



Daffodil
International
University

Department of CIS

Subject: Office solutions Development

Assignment Title: The Golden Fitness Centre

Fall 2020, Total:35

Introduction

You are a self-employed IT contractor and have been approached by the Director of The Golden Fitness Centre to provide advice on the software needed for a new information system at the Centre. The Centre has been providing health and fitness classes for thousands of people for the past twelve years.

The Director has decided that he wants to sell health and fitness goods in addition to offering health and fitness classes. He is interested in purchasing Project Management Software to help him achieve a new system. He is also interested in how data mining software could benefit the Centre and he would like advice on application software that would help advertise the center's services and products.

The administration staff at the Golden Fitness Centre are always very busy.

- They process, store and maintain students' details, staff details and data about stock that is sold in the Centre.
- They record bookings and cancellations of classes.
- They keep in touch with students by email, letter or social media.
- They have to produce reports regularly for the managers of the fitness Centre.
- Their duties also include keeping staff details (personal data, holidays, wages, training, health and safety) up to date and producing various training classes and information materials for the team of 30 staff that include the manager, deputy manager, administration staff, receptionists, health and fitness teachers, catering staff, shop assistants and security guards.
- They create advertising and marketing materials to promote the health and fitness Centre and its facilities.

The manager and deputy manager have asked you to advise them on aspects of creating an application for the health and fitness Centre and would like information on a number of issues as detailed in the following tasks.

Task 1: Advanced Features and Functions of Microsoft Excel (Marks:10)

The company sales many fitness products time to time. For this purpose, they want a data entry sheets to input sales data with different functionality. The marketing manager wants following features ensured:

- Conditional Formatting
- Validation
- Auto calculation

Save the excel sheet using the following file name format:

OSD_task1_dataentry_CandidateID.docx

Task 2: Advanced Features and Functions of Microsoft Excel (VBA) (10)

At present, members' names, Address, membership identification and date of joining are stored on a spreadsheet. Produce an interactive user form to allow these details to be entered easily.

Create the interactive form and save it as a spreadsheet file.

Save your work as: **OSD_task2_vba_CandidateID.xlsm**

Note: Check the demo file attached in the attachment.

Task 3: Mail-Merge using word (10)

The opening hours of the health and fitness are going to be extended and many members have to be informed by letter. Using the mail merge feature of word-processing software is the most efficient method of producing several hundred letters.

Word-process the following letter.

Ensure that the letter displays that you have set up the mail merge feature.

The Golden Fitness Centre	
(Member's Address)	<i>(This needs to be set up for mail merge)</i>
(Today's Date)	<i>(Insert today's date)</i>
Dear (Member's Name)	<i>(This needs to be set up for mail merge)</i>
<p>We are writing to inform you that the Fitness Centre is going to be open for between Monday to Friday. From next week, the classes will be open to students from 04:30 pm to until 09:00 pm. The shop and the café will be open at 06:30 and close at 20:30.</p> <p>On Sunday morning the pool will be open to members from 06:30 until 12:00 and the shop and the café will open at 06:30 and close at 11:30. The pool will be available for private hire from 12:30 until 20:00 and the shop and the café will be open from 04:00 pm to until 10:00 pm.</p> <p>We look forward to your continued studentship and thank you for continuing to support The Fitness Centre.</p> <p>Yours sincerely,</p> <p>The Golden Fitness Centre</p>	

Create the names and the addresses of THREE (3) students of the **The Golden Fitness Centre**. Link each member's details to the letter.

Produce THREE (3) copies of the letter, to be sent to each member.

Save THREE (3) copies of the letter for three different recipients using the following format:

OSD_task3_mailmerge_studentName _1.docx

OSD_task3_mailmerge _ studentName _2.docx

OSD_task3_mailmerge _ studentName _3.docx

Task 4 – Critical Evaluation (5 Marks)

You are required to write a short report (150 words) analysing the tasks you have submitted.

You should:

- Recommend improvements for further development of the forms you have designed in Taks-2.

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission requirements

You must submit separate documents for

Task1: 1 File

Task 2: 1 File

Task 3: - 3 copies of letter, database and Mail Merge letter (Total:5)

Task 4: 1 File

Total: 8 files

Note: Zip all your files in a folder and submit the zip file