**Methods of Keeping records**

**Activities   
1.Unscramble the following words and then use each one in a sentence to explain its meaning?**   
Eeessprhdat = Spreadsheet- You can use spreadsheets to hold your records.  
Bdtaseaa = Database- A database is like an electronic version of your folders.   
  
**2.What is an active cell on a spreadsheet?**

An active cell is the selected cell in which data are entered or edited.   
  
**3.What is the main advantage of using a database to record and monitor financial transactions?**

The main advantage is that you the person can search and locate files or information for quick access.   
  
**4.Construct a simple database showing a record of ten different cash, credit card, debit card and cheque purchases. Give the database an appropriate title. The database should contain fields for date, name of the store or company, good purchased, amount, method of payment and comments.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Company Name | Item | Date Paid |  | Payment Method |  |
| 1 | McDonald’s | Big Mac | 14/1/2010 | $2.25 | Cash | 2/10 |
| 2 | Kmart | Shirt | 13/2/2010 | $35.00 | Eftpos | 9/10 |
| 3 | Big W | Batteries | 22/1/2010 | $8.50 | Cash | 6/10 |
| 4 | Hoyts | One Concession | 11/3/2010 | $13.50 | Direct Debit | 8/10 |
| 5 | Bowling | Two Games | 14/1/2010 | $32.00 | Cash | 6/10 |
| 6 | Rebel Sport | Jersey | 24/3/2010 | $150.00 | Direct Debit | 10/10 |
| 7 | Pizza Hut | 3 large Pizzas | 20/4/2010 | $33.90 | Credit Card | 9/10 |
| 8 | KFC | Chicken Nuggets | 18/4/2010 | $4.45 | Cash | 8/10 |
| 9 | Retravision | Fryer | 22/2/2010 | $250.00 | Cheque | 8/10 |
| 10 | Subway | Foot long | 19/3/2010 | $10.00 | Cash | 7/10 |

**Describe, using two examples, how technology has affected the way in which consumers can pay for their goods and services?**

It is now easier to carry a lot of money because we have credit cards which electronically transfer funds from our account. Also it is now easier to purchase items over the phone using our debit card.   
  
**Conduct a bartering session in your class. Each class member can bring along something to barter, such as pieces of food. Display the goods on the desks?**  
**After the session, complete these sentences:**   
Double coincidence of wants occurs when someone has something you want and you have something they want.  
  
Agreeing on the value of something is an agreement between the two peoples who have now made a decision to exchange goods.  
  
Some people were disappointed with their barter because .they believed they were ripped off and that it wasn’t a fair trade.  
  
Money makes trading easier because there can be set a price for certain goods and it is easier to calculate the costs.   
  
How are banks encouraging customers to use EFTPOS rather than over-the-counter transactions? They are setting up transaction fees and charges to encourage customers use Eftpos because they add fees which they can benefit from.   
  
Banking and paying bills via the internet is very convenient. However, what problems might arise for customer privacy and security? Your account can be hacked and anyone can access your account and there is no privacy.   
  
How might older people and the poor be disadvantaged if over-the-counter transactions attract higher bank fees than internet banking? They might not have computer or internet access and can’t afford the high transaction fees.   
Using your library and the internet, research an early form of money. Find out where and when it existed, who used it and what it was like. Many forms of currency were used in the Australian colonies after the arrival of the first European settlers in 1788. In the rough early conditions barter was necessary, and payment in commodities like rum sometimes replaced money in transactions. Some of the first official notes used in Australia were Police Fund Notes, issued by the Bank of New South Wales in 1816.