

Chapter 6: Hands-on Activity – Videoconferencing

Videoconferencing enables people to combine voice, video, and audio transmission during a conference. Videoconferencing reduces travel expenses and time, and increases managerial effectiveness through a faster response to problems, access to more people, and less duplication of effort by geographically dispersed sites. Almost all videoconferencing systems combine video and phone call capabilities with data or document conferencing. Use the Internet to locate the closest video conferencing center to your area. Answer the following questions about the video conferencing center. Type the answers using a word processor like Microsoft Word, save the file as **Ch6Videoconferencing.doc**.

Chapter 6: Hands-on Activity – Sales Analysis

Sales analysis can identify products, sales personnel, and customers that contribute to profits and those that do not. Reports can be generated to help marketing managers make good sales decisions. Reports for the sales and product information can be generated for a period of time, such as a month. The report can show which products are doing well and which ones need improvement or should be discarded.

Create a database application using Microsoft Access to produce reports to display the sales amounts by Item Name and Store Location. Create a table named **Ch6Items** 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	6	Number, Decimals(2)	
StoreLocation	30	Text	

Enter the data from the following table into the **Ch6Items** 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

Using the Ch6Items table, create the following reports using the report wizard in Microsoft Access.

1. Create a report using the report wizard to display the Item Price and Store Location for all products for each Store Location. You will have to create a query that will group the records by Store Location before the report is created. Save the query as **ByLocationQuery**. The query will group the records by Store Location and total the Item Price for each store location. Save the report as **ByLocationReport**.
2. Create a report using the report wizard to display the Item Type and Item Price for all products for each Store Location. You will have to create a query that will group the records by Item Type before the report is created. The query will group the records by Item Type and total the Item Price for each item type. Save the query as **ByTypeQuery**. Save the report as **ByTypeReport**.

Chapter 6: Hands-on Activity – Geographical Information System

A Geographic Information System (GIS) is a computer system capable of assembling, storing, manipulating, and displaying geographically referenced information. The data is identified according to its location. A GIS enables users to use maps to display information about sales in a particular location by shading an area of the map.

1. In the browser, type in **www.gis.com**
2. Click on the **What is GIS?** tab
3. Read the definition for a GIS
4. Click on the **Here's an example of how Bank of America used GIS** link (See an example of a GIS map. The map will open in a new browser window.)
5. Close that browser window with the Bank of America map. The **What is GIS?** window should be open
6. Scroll to the bottom of the screen to view the three views of a GIS system (you can click the **Learn More** link at the end of each section):
 - a. Database view
 - b. Map view
 - c. Model view
7. At the top of the screen, click on the **Careers in GIS** tab
8. What skills are required for a job in the GIS field?

Chapter 6: Hands-on Activity – Human Resource Planning

A human resource MIS (HRMIS) also called a Personnel Management Information System (PMIS) is concerned with activities related to previous, current, and potential employees of the organization. The human resource (HR) MIS plays a valuable role in ensuring organizational success. Some of the activities performed by the HRMIS are:

- workforce analysis and planning
 - hiring
 - training
 - job and task assignment
1. In the browser, type <http://www.hrpmis.com/>
 2. Click on the Why PMIS link (Review why PMS services are needed.)
 3. Click on the **Services** link (Review the available services.)
 4. Click on the **HRQuiz** link and take the quiz (What score did you earn?)