



A Web site for students and educators
 Business studies, economics, accounting, leisure, sport & recreation and travel & tourism.



Easy step-by-step instructions to use the biz/ed website and if you need help, ask a member of library staff

Step 1: Log on to the Online Reference Library webpage



- Open the Web browser (Internet Explorer)
- Click once anywhere in the Address bar
- Press <delete> key
- Type www.leics.gov.uk/reference
- Press <Enter> key on your keyboard

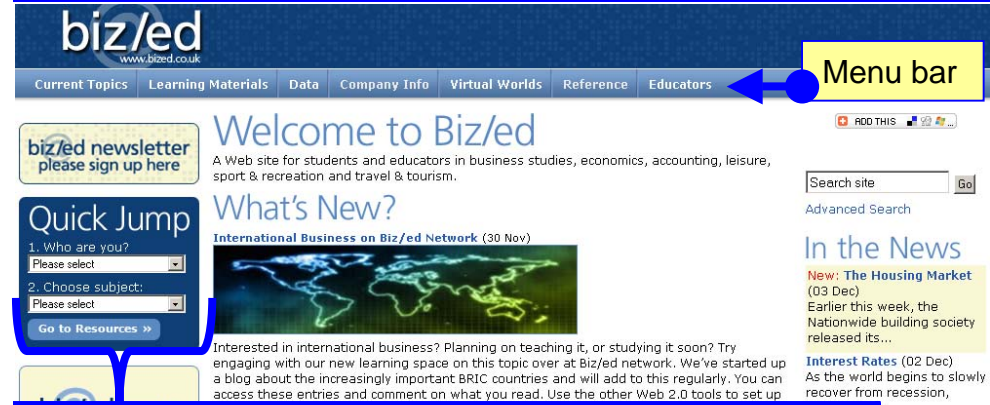
Step 2: Online Reference Library webpage

Business Information

- [Annual Report Gallery](#) - Published on the Internet.
- [Biz/ed](#) - Business and economics service for students & teachers.
- [European Yellow Pages](#) - Covering all European countries.
- [Intute Business Library](#)
- [Kelly's](#) - Directory website
- [UK Trade & Investment](#)
- [East Midlands Business](#)

Scroll down to Business Information section and click on '[Biz/ed](#)' link to take you to the Homepage

Step 3: Biz/ed Homepage



Use this section to profile your learning material.

1. Use the drop-down arrow to select who are you?
2. Choose subject by using the drop-down arrow
3. Now click on '**Go to Resources**' button

Continued overleaf →



Step 4: Using Menu Bar



www.bized.co.uk

Current Topics

Learning Materials

Data

Company Info

Virtual Worlds

Reference

Educators

Click on 'Current Topics' link to view content covering following areas:

- Mind your Business
- At Your Leisure
- Problem Based Learning
- Wanna Argument?
- Research Projects

Click on 'Learning Materials' link to view content covering following areas:

- Accounts
- Business studies
- Economics
- Leisure, Sport & Recreation
- Travel & tourism

Click on 'Data' link to view content covering following areas:

- Time Web
- Penn World Data
- Office of National Statistics
- Key Economics Data

Click on 'Company Info' link to view content covering following areas:

- Business profiles
- Ratio Analysis
- Financial Database
- Times 100 case studies

Explore these sections for yourself

Hints and tips on using Biz/ed

- Use the 'Biz/ed' logo on the top left hand side of each page to return to the Biz/ed home page.
- Use the Menu Bar to jump to any of the Biz/ed sections from any page
- The left hand navigation bar contains links to the various subsections of the section you are in. For example, if you are in the Learning Materials section the left hand navigation bar will have links to economics, business etc. You can use these links to jump straight to those subsections.
- You can also use your web browser to find your way around Biz/ed.
- Use the 'Go to' function (under the 'View' menu) on your browser to return to recently visited pages.
- Use Control and F to find a word in a page.