
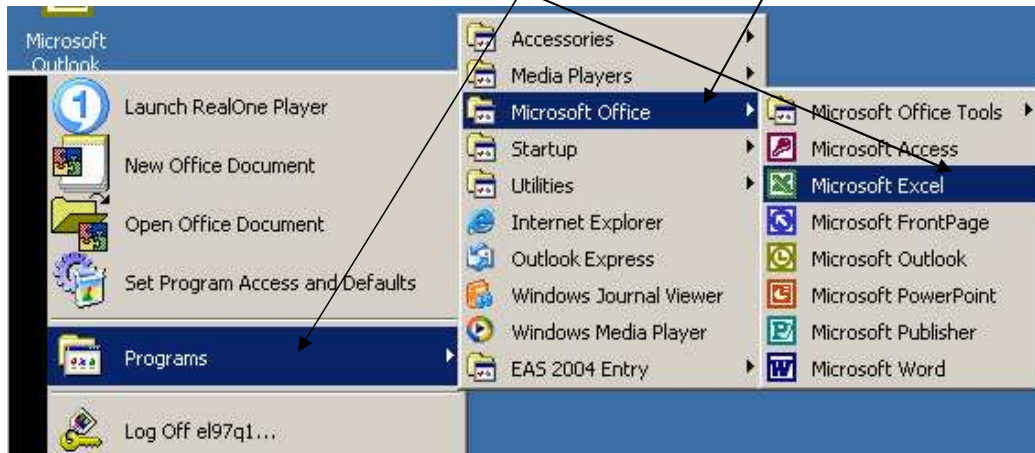


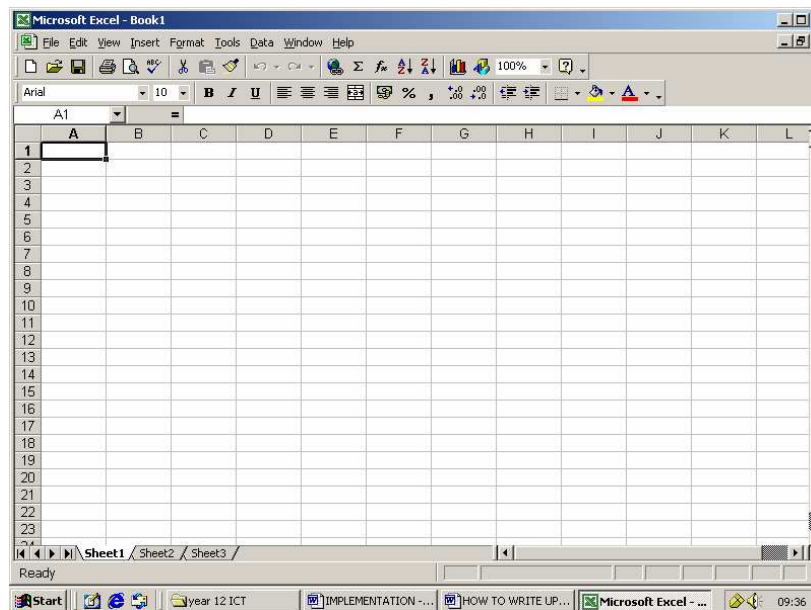
IMPLEMENTATION

When I decided to start my actual project, I decided to stick to my initial designs, which I drew in specification, as I thought that they were easy to use and are appropriate for easycar and my end user. My end user Ms F.Oji requested a system, which was easier to use than the current system, as they have employees who may need a bit of training in order to become accustomed to the system.

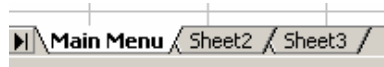
I first went to  and then clicked on **programs**, then **Microsoft Office** and decided to use **Microsoft Excel** (I will explain later in my implementation why I chose this program) for my project like so:



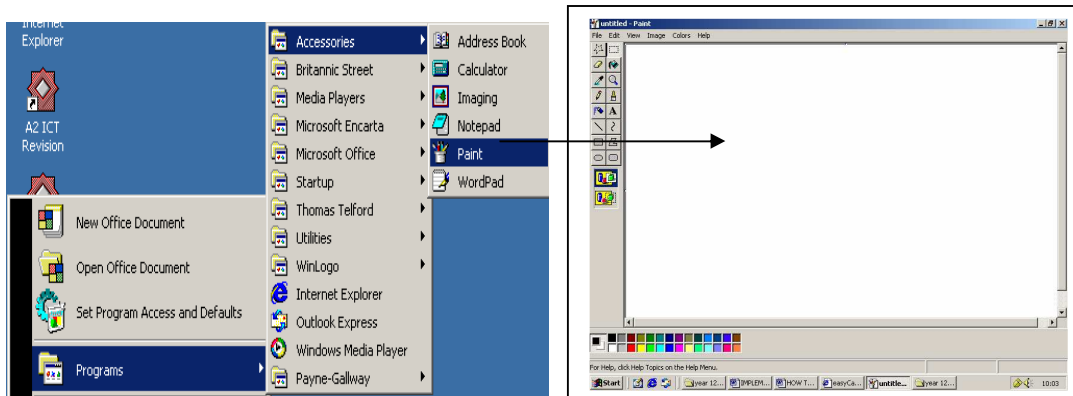
When I done that, I started with a blank spreadsheet, which was named Sheet:



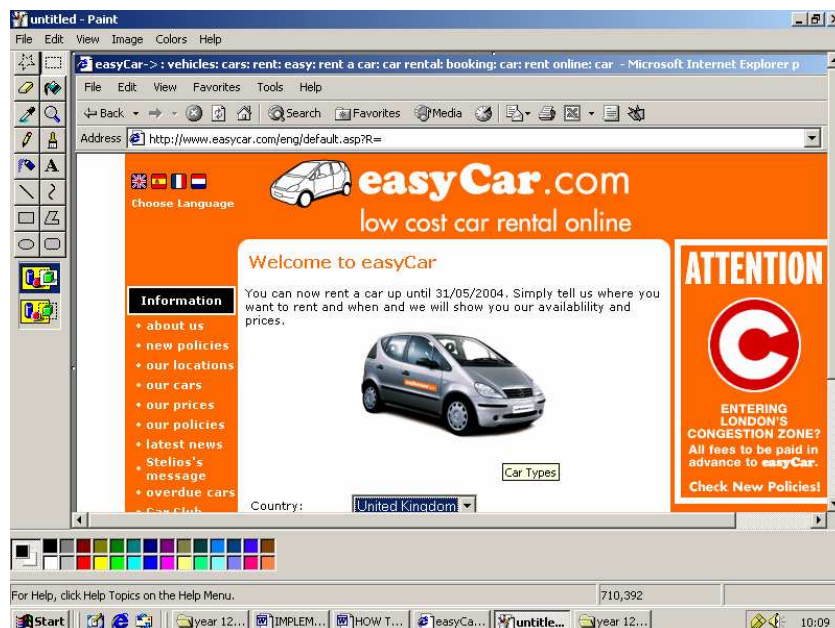
Then, I changed its name from **Sheet 1** to **Main Menu** by double-clicking on where it says Sheet1, and entered its new name, then clicked on the blank spreadsheet in order to save the name given to it:



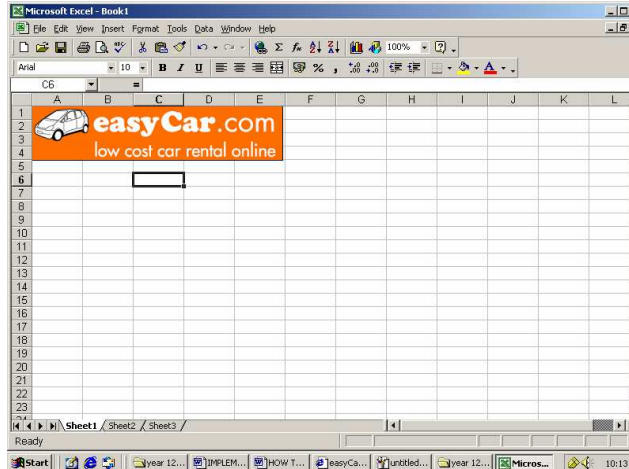
Later, I went to the website (www.easycar.com) of whom I'm creating the system for (as my end-user Ms.F.Oji requested), and I done a print screen of it in order for me to take its logo and put it in my main menu, (I pasted the picture in Paint (Clicked Start-then Programs- went to Accessories and selected Paint) and selected the part of the picture that I needed):



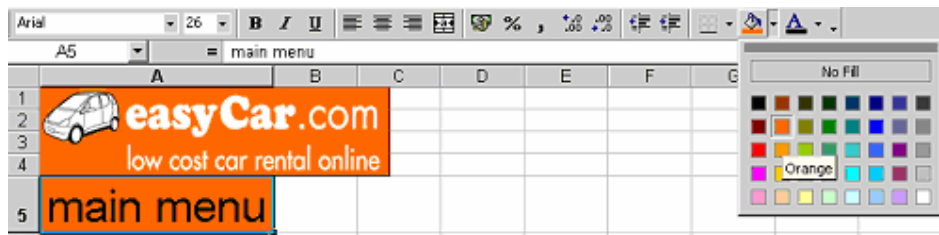
Then, this page came up:



When I selected the logo, I pasted it in Microsoft Excel, and resized (by clicking on it and dragging it to my satisfactorily size) it to make the size appropriate, and it then looked like this:



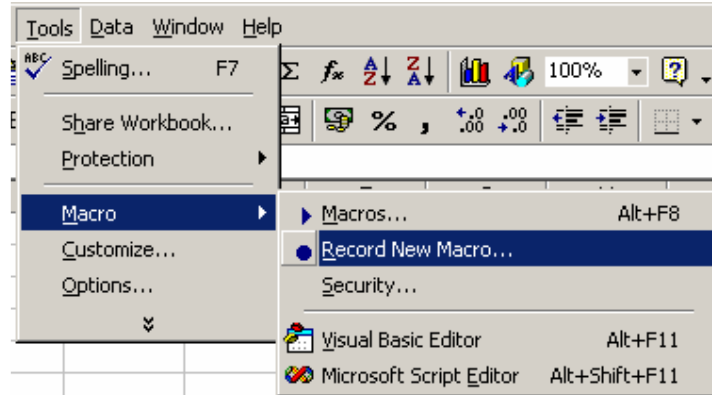
After, I went to cell A5 and I wrote in it “Main Menu”, and selected font size 26, with font Times New Roman. I chose to do size 26 due to the fact that my end-user requested it, as it is clear and easy to see. I selected the cell A5 and chose the fill colour orange, by going to the **fill colour** and choosing orange:



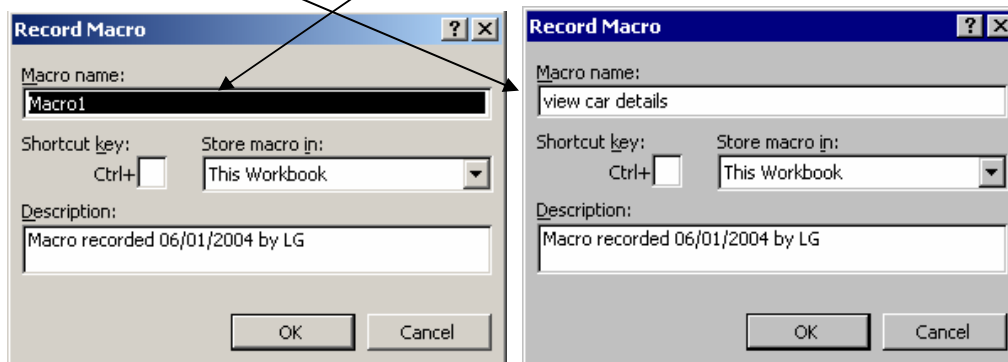
And then I went to font colour and selected white due to the fact that it matches the company’s original colour.

After that I started to create some of my macros that were going to link me to specific pages such as "car details". I have decided to use macro and button due to the fact that there is less chance of there being a human error done by my end user, rather than if it was done in other means such as for example going to Sheet 2 by clicking at the bottom of the page; this could create human error as my end user could click on Sheet 3 by accident, so the macro is more user friendly, its also a way of speeding up processes which have to be carried out in Excel, such as going to the next page or calculating a certain amount of sums.

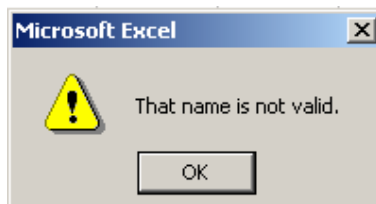
The way that I created the macro is this: from the Tools menu, I selected Macro, then Record New Macro, like so:



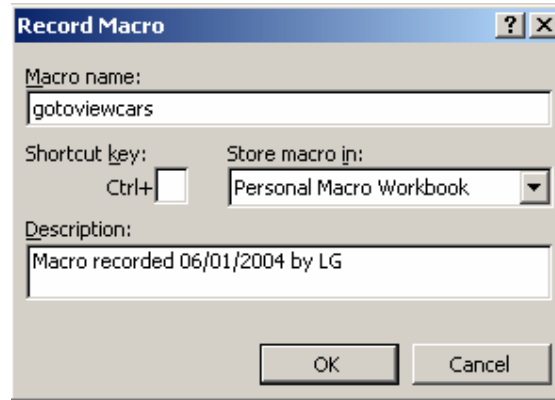
After that a dialogue box was displayed, and I entered the name of the macro, which was "view car details", where it says "Macro1":



I clicked OK, and then a dialogue box saying, "That name is not valid", the dialogue box looked like this:



So, after this, I knew I had a problem, so I looked into the "Successful ICT Projects in Excel (3rd edition)" book as this book told me how to create macros. When I was looking through it, I saw that it said when creating a macros, make sure that there are no spaces in between the words where you enter the macro name, so I went back to the dialogue box saying "Record Macro", and I re-entered the macro name, but this time I didn't input any spaces in between:

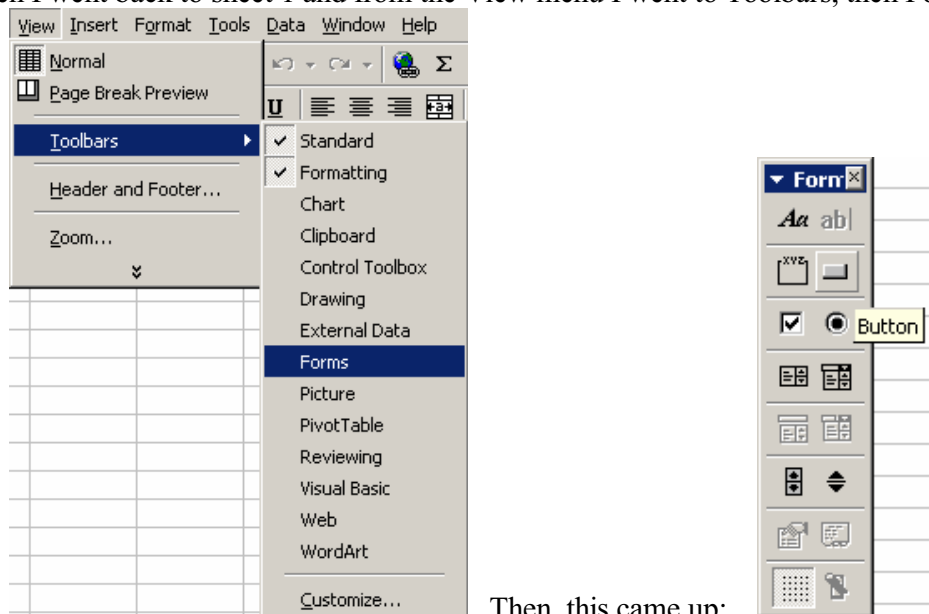


Then, I clicked OK.

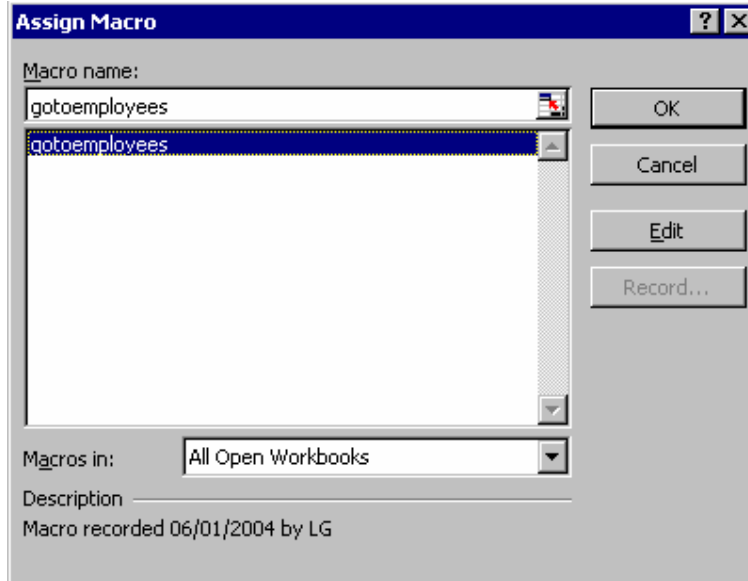
After, "Stop Rec" was displayed. Due to this, I realised that the computer was now ready to record my macro. What I wanted the macro to do was to go to Sheet 2 when my end user clicks on it, so I clicked sheet 2 on the bottom of the page and when I was there I clicked the Stop Rec button:



Then I went back to sheet 1 and from the View menu I went to Toolbars, then Forms.



I created a button by pressing the left hand side button on the mouse and dragging until I was satisfied that the size of the button was suitable, and matched my Worksheet Design. After, a dialogue box came up, where you have to select the name that you gave to the macro when you where first making it:



I then right clicked the mouse button on the button, which I created and selected the writing on it, which was "Button 1", and I replaced it with "TO VIEW CARS", and I also changed the colour of it (By going to "Font Colour", and selecting orange"), as I wanted to match the button colour with the logo colour. Then, it looked like so:



When I'd done that, I decided to test my new macro to see if it worked, and without any problems, it done its task which was to take me to sheet 2, which was a big relief. I done the same for all the other macros, but I obviously gave them different names, and they had different functions as well, and when I was done creating them, I also checked all of them to see if they work, and they all did because I made sure that I didn't make the same mistake twice.

Then, after I created some of the other macros, my page started to look like this (next page):

The other macros where all created in exactly the same name, except that different names where given to them, for example the button displaying "To view customers", was named "toviewcustomers", and the button displaying "To view employees" was named "toviewemployees":



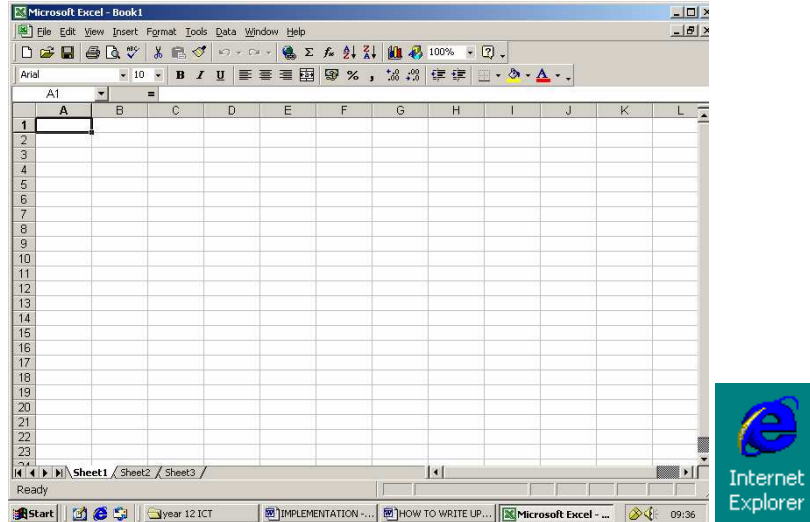
But, when I went back to my end user, she told me that she would like to keep the original look of the company, so I decided to change the whole look of my final design due to the fact that my end user preferred a more original and traditional design like the look on their web site (in previous pages).

So I started from scratch and I went back to my specification and started to design a new look for my worksheet. When I was done, I went back to my end user again and showed it to her to see her reaction to the new design, she accepted this one to be the one she would like as a final design, and so I began to actually make my design on the computer for the second time round.

Again, I started with a blank sheet in Excel by first going to "Start", then "Programs" and then I selected "Microsoft Office", and from that menu I chose Excel. I am choosing Excel again because, according to my Excel experience, I believe that it's the most appropriate program for my assignment due to the fact that it can calculate vast amounts of sums e.g., add figures for a whole year, and in my case it will calculate the gross and net profit for easycar every month and then also every year.

In this Excel I am also able to create macros and buttons to complete certain tasks e.g., to insert a new row at a touch of just one button, which my end user has indicated that she will use when there is a new customer or a new employee- this function makes it much more efficient to my end user to enter new customer as it takes only around a minute to do so. Excel also gives me the opportunity to create other helpful features to do other tasks in my program such as create pivot tables, charts to show results, IF statements- which I will use to show the amount of attendance/ sick leaves etc by an employee at easycar, and also there is the VLOOKUP which is available for me to create for my end user to use to work out the percentages of a sum of numbers which will be done at a touch of a button, as this makes it easier, and much faster for them, which makes tasks less time-consuming.

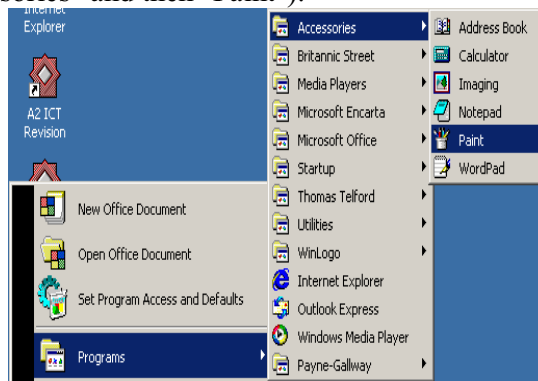
When I got to the blank Excel sheet, I went to the easycar web site by clicking the "Internet Explorer Browser" (Next page) icon on the desktop.



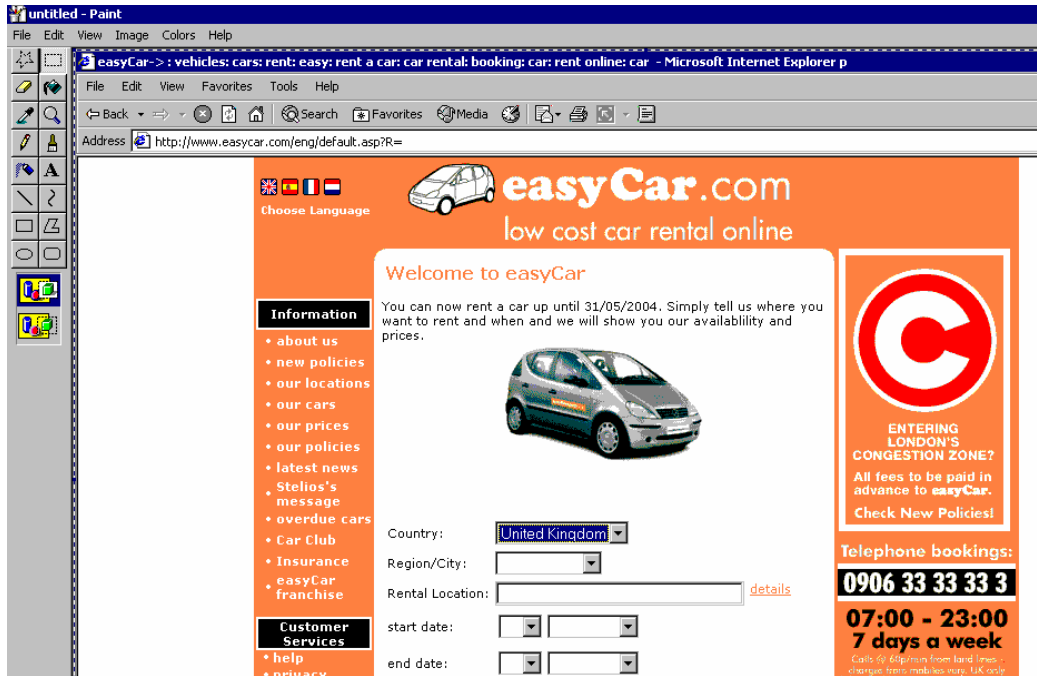
When the home page came up, I clicked on the "Address Bar" and wrote "www.easycar.com".



Same as before, I done a print screen of the page, then I went to "Paint" ("Start", then "Programs", "Accessories" and then "Paint").



When I got there, I pasted the web page on it:

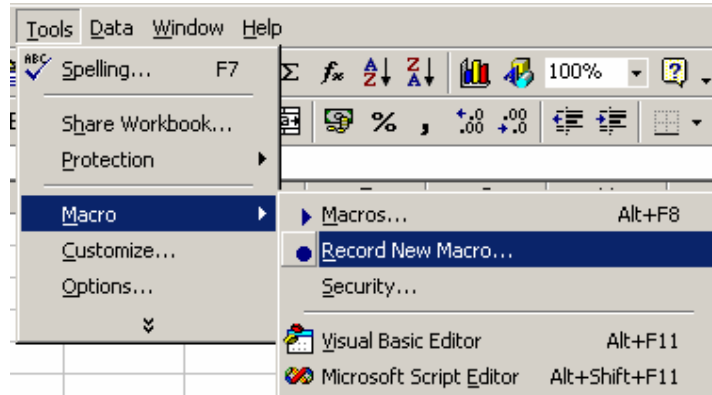


Then selected the easycar logo and the pasted (Right click on the mouse, then go down to copy, when you get to Excel, right click on the middle of the page, and click on Paste) it in the middle of the page in Excel, like so:

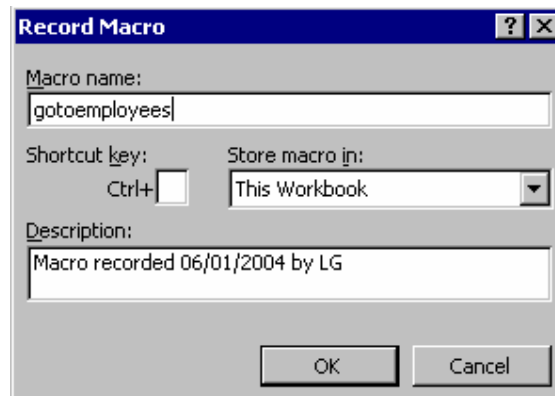


When that was done, I started to create the macros and the other functions. First of all, I began with the Employee macro. This will be the macro that will take me to sheet 4, where details of the companies' employees will be stored. Details will include contact information such as full names, telephone numbers, e-mail addresses, and also details such as date of employment, and hours worked since date of employment. This is what my end user, Ms F.Oji, requested.

So, same as before, to create this macro, I went to Tools, then went down to Macro, and selected Record New Macro:



As soon as I clicked on Record New Macro, a dialogue box appeared: Record Macro. Where it says Macro name, I entered "gotoemployees", and then clicked OK:

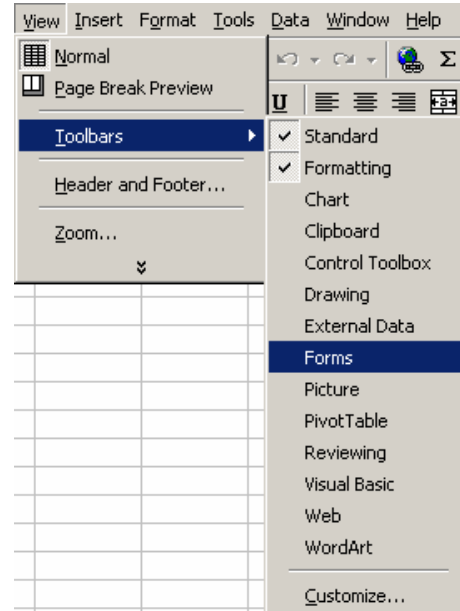


When that was done, a button was displayed saying Record Macro; this button will be recording every task that is performed on every, and any worksheet:

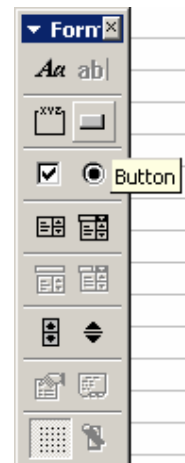


Now I knew that the computer was ready for me to tell it what task I want it to complete. So I went to Sheet 2 by clicking where it says sheet 2 (This is where I want the new macro to take me when I click on the button which I will create soon) on the bottom of the page, and then clicked the "stop" button on the Record Macro dialogue box.

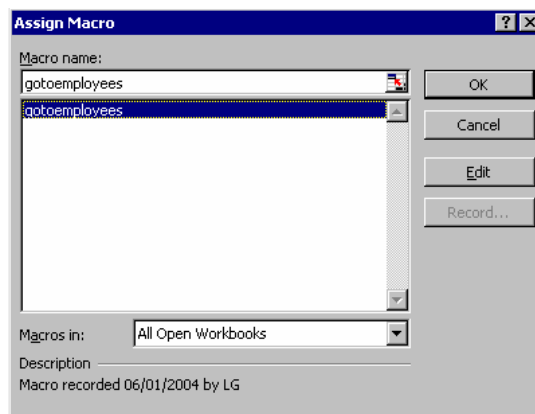
After I'd done that, I went to View, then went down to Toolbars, and finally Forms:



Then a dialogue box appeared which is named Forms, when that happened I clicked on the button where is says, "Create your own button":

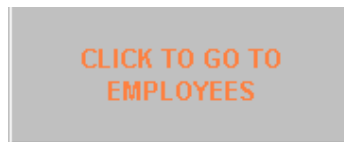


When that happened, another dialogue box appeared, and I selected the name, which I gave the macro, and clicked OK:



I clicked the left hand side button on the mouse and dragged the pointer, which was creating the button, until I was satisfied with the buttons' size (Even though the size of it can be adjusted at any time desired). Then, I clicked on “gotoemployees”, as this was the name that I gave the macro, and then OK.

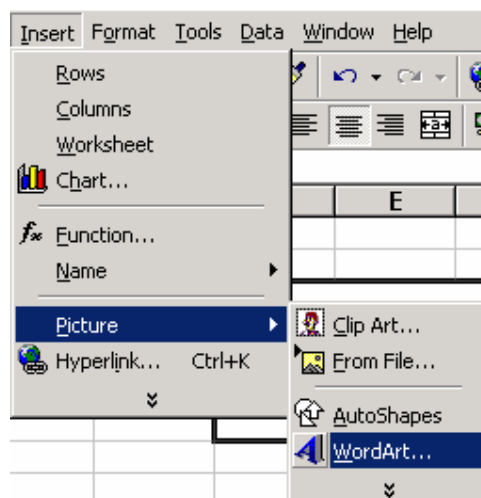
Then I selected the writing on the button, by right-clicking it, which was "Button 1", and changed it to "Click To Go To Employees", as this makes it much easier, (than going to the desired page by searching every page in the program) for my end user to use when viewing the pages' contents, such as car details, customers etc, as the button is named with where it takes you rather than just having a name that the end use might not understand and can get confused over.



This is what the button looked like after I changed the name of it, and font colour of it. I put this button on the top right hand side of the page. I decided to put it there as I thought that it was appropriate for my system as this button will be used a lot by the end user as they will want to view the details of the company, as some details might change, such as their contact number and hours worked, each week. The position of the buttons, I feel is important as a result of their usage; for example, there is no point of putting a button that is not used a lot, in the middle of the page, as the end user might get confused and instead of clicking another button, they might click one that they don't need, thus loss of time.

After I created the macro, I decided to give the page a name. After some consideration, I chose the name MAIN PAGE.

I decided to put the name MAIN PAGE by using WordArt, to do this; on the menu bar I selected **Insert**, then **Picture**, and then I clicked on **WordArt**, like so:



After that, a dialogue box appeared:



Then, from the dialogue box, I selected the style that I wanted, which was:



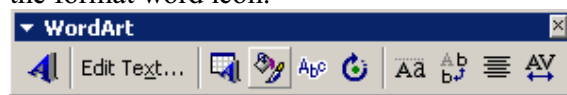
Then I clicked ok, and I was then asked to write the name that I wanted to appear in that format.



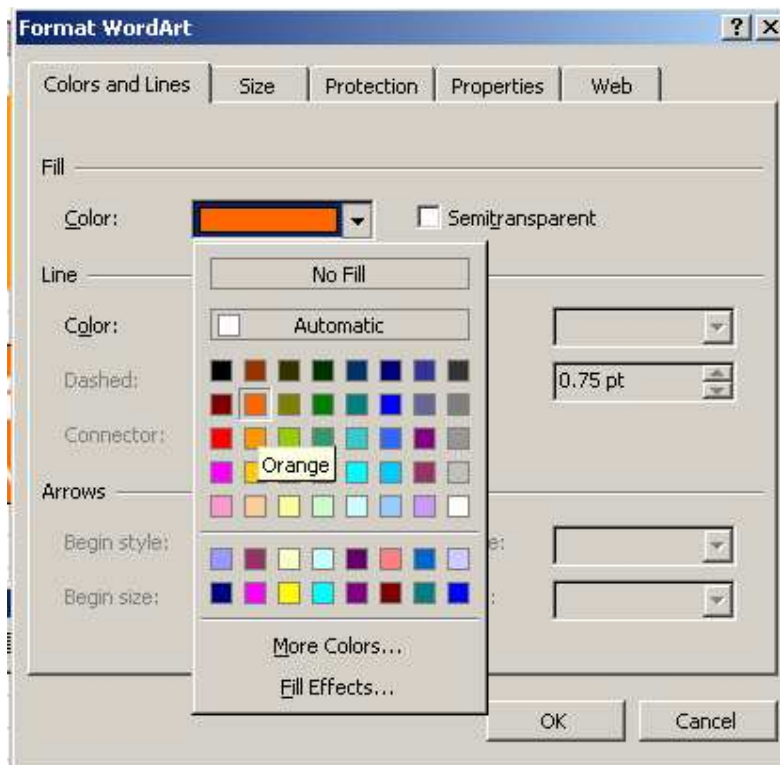
Then, where it says “your text here”, I wrote main page, then when I clicked ok, my words appeared like so on my page:



But, when I examined this, I remembered that my end user wanted to keep the original look of the company, so I decided to change the colour of it into just orange. So to do this, I clicked on the image and a dialogue box came up, and I then selected the format word icon:



Then, when this came up, I clicked on the Fill, and Colour, and chose orange and clicked OK:

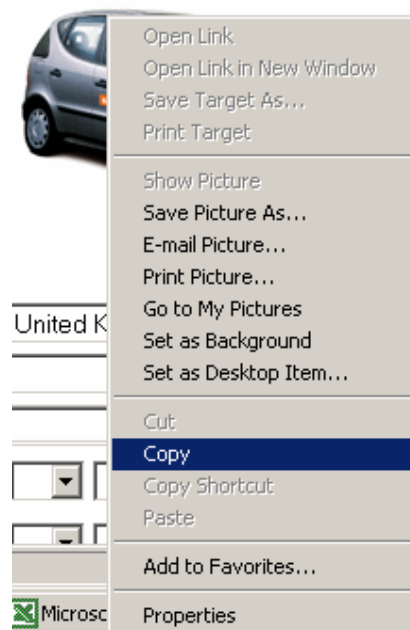


Then my image looked like this:

MAIN PAGE

Now, I examined it again, and I thought that this was suitable for my end users requirements.

When I looked at my page that I have created, I was assessing its design and was also referring back to specification worksheet design that I drew, and I realised that I have said that I will enter a picture of a car in my page. So I went to the easycar website and copied the car that was on the page onto my page, like so: I **right clicked** on the car, and then **copy** from the menu that came up, then I went back to Excel where I was creating my program, and pasted it on the middle of the page by **right clicking** then **paste**:



This was the image that I had copied to my page:

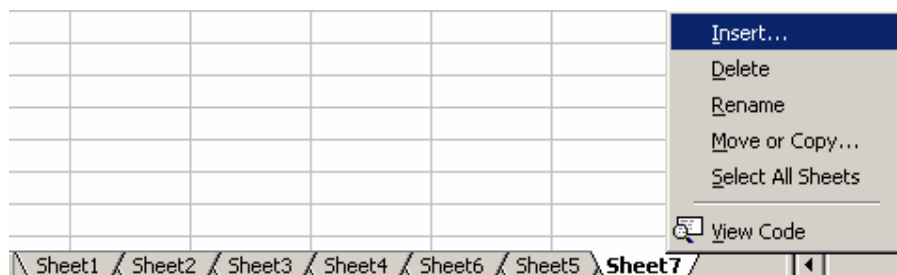


I chose this image due to the fact that it was also used in the companies website, which I thought that the end user will like.

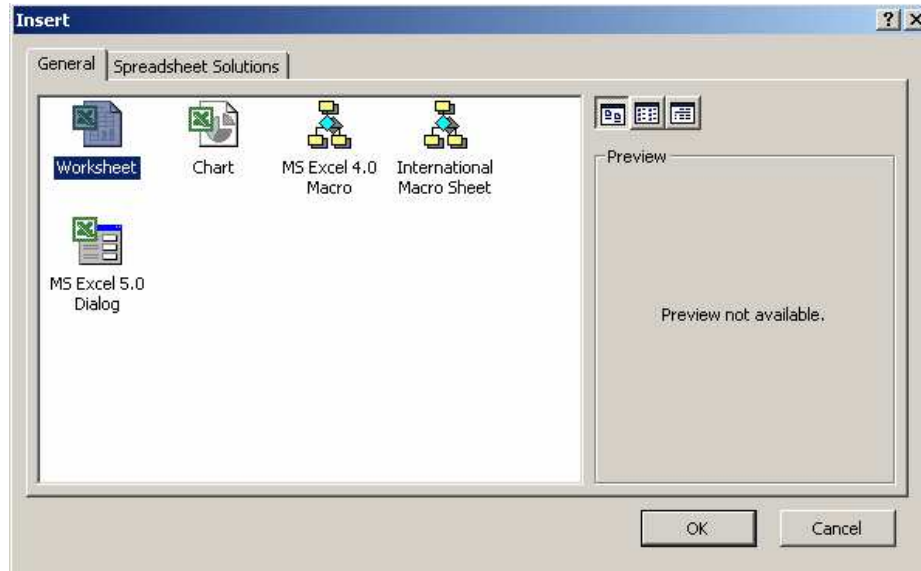
After all the copying and pasting I decided to show my end user the gradual creation of the system. I chose to do this, as I wanted to make sure that I was making the right kind of page, as if I wasn't, I would have had to change it again. If my end user wasn't satisfied, and if I showed her at a later date, that would have caused me a problem as I showed her this: and she said to me "Keep it up":



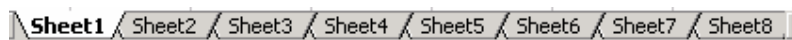
When I created the button, I decided to make the employees page. I started by adding a few more sheets to the program. The way that I done this was by: right clicking where is says **Sheets3**, then I selected *insert*, when I done that a dialogue box appeared called **Insert**, and then I selected **Worksheet**, I then clicked OK, I done this until I thought that there were enough pages for the time being:



Then this came up:



In the end there were eight worksheets in the program.



When that was done I decided to create the employee page. I chose Sheet4 to do this. I chose this sheet because I wanted to insert the other pages before this one, such as the customer page, and the view car page etc.

So, to start in off, I went to Sheet4 and then I thought that it would be a good idea to give the page a name. I went to **insert**, then **picture** and then I clicked on **WordArt**, like before (see pages 12 to 14 for step by step), then after a few easy steps, on the “**Edit WordArt Text**” dialogue box, I wrote **Employee Details**. Then to customise my pages, I changed the colour of the words and made them orange, just like the **main page** colour. My end user has requested the pages to be customised. This is what the words then looked like:

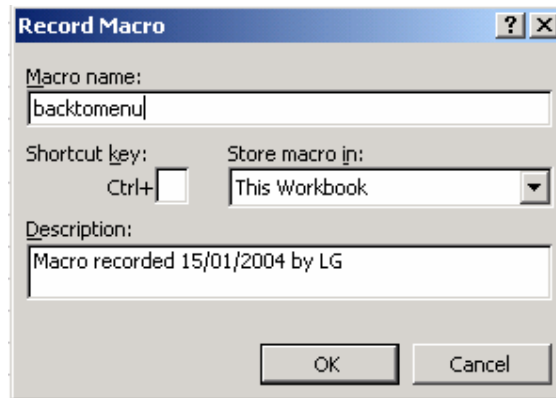
EMPLOYEE DETAILS

Following this, I convinced that I should change the name of the sheet as well, from Sheet4, to **Employee Details**. I done this by right clicking on it, and then went up to **Re-name**, and clicked on it, once this was done I entered Employee Details. To save the changes I made, I just clicked on another Sheet, e.g. Sheet1.

Followed by that, I decided to create a macro that would link me back to the main page. I did this in order for my end user to find it easier to switch from one page to the other. When I do this it will mean that my system is more user friendly.

Like on all the other pages I will put the “Back To Menu” button on the left hand corner of my program. By doing this, I intend to make the system standardised.

So I started to create my button. See pages 10 to 12 to create the macro. Everything should be done in the same way except when I was asked to give the macro a name, I wrote “backtomenu”, like so:




And then when the **assign macro** dialogue box comes up, I selected the name, which I gave it: “backtomenu”:



When that was done, I clicked on the OK button.

After this button was done I started to design the rest of the page. I went back to my specification, and saw that my end user has requested that she wanted to be able to insert employee details, such as: full name, contact number, date employed, and hours worked every week.


I started to make the name column. I done this by clicking on cell **A12**, and then wrote **NAME**, in capital letters. Then I selected the word and changed the **font size** to 14, and while the cell was still selected, I aligned the word and chose centre: . I carried out this task so that the presentation of the page will look sophisticated, and in a good order. After that was done, I selected the cell, and changed the colour of the word to yellow, and the background of it to orange. I did this in order for it to match easycars’ logo. This is what the cell looked like after:



Then, in exactly the same way, I done **Surname**, I done this in cell B12. On cell C12, I entered **Contact No.** This was done in exactly the same way as the other two. On cell D12, I entered the **Date Employed**, and then on cell E12, I put **Hours Worked** (This information will come from another page in Excel, this page will be called

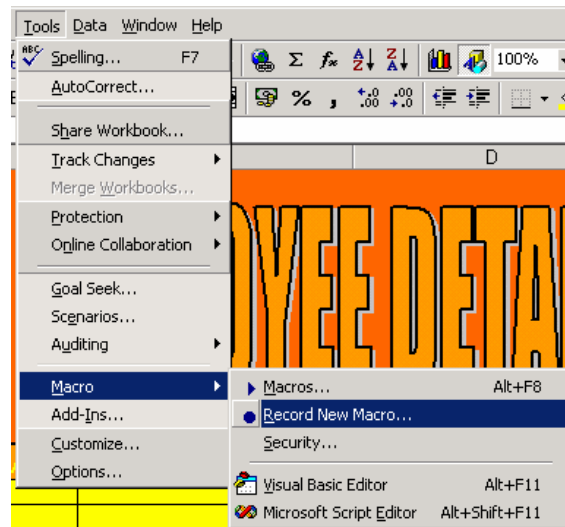
This, then looked like this:

NAME	SURNAME	CONTACT NO.	BANK ACCOUNT NO.	HOURS WORKED

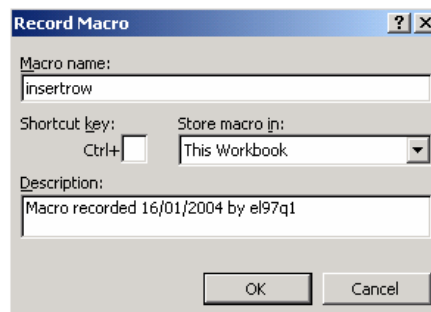
To complete this page, I came to the decision to give the page a background. I chose the colour yellow. I done this by selecting the cells that I wanted, which were A13 and E13 to a long way down. Then I went to the **Background** icon, and chose yellow. I came to this decision, as I wanted to reflect the main headings on the page. I think that this would create a more desirable program to work in, due to the fact that, one; the combination of orange and yellow are not too insensitive for the human eye, the other reason is that it also looks like the original look of the company. Then, I thought that the top of the page looked a bit empty, so I decided to give it a background colour as well. I selected rows 1 to 11 and then I went to the background colour orange: . This is what the page looked like when it was finished:



When this was done, I was thinking of a way to make the page more efficient and easier to use. So I came up with the idea to make a button that inserts a row at a touch of a button. The way that I done this was by: first going to **Tools**, then **Macro**, then **record new macro** (just like when creating a normal macro). When that was done, I went to row 14, and then I right clicked on it and went to **Insert**, (this was when the **Recording** dialogue box was still displayed):

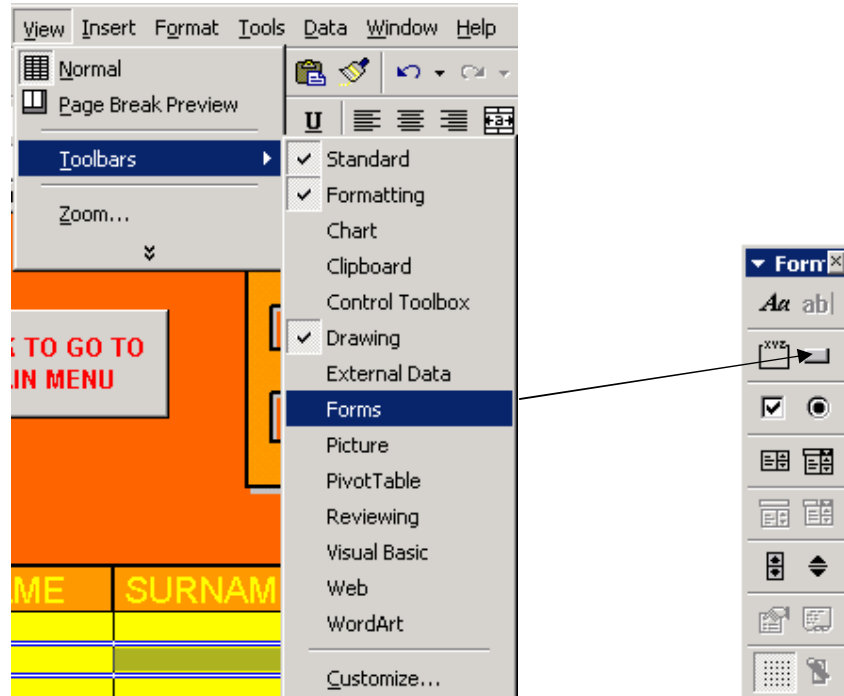


Then, I gave it a name:



When this came up, I went to the row and right clicked on it and then went to **Insert**.

The reason to why I done this was because the computer is recording every action that is being performed in the program, so by doing this, it means that the computer will do what I am doing, but in a much shorter time, as it will do all the steps at once:



Shortly after this happened, I created a button (By dragging the left hand side of the mouse till I was fulfilled with the macros size) which will carry out my task, which is to insert a new row for when my end user has a new employee. By doing this, I have made the system faster, instead of inserting a new row manually every time there is a new employee, which will take much more time and will get annoying. This is what the button looked like:



When that page was completed, I decided to create the customer page. So, I went to **Sheet2** and then I started to insert in the names of the cells in exactly the same manner as the **Employee Details** page.

But first, I thought that is should change the name of the sheet from Sheet2 to **Customer Details**, (See page 17 to do this). However, after I'd done this, I remembered that I forgot to rename the main page sheet, so, I went to Sheet1 (which is where Main Page was, and I also changed the name to **Main Menu**. This is what the sheet menu looked like after the changes:



I wanted to so this as it will mean that the pages will be standardised, and it will be easier for my end user to identify different pages. I will also have the same design on all of the pages in my program. This is due to a request by my end user.

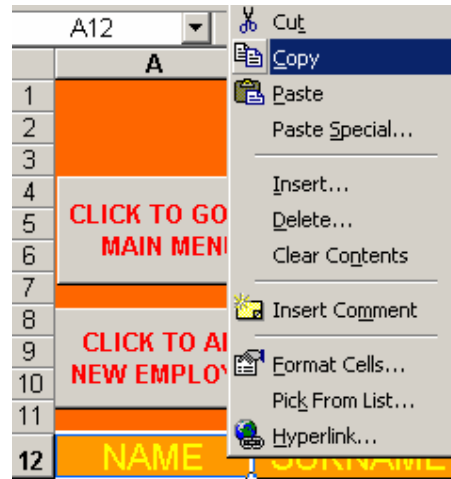
Firstly, I started the page with a title of the page. It will be called **Customer Details**. I will create it using **Word Art**. I have chosen to use this piece of software in Excel instead of just creating it by myself due to the fact that it makes my work/ pages look better; by this I mean that it's not boring and it will keep my end user interested and happy to be working with the system.

To do the name, see pages 12 to 15. First of all I followed the same steps as before, but when I got to the **Insert** dialogue box I entered CUSTOMER DETAILS, and then I clicked OK. When that was done, I put the created name on the merged cells. The reason to why I do this is because I find it easier to when I'm going to change something. When the name came up, I changed the size of it to try and, match the size as the name in the Employee page, I also tried to place it in the similar position as the other two pages/ sheets; Main Menu page, and Employee Details page. The page then started to look like this:



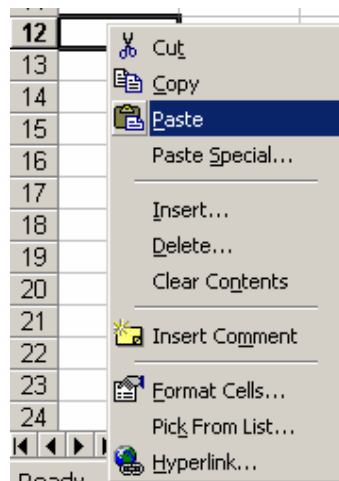
After that I wanted to create the fields in the cells; names, e-mail address, contact details, and driving history. I had to put in the e-mail address due to the fact that most tasks that are being carried out by easy car is electronically, so because of this, the e-mail was needed so that task are done faster and are also more efficient than normal post. I also had to enter the bank detail so that customers can be charged for using the easy car cars and services.

Subsequently, I started to create the names of the fields. To make it easier for me to create enter the names, I went back to the employee page and copied the NAME cell; by clicking once on it, then right click on the mouse and then go up to copy, like so:



Afterwards, I went back to Sheet2 and pasted the name; by going to cell A12, and right clicked on it and went to paste.

Like so:



So then, this is what the cell looked like: **NAME**

Following that, I done the same for all of the names which is needed; including contact number, but then I also had to enter cell names such as: e-mail address, bank account number, and driving history.

Here the end user will enter either GOOD or BAD. The GOOD will indicate that the customer has a clean driving history, and the BAD will mean that the customer has a bad record e.g. has had a crash, or has caused an accident etc. This information will come from the customer's themselves. This is important, as it is the main cause to whether the customer is accepted to get a car or not. If they have a bad record it could mean that they are not careful, and responsible enough to be given a car. Where it

