

Review

Questionnaire

To find out what activities were already available, I used the internet and we had a discussion in class.

I found the actual questionnaire quite easy to produce, as we had a lot of practise on creating questionnaires in class.

The check boxes in the first version of the questionnaire didn't line up correctly, as **Ariane and Alex** pointed out, so I changed them, and it made the whole thing look a lot more appealing. Ariane also thought that I should simplify my money amounts from '£1.10-£2' to '£1, £2 etc', I agreed with her, as younger people would find it easier to understand. Ian thought that I would gain a bit of space by moving my border outwards, but I couldn't do this as it would cut some of it off when it was printed out.

I didn't do the questionnaire in the time I planned as we couldn't find people of the correct age in college. Everyone in my class is 16+ so they would only have fit into one age band. In the end we gave some to the Community school to fill in, and others to the 14-16 year olds in college. I would have probably been ahead of time if it wasn't for the problems we had. I did however get **Alex** and Chris to test it, and they thought it was a good questionnaire.

The border took me ages, to get it just how I wanted it. I am pleased with the overall look of questionnaire even if the border took me a while to get it just right.

Spreadsheet

I found creating the spreadsheet easy to produce, as I have used Excel many times before, although I had to refer to the DiDA book for the percentage formula.

I drafted out my spreadsheet first, and put in false data to test whether I could analyse results.

It wasn't clear on the Edexcel website what graphs I had to produce, and how to present them. I tried my best to do graphs which I thought were most relevant.

Lestryne told me that I could have used SUM formula in some parts on my spreadsheet; I did this as it made more sense to simplify them. I had to change the lengths of some of my cells so the formula could be viewed easier. Now I know the formulas, it will be even easier for next time.

Database

I was stuck on this for a while as I thought the computer was meant to show me the rejected records, then I realised that I had to compare my database to the list given. I should have read this thoroughly before I started the database, but I was looking on my plan, as I thought I had everything I needed there. Next time, I will make sure I read each task thoroughly before I start it, as there was a lot of wasted time, trying to figure out whether I was the one doing something wrong.

Ariane and Mark said I needed another validation rule, but I couldn't see where to put anymore, so I made a copy of my database so I wouldn't ruin the one I had, and tried to input some validation rules.

I tried to change Telephone number into number, as it was set as text, but then it came up with an error message saying 138 records were deleted.

I then tried using the input mask option on the ID. I typed in 0000, so the user HAD to enter a 4 digits with each number being between 0 & 9, but Dave thought this was inappropriate, as it might mess my numbers up, and if it would have been a real database this should be set to auto number anyway.

I changed the input mask on the postcode to aaaaaaaa, so the user could only enter 8 letters or numbers or leave it blank.

The test users for my form agreed that it works how it's intended to. Lee said I could have livened it up a bit by adding a graphic, so I added the make space logo. I also added some colours to try and match the logo. I think this looks a lot better. Lestryne suggested I could add a drop down list on my form. I was unsure how to do this, so I referred back to the DiDA book. I think it looks a lot better with a combo box. Dave suggested I put instructions on my form, to make it easier for the user. So I wrote an explanation at the bottom, explaining what AR, CH, ED etc were. Ariane also suggested I changed the length of the names in my reports as some of the organisation's names were cut off, I did this, and it made the report look a lot better.

Database Demonstration

I wasn't sure what searches I had to produce, so I did what I thought were the most relevant. I had trouble changing my Queries into html. I'd used colourful text with a box around it for my heading, which I found out later, couldn't be viewed in html. So I had to change it to standard looking text in order to be viewed. I found that the check boxes for local groups couldn't be viewed in html, so my reports couldn't show which ones had local groups. Instead, I did a report that was specifically about local groups. For the other reports, I was unable to show which ones had local groups available.

I tried to edit my reports in FrontPage, so I could add a graphic, but when I went to save it, it said an error occurred, then my report disappeared, it was a good job I saved it on a backup file.

Ariane and Dave thought my reports were pretty basic, so I tried to make them look more appealing. I created a picture in paint using the company colours and used it as my background.

Ariane pointed out that I didn't have reasonable sorting for my reports, so I sorted them into relevant groups. This made them clearer to read and put everything in a sensible order.

Information Point

I found this to be the best task in the project, as I enjoyed producing it. Although when I played it in my E-portfolio, the back button I had put on it to go back to the main menu, wouldn't work. I don't know why, I even tried hyper linking it again, but no luck. When tested again later, it was working again. I found this really weird, and I'm worried it won't work in my final E-portfolio.

I'm pleased with the overall look of my information point. I tried to stick to using the company colours. I think it looks quite affective, and Lee does too. I got the idea, of the spinning circle things from the intro of the Makespace website.

Newsletter

I had trouble with this when I tried to save it, after I'd been editing it. It said the disk was full (definitely wasn't), it wouldn't even let me save it on a flash drive. So I made a few copies of the newsletter and eventually I was able to save it. I don't know what the problem was.

I enjoyed creating it though, as I like doing creative things, it just takes a while for me to get some ideas, but once they're there then I'm away.

I ended up doing my text again so I could take out all the hyphens, as you wouldn't find hyphens on a document of this sort.

Again I tried sticking to using the company colours and I think it looks quite affective. Ariane pointed out that it wouldn't fold correctly when it was printed, so I edited it, but then I had trouble saving it all over again. I had lots of trouble printing it to a pdf file, it would go through the process, but the pdf file it made wouldn't open, it said it was unreadable. Eventually, John tried to help me convert it a different way, but my orange graphic turned blue, and there were white boxes round my other graphics! Next time I would perhaps plan each page out a bit more, and leave more time for things to go wrong. I would also like to use a different programme, as I had so much trouble using Publisher.

E-Portfolio

I found it to be really helpful to write a checklist for the things to put in my E-portfolio. I had a lot of trouble creating the e-portfolio itself as I ended up doing it twice! The first time I used Word, it looked really good. It took me ages to line up everything right, and the colours looked good together. All was well until I saved it on the back-up drive and the hyperlinks wouldn't work on another computer. John suggested I tried saving it as WebPage, Filtered. All the hyperlinks worked when I did this, but some of my buttons had shifted to the left, and it looked quite messy. So I decided to start from fresh and do it on FrontPage, as I had plenty of time left at the end.

Lee tested my final E-portfolio. He said the colours looked good together I'll know for next time that Word, isn't the best programme for making an E-portfolio.

I have only used the file types allowed. I thought I was going to be over the size limit, but when I converted word documents into pdf, it halved the size. I copied my E-portfolio onto a flash drive and put it on another computer to check all my links worked ok.

I'm pleased with my final E-portfolio and all of its contents.

How I Planned My Project

I created my plan in Word, to help me keep on time with everything. Next time though, I'm going to use Excel, because it's easier to use for tables. I think I did well at sticking to my plan, as I've never really used a detailed plan before. I'm not a very organised person, but the project has made me more organised, and I think I'll be better at time keeping for next time.

Also next time, I will split my sub tasks into even smaller parts so I know every single document I need to produce. My main target was to finish everything before Christmas apart from my E-portfolio and Review. I designed my newsletter and information point at home to save time, so I wasn't rushing too much in class. I like to take my time to do things properly.

We had workshop every Thursday, I used this time to monitor my progress to make sure I was up to date, and if necessary I would stay behind for a bit to catch up.

Towards the end of the project I made a list on paper of the tasks I had to do, and when I'd completed some of them, I'd write another smaller list and so on, until I only

had a few tasks left. I find it easier to read things off paper than I do on screen as I tend to miss things out.

Next time I will definitely get more feedback as I go along and I'm going to write a little review after each task, so I've got a lot more info for my final review.

My Overall Performance

We sent an email to Makespace asking them if we could use information from their website to avoid any copyright issues, and they allowed us.

I am really pleased with the effort I have put in this project, as I've never done anything like this before. I'm pleased with myself for finishing on the deadline.

I was really unsure about using Access before, but now I find it quite easy, and I've been helping others in my class to use it too.

I'm pleased with all my work, as I've had the computer skills but never had chance to use them properly.