

Principles of Business Information Systems

Hands-on activities – Chapter 4

1. Utility Programs

Utility programs help to perform maintenance or correct problems with a computer system. Some utility programs merge and sort sets of data, keep track of computer jobs being run, compress files of data before they are stored or transmitted over a network (thus saving space and time), and perform other important tasks. Some utility programs are even used to make computer systems run better and longer without problems. Another type of utility program allows people and organizations to tap into unused computer power over a network.

Create a Microsoft PowerPoint or similar presentation that describes the use of utility programs. You need to show the use of the following programs:

1. File compression
2. Spam and Pop-up Blockers

The presentation should include at least nine slides. The first slide should be a title slide with the presentation topic. The second slide should be a slide that lists the presentation topics. The last slide should be a summary slide. There should be at least one slide describing each utility program. You can use the Internet to research information for the presentation. Include the following features:

1. Insert a slide number on a footer for the slide.
2. Add a slide transition between slides.
3. Insert a picture on at least one slide.
4. Use a design template.

2. 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. 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 spreadsheet as a new file.

	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		