a very short time and would also ensure that they are able to communicate with each other effectively and instantly.

SMS messaging: Communicating through SMS messaging can be used by companies for vey useful purposes and therefore it has become very popular for businesses and organisations as a communication method. For example certain companies send a text message direct to your mobile phone when your taxi is outside your house. Another example is sending information about certain issues specifically for a customer, for example how much credit you have left on your mobile phone, and the company will send you a text to provide this information. The impact this has is that it is quick and easy and also the same SMS can be sent to several people at once ensuring that it is quick and efficient for business to do this effectively.

Public service websites: These websites are used a lot to provide information for individuals depending on their own needs. Public service websites are set up by the government to produce information for the public to use and benefit from. The Direct Gov website is a very good example, it holds a lot of information which the public who have access to ICT can use to refer to any questions and queries they may have about many aspects from finding out about tax, benefits to when your bins will be collected in your area.

Affects on people who do not have access to electronic communication:

Shopping: People who do their shopping physically by going out and getting their shopping may be use to it however they will be missing out on all the offers they would have received if they had shopped online, this is because when you shop online a lot of store give you discounts if you spend over a certain amount of money. As well as this most of the product that are purchased online are a lot cheaper when purchased online than from the store. Moreover people will not be able to compare the prices when they of to the store because it will take too long whereas on the internet they can quickly compare prices and purchase the one that offers the best deal.

Research: It would be hard for people to carry out research if they do not have access to the internet and they are in advance education this is because if they need it carry out research they will have to go to the library and brows through alto of book so that they are able to find the information that they require. As well as this the time they can access the information is going to be limited because the library is likely to be open from 9:00 am to 6:00 pm therefore if they need the information outside these hours than they will not be able to get it which may affect their grade as they will not have completed their report/coursework on time.

Finding a School: Parents and carers with children will not be able to go online and look at Of stead reports of schools or even compare the performances of schools by looking at government statistics will not be able to are which school will be the best for their child and may therefore and up sending their child to a school, that will not be suitable for them as well as this by not having access to the internet/electronic communication it may limit their choices of what schools they send their children to as they are not going to have information on a lot of schools. The effect this has is that the children may not be sent to the best possible school.

University: If the students who want to go to university after collage and they of not have access to the internet/electronic communication than the entire method of applying for university and getting the information is going to be a long and hard process because they will not be able to have access to the online help services and facilities that are available to help students to apply for university online. For example the UCAS website (http://www.ucas.ac.uk/) allows students to view the full range of courses online as well as search for courses they want to do and what level they want to do it at. They also have the facility to apply online and get any questions or queries they may have, if they do not have access to these facilities then they may have to get a prospectus for universities, this may be a long process as different universities have different prospectus. Also they may have to find alternative methods to get their questions answered as well as find important information out other ways. However all the other methods are likely to take a long time because for the person to get the information they may have to phone the university and requires the information and than the university is going to mail the information to the person which may take another 3 days as well as this the person will need to request application form write it out proof read it and mail it to the university to ensure that they are able to apply for it all this will also take a lot of time and is likely to cost the person a lot of money.

Holidays: By not having access to electronic communication the reason will not be able to check the reviews of the holidays as well as the type of weather their holiday destination is going to have. As well as this they will not be able to compare different holidays online and find the best on. As well as this they will not be able to get online discount therefore they are going to have to pay the full price of the holiday if they wish to go. Furthermore neither will the person be able to check flight details or nay changes that may have been made. Therefore for the person to have access to any of the information they will have to go to the holiday agency to get the information and to the airport if they want to know the details of the flight this is not effective because it will take a lot of time to gather all the information.

Job finding: It will be hard for people to find a job and apply for it because rather than checking for a vacancy online from the comfort of your home the person will have to go to different businesses/ companies an ask whether they have a vacancy, as well as this they will have to request an application form which they will have to fill in and mail to the company and they will not be able to get information related to the application

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instantly because the business is likely to mail the information which is likely to take 2 days therefore it makes the entire process of finding a job a lot harder are taken a long period of time to carry out the process as well.

People who do not wish to have access to electronic communication:

There are people who do not like using electronic communication this could be due to a number of reason that could be that they may find the internet hard to use and also because having internet home can be very costly and not to mention the initial cost of having a computer or a laptop so that the reason can have access to the internet. consequently some people would rather not to have access to it instead would rather use alternative methods for example when shopping they may want to go out to the store an see and touch what they are looking at before they make a purchase. Similarly for holidays, using the internet may be difficult for certain people in this case they might rather want to go to the travel agent, sit down and talk through exactly what they want as this would help to avoid any misunderstanding from taking place and would also ensure that the person is able to communicate their needs to the business successfully. Some people may also feel that it is safer without having the internet after hearing stories about the hacking and how unsafe it is to give out information on the internet for example people may not want to use the internet to shop or bank as they may not trust the I internet to give out their card details, many people can hack into bank accounts and cause a lot of problems therefore people may prefer to avoid electronic information and carry out tasks manually as it will feel safer to them.