

## ADMINISTRATION TASK 4: CREATING A COMPANY DIRECTORY

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### VE Departments Involved

Administration, Human Resources

### Time Frame/Month for Activity

September-October/Two days

### Outcomes

*Employees will be able to:*

- Understand the purpose of a company directory.
- Create a database that can be searched and sorted.
- Print and distribute the company directory, and revise it as necessary.

### Activities/Strategies

- Convene a meeting with the Administration and/or Human Resources Department. The facilitator will lead a discussion regarding the type of information all departments need to have in order to contact others in the firm (name, title, location in the office, email address, phone extension, etc.)
- Have the Human Resources Department assign a location and/or phone extension to each employee if his/her department has not done so already; give this information to the VP of Administration.
- The VP of Administration will assign the task of creating a database of information using Excel or Access.
- The facilitator may need to review the basics of entering data into Excel or an Access table. Demonstrate how information can be searched and sorted. Or, the facilitator may refer members of the Administration department to the video links below to learn how to use Google Sheets to manage and enter data.
- Distribute a printout of the table to all employees.
- The VP of Administration must be reminded to back up the electronic file. *Note: If Google Sheets was used to create this table, ensure that the document is shared with everyone in the firm. This file must be updated periodically. Note: If Access was used to create this table, explain that the table can be the basis for enter other information about employees, such as their attendance and work progress.*

### Online Follow Up

- Click on the following links to access online tutorials and videos on using Google Sheets:
  - [VIDEO: Google Sheets: Working with Multiple Sheets \(2:15\)](#)
  - [Online Tutorial: Google Sheets: Sorting and Filtering Data](#)
  - [Online Tutorial: Google Sheets: Modifying Columns, Rows, and Cells](#)
  - [VIDEO: Google Sheets: Modifying Columns, Rows, and Cells \(4:15\)](#)
  - [Online Tutorial: Google Sheets: Formatting Cells](#)
  - [VIDEO: Google Sheets: Formatting Cells \(3:53\)](#)

### Mastery and Assessment

- Company directory/database is completed, used by employees, and updated as necessary.