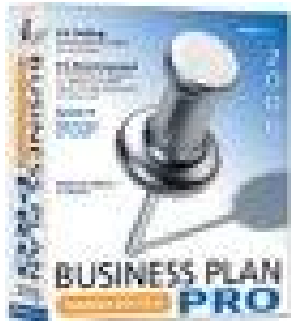




Using ICT in Business

- 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:



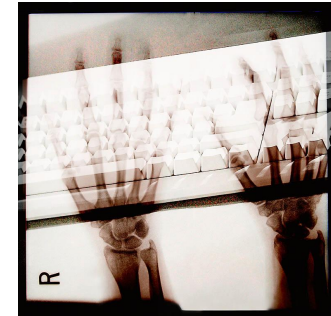
Software

Businesses use a range of programs



Online Resources

Businesses use the internet in a number of ways



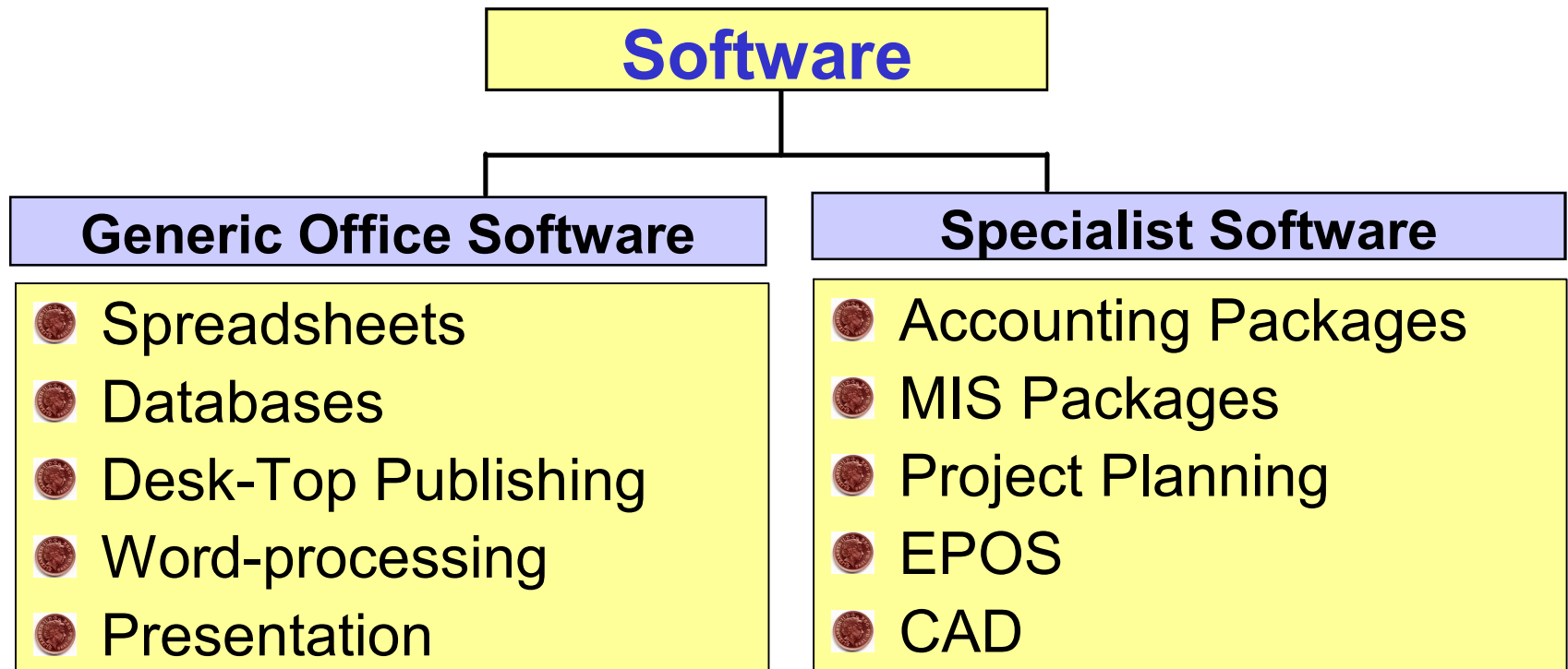
Legal Implications

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

