Unit 9 Assignment 1

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Introduction

I am completing a work placement with the local football club in its administration department. I have been asked to produce a spreadsheet to manage information about the club's season-ticket holders. I will produce design documents for a spreadsheet solution to meet your manager's needs.
What are spreadsheets used for?

Spreadsheets are used to design and carry out calculations quickly and accurately and to display the results in an easy to understand way. Allow users to make changes to data and will calculate the results again once changes are made.

Spreadsheets are mostly used in business, for e.g. improving Productivity and Accuracy.
The two spreadsheets should be designed for different purposes. Examples of the different uses a spreadsheet can have are: (select two)

- Cost modelling
- **Analysis of data tracking**
- **Learners progress and recording results**
- Creating league timetables and match results
- Stock control.
# My Selected Spreadsheets

<table>
<thead>
<tr>
<th><strong>Spreadsheet 1</strong></th>
<th><strong>Spreadsheet 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis Of Data Tracking</td>
<td>Learners Progress and Recording Results</td>
</tr>
</tbody>
</table>

- This Spreadsheet is used for employees and staff to track when their companies will gain more profit when they have more customers.
- This spreadsheet also helps data tracking as the company can hire temporary staff when the company becomes busy with customers.

- This spreadsheet is used for me to record how many hours I spend on completing Assignments, revision and Reading.
- This spreadsheet is also used to see how much effort we are putting into our studies and how well we want to pass our L2 IT Course.
The Purpose of both spreadsheets

Before I create the spreadsheet, the manager has asked me to find out how spreadsheets are used in the real world. The purpose of both spreadsheets is so that I can manage the data about the club’s season ticket holders. This will help me as I don’t need to rely on papers and will have an electronic version which will be most useful to the manager.
How Are The Tools and Techniques Of Both Spreadsheets Used?

Cell Replication: I used drag and drop technique to copies the day of the week down left hand side column, without me having to writing the date in each every cell. But if there is a function in place then each of the cells will be referenced.

Formatting: I used IF statements to calculate how many hours are required and shows that I am making progress. The formatting is then done by changing the colour of the cells which indicate the progress being made. Merging the cells is also part of formatting as i can allow text to be present in one cell.

Page Setup: This is when you preview your spreadsheet so that you can see what you are printing.

User Interfaces: This is when the user interacts with software, they can use data validation to check that data is entered correctly in each field. Also it shows drag and drop list, which gives you options and tools to help manage your spreadsheet.

Charts: Because I have done all the calculations in the table, when i create the chart i don’t have to make any changes to it but only to table , therefore it won't become confusing. Also i have chosen a pie chart as shows that the bigger the size of the piece of pie, the higher the numeric value is.

Other: This is other charts such as a bar chart which allow you to show values in away which is more clear to employees and not used for professionals. This allows employees to navigate and predict what they need to meet the requirements of their job.
The purpose of the tools and techniques of both spreadsheets, e.g. to aid usability, to increase productivity, to improve accuracy and to present output data.

**Analysis Of Data Tracking:**

**Usability:** This is done through user interfaces. This allows the user to interact and also be able to grasp themselves with software that they are using. It also improves this as they can make electronic spreadsheets that can be inputted with functions to help the user carry out calculations.

**Productivity:** The tools improve this at it easier to do calculations such as =SUM and IF statements. These help people to become more productive and independent. As not being productive makes companies pay people without doing the intended job purpose. Resources cannot be wasted as they are very valuable to the company.

**Accuracy:** The Tools improve Accuracy as they calculate numbers which are correct and changes made will also be used to make the results different to what they are so that there are no errors. Also there invoices from companies that are sent out to customers must be accurate so that they do not suffer any loss and more profit than the required amount. Also data has to be correct when it comes to bills as data inputted wrong may affect their reputation and financial status. Lastly data has to be correct for salary incomes so that people are being paid the right amount for the required job they are doing.

**Output Data:** The Tools improve output data by the use of tables and charts. This is because if you have created a table you can convert it into a chart and when presenting information it looks more professional to employees and also helps when display information.
The Strengths and Weaknesses of Analysis of Data spreadsheets?

Weaknesses:

They could label each bar with the accurate profit number so they can estimate how much profit they are likely to encounter annually.

Need to label Y and X axis to show what they are representing.

Need to have a more clear title so it’s not confusing to new employees.

Strengths:

Labelled dates properly so that they are clear to see.

Clear Heading of what the bar chart represent.

Gone up in 10’s on the Y axis to help accurate values and not confusing as the values are not small numbers.

Reference:

https://openclipart.org/detail/194060/thumb-up-and-down
The Strengths and Weaknesses of Tracking Learners Progress

Weaknesses:

- Needs colour so that it will help us keep filling it in each week or day.
- Needs heading for the right column and top row to show what the fields represent.
- Needs to look more professional and of a good standard.
- Needs formatting.

Strengths:

- Clearly see that the If function has been used.
- Clearly see that the Average function has been used.
- Can clearly see that the total of each column is calculated using a SUM function.

Reference:
https://openclipart.org/detail/194060/thumb-up-and-down