Chapter 2: Hands-on Activity – Hardware Capabilities

Periodically new capabilities are added to existing software by the manufacturer and an updated version of the software becomes available on the market. New hardware may have to be purchased when software versions are available. The new software version will require a certain amount of hard disk space, memory, processing speed or graphics card. Consider the minimum requirements for Windows Vista Home Basic Edition:

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 512 MB of system memory
- 20 GB hard drive with at least 15 GB of available space
- Support for DirectX 9 graphics and 32 MB of graphics memory
- DVD-ROM drive
- Audio Output
- Internet access (fees may apply)

Compare the capabilities to either your home computer or a computer in the computer lab to see if you will be able to upgrade your current version of Windows to Windows Vista Home Basic Edition. If you already have Windows Vista Home Basic Edition on your computer, see if you will be able to upgrade your current version of Windows Vista Home Basic Edition to Windows Vista Home Premium Edition, Business Edition or Ultimate Edition. Use the chart below to assist you. Create the file using Microsoft Word's table feature. Save the file as **Ch2Windows.doc**

Current Edition of Windows	New Edition of Windows	Need Additional Capabilities (Yes or No)
	1 Ghz 32(x86) or 64-bit	
	(x64) processor	
	512 MB of system memory	
	20 GB hard drive w/ 15 GB	
	available space	
	Support for Direct X 9	
	graphics and 32 MB of	
	graphics memory	
	DVD-ROM drive	
	Audio Output	
	Internet access	

Chapter 2: Hands-on Activity – Application Software: Database Software

Database applications are used for storing, manipulating, and retrieving data. They can manipulate large amounts of data and produce reports and documents. For example, database software can be used to keep track of the classes offered at a college and the number of students in each class. Once the data has been entered into the database application, queries are used to retrieve the information from the database.

Create a database application using Microsoft Access to keep track of some of the inventory for a store. Create a table named **Ch2Store** that will contain the Item ID, Item Name, Item Type, Item Price and Store Location. Use the following table structure:

Field Name	Field Size	Field Type	Primary Key
ItemID	2	Text	Yes
ItemName	30	Text	
ItemType	30	Text	
ItemPrice	7	Number, Decimals(2)	
StoreLocation	30	Text	

Enter the data from the following table into the **Ch2Store** table.

ItemID	ItemName	ItemType	ItemPrice	StoreLocation
01	Shirt	Brown	12.50	Shirlington
02	Pants	Blue	30.00	Dumfries
03	Shirt	Black	12.90	Springfield
04	Pants	Red	25.00	Shirlington
05	Shoes	Black	15.90	Springfield
06	Shoes	Brown	34.00	Dumfries
07	Jacket	Orange	5.90	Dumfries
08	Shirt	Green	10.00	Charlotte
09	Pants	Silver	15.90	Dumfries
10	Shirt	Brown	34.89	Shirlington
11	Jacket	Blue	23.00	Charlotte
12	Pants	White	12.90	Springfield

13	Jacket	Black	50.90	Dumfries
14	Pants	Green	65.00	Springfield

Save the database file as **Ch2Items.dbf.** Using the **Ch2Store** file, perform the following queries:

- 1. Display the Item ID, Item Name, and Item Price for all items that cost more than \$20.00. Save the query as **OverTwenty**.
- 2. Display the Item ID, Item Name, and Item Price for all items in the Springfield location. Sort the records in ascending order based on the Item Price. Save the query as **SpringfieldSort**.
- 3. Display the Item Name and Item Price for all items in the Dumfries location. Save the file as **DumfriesLocation**.
- 4. Display the Item Name for all items that are Green. Save the query as **GreenItems.**
- 5. Display the Item Name and Item Price for all Jackets. Save the query as Jackets.

Chapter 2: Hands-on Activity – Application Software: Spreadsheet Software

Spreadsheets are used for many purposes, including preparing budgets, forecasting profits, analyzing insurance program, summarizing income tax data, and analyzing investments. Features of spreadsheets include graphics, limited database capabilities, statistical analysis, and built-in business functions.

Create a spreadsheet application to calculate the commission you could receive if you are given 10% commission on your total sales for the month. Use the data provided in the table below to calculate your total commission. The Commission is calculated by multiplying the Sales by the Commission Amount. The value entered into the cells for Weekly Commission, Monthly Sales and Total Commission (bolded values) should be formulas. Save the file as **Ch2Sales.xls** Perform 'what-if' analysis on the data in the Spreadsheet to determine what total commission amount you will receive if you are given a 25% commission for Week 2. (Change the commission amount for Week 2 from 10% to 25%. The Weekly Commission amount for Week 2 will change). Save the file as **Ch2SalesWeek2.xls**.

Monthly Sales	Sales	Commission Amount	Weekly Commission
Week 1	900	10%	90
Week 2	800	10%	80
Week 3	850	10%	85
Week 4	100	10%	10
Monthly Sales	2650		
Total Commission	265		