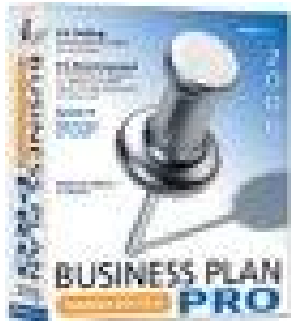




Using ICT in Business

- Businesses rely on ICT to operate
- ICT is used in:
 - Administration
 - Finance
 - Communication
- There are 3 main areas of ICT use that we must consider:



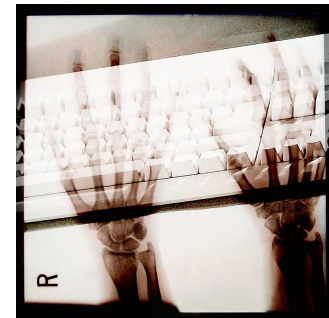
Software

Businesses use a range of programs



Online Resources

Businesses use the internet in a number of ways



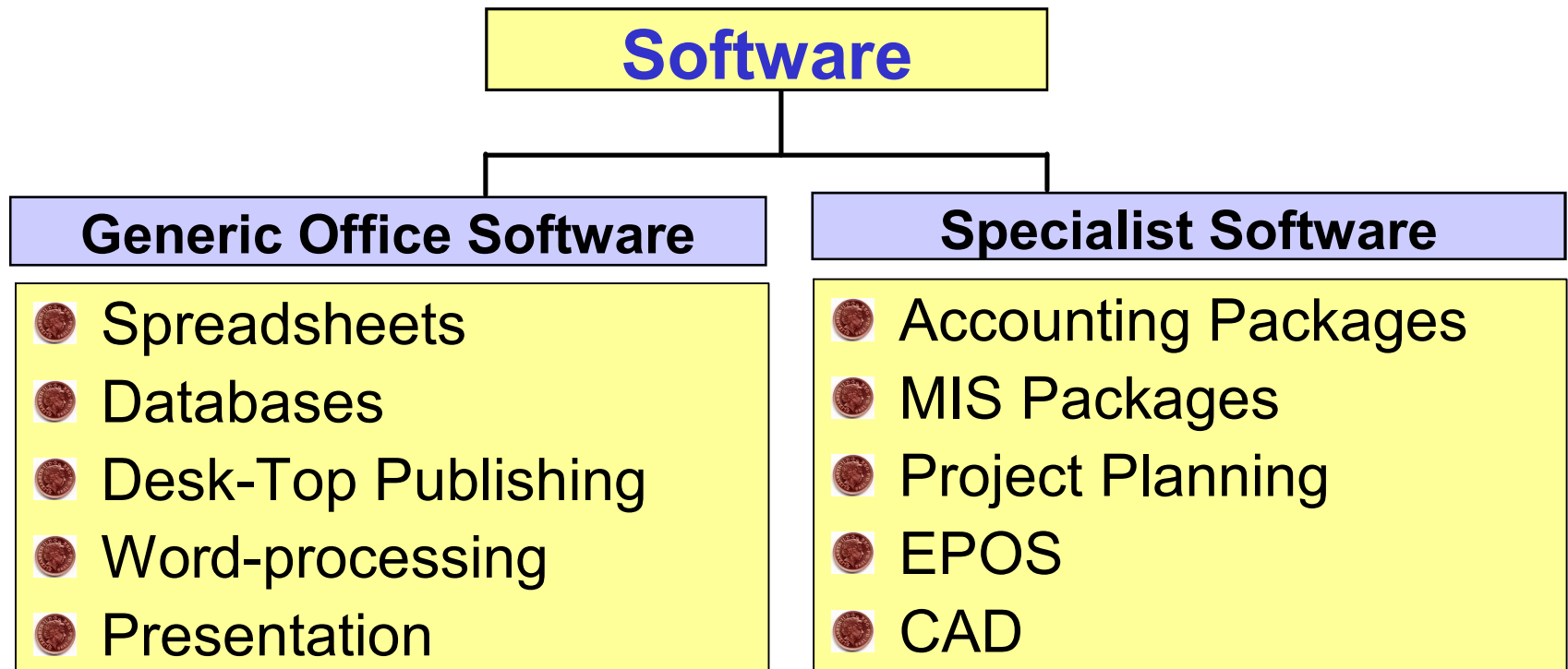
Legal Implications

Businesses must consider the legal aspects of using ICT



Software

- Most organisations use a range of software:





Generic Office Software

Spreadsheets

- Used for record-keeping particularly financial record-keeping
- Useful for “what-if” scenarios particularly for:
 - Cash Flow Forecasting
 - Profit Forecasting
 - Budgeting
 - Break-Even Analysis

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------------------------|------------|------------|-------------|------------|---|---|---|---|---|---|
| 1 | Market Segmentation | | | | | | | | | | |
| 2 | | Q1 | Q2 | Q3 | Q4 | | | | | | |
| 3 | Sale | £54,854.00 | £54,852.00 | £54,875.00 | £45,841.00 | | | | | | |
| 4 | Profit | £15,486.00 | £51,452.00 | £215,458.00 | £21,354.00 | | | | | | |
| 5 | Users | 456843 | 456845 | 512985 | 485798 | | | | | | |
| 6 | PV | 13846656 | 413486146 | 56156461 | 5497154 | | | | | | |
| 7 | Market | UK | UK | UK | UK | | | | | | |
| 8 | Penetration | 8% | 9% | 12% | 14% | | | | | | |
| 9 | Blend | -2 | -6 | -2 | -8 | | | | | | |
| 10 | Retention | 458 | 452 | 568 | 53 | | | | | | |
| 11 | Base | OK | OK | OK | OK | | | | | | |
| 12 | Time | 1 Month | 3 Month | 2 Month | 8 Month | | | | | | |

Databases

- An electronic filing system that can retrieve information quickly

Desk-Top Publishing

- Allows the creation of documents that are professional in appearance

Word-Processing

- Allows easy creation and storage of a range of business documents

Presentation Software

- Allows the creation of business presentations internally and externally



Specialist Software

Accounting Packages

- Use the same theory as manual systems – but are more efficient
 - E.g. Sage Line 50

Electronic Point of Sale (EPOS)

- Used by retailers to aid with stock control

Computer Aided Design (CAD)

- Helps with product design

Project Planning

- Help to improve efficiency by completing projects in the shortest time
 - E.g. Microsoft Project

Management Information System Packages

- Usually an completely integrated system
 - E.g. SIMS in school

