

A guide to what should be in a completed unit 10 Spreadsheet folder

Design Work (7 Marks)

Include the following

- A criticism m of the original PC Parts Sceario and what you propose to replace it.
- A data flow diagram of the system you intend to produce.
- An input process output table listing the things your spreadsheet will do and the functions or macros you will use to make these things happen.
- Designs of the sheets you intend to produce these should be annotated screenshots in fscapture.
- How you will validate and protect your spreadsheet. You may not already have done this, do it now. Talk about error messages you will display if people put in unacceptable data and how you will protect some cells in the spreadsheet to cells being deleted.
- The data you will use in your final solution this should be the list of customers and products off moodle.

Technical Documentation of your Spreadsheet (15 And 4 Marks)

two lots of marks here;

15 marks for making a spreadsheet and 4 marks for technical documentation.

This is the big one in that there are 19 marks up for grabs here.

Call this piece of work; Technical documentation of my spreadsheet.

FOR STARTERS

Screen shot every page of your solution and underneath write down what it does in as much detail as you

THEN

explain how information on some of the pages is linked to information on other pages.

At this point you may want to start to screen shot bits of formula in the case above Vlookup to say

How your

spreadsheet does what it does.

NEXT

Explain every function, formula or feature you use once. And then refer to it if you use it elsewhere.

You should have used most the following functions and features;

- If
- Vlookup – for getting names and products on an order sheet for example
- Sum - adding stuff up in a few places
- Now – gives you the date

- Named ranges - you will have used named ranges on your customer and product sheets to get your lookups
- working
- Validation from lists - this lets you have drop downs for picking products.
- Currency and date formatting - err pretty obvious this
- Pivot tables – used for financial analysis
- Macros – used the in a few places you did.
- Sorting of data – your product and customer lists needed to be in ascending alphabetical order for your
- lookups to work.
- Conditional formatting – you may have this on your stock list to show products that need re ordering
- Cell protection – used to stop someone who doesn't know what they are doing wrecking your spreadsheet

FINALLY INCLUDE

Complete copies of all your macro code from the VB view.

Screenshots of each page in formula view annotated in fscapture if it helps.

AND FINALLY, FINALLY

To get the 4 technical documentation marks you need to present your work as an easy to read report that allows me to understand what your spreadsheet does without me having the excel file in front of me.

I will probably be marked up using styles in word and include both a table of contents and a cover page.

Testing (7 Marks)

You need the usual table with tests expected outcomes and evidence (screenshots) of what happened.

Test with three types of data;

Normal Data

This is what your spreadsheet has in it at the moment. Make sure you test all aspects of your spreadsheet. Try and track all the changes that happen through your spreadsheet when you change things or run a macro.

Screen shots are required.

Erroneous Data

This is garbage eg putting words into cells that should have numbers or dates in them. Make up some test for all inputs where you deliberately put the wrong type of data in

Extreme Data

Data that is out of expected range for example putting 500 in for a quantity.

Notes

Erroneous and extreme inputs should be prevented by validation. You should test for a user being able to delete formulas by accident.

User Manual (4 marks)

Very similar to technical documentation this but really an idiots guide to using your system. Should again have a table of contents and a cover page it's a technical document.

I would start by explain with screenshots in a logical order the thing a user would need to do most often and work through every function they might need to know how to do.

Include a minimum system requirements for using the system that is probably; a computer with windows xp and office 2007 (pc) or osx 10.4 and office 2008 (mac)

Implementation and Problem Solving (5 Marks)

This should be a report where you write about problems you had making your spreadsheet and how you fixed them it should be in the form of a log of what happened and when.

When you talk about fixing a problem you need to comment on how important a problem was. If the spreadsheet system wouldn't work without a particular macro for example it was obviously critical.

You need to comment on how fixing a problem would make a user find your spreadsheet system easier to use or even make their use of the system possible.

You could rate all problems as either;

Critical –won't work without it.

Serious – would work without it but much harder to use.

Trivial –would work without it but maybe not as well or wouldn't look as nice.

Say what you did to fix a problem and whether it was effective. For example you may have rerecorded a macro again because you got it wrong. Maybe you got it wrong a second time so you decided to record the macro in stages this shows an ability to adapt as you encounter problems so you would get marks for showing an adaptable approach to problem system.

Evaluation (8 Marks)

Mr Prince's top tips for an evaluation

First

Compare what you have made to your design work both your design sketches and your Data flow diagram and Inout process output table.

If it is different say why it is different maybe you hadn't designed it fully. Maybe you learned more about excel as you went along maybe you just got the design wrong but say WHY.

Next comment on the good features of your system. The things you think are effective or that your think work well

As importantly comment on the features you think are either not finished don't work well or could be improved. Provide examples of what you could do to make these improvements.

Next comment on your own performance.

Did you manage your time well?

Did you have sufficient skills to finish the project?

What were you good at?

What did you find hard or impossible.

Next Get feedback

Ask people to use your spreadsheet ideally give them your user manual as well and ask them what they think.

Ideally ask at least here people.

Comment on what they say. Did they all agree about things if they did they were probably right. If it was negative feedback you need to think about what they have said and suggest how you could improve your system.

Finally write an overall conclusion and comment on what you would do differently if you started again. This is where you reflect on what you have learned and vary your approach for the future

I am marking your spelling grammar and structure on your evaluation so make sure you make it look nice and spell and grammar check it.