## 3.3 Laboratory Sessions

**Exercise 1: Advanced Features and Functions and Business Processes**

* Accounting
* Collection and Verification of Business Data

**Exercise 3: Evaluating Interface Design**

1. After using the functions in Exercise 2, do you think that their application could be improved by applying interface design elements, such as text, image, sound or color?

Yes. they can be.

1. When developing functions such as data entry, how could the above interface design elements help the user?

The above interface design elements make users feel more in control of their experience with the program and allows them to quickly find, understand and complete a certain task easily.

**Exercise 4: Data Entry and Validation**

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| Enters an amount into a spreadsheet |  |  |  |
| Enters text into a spreadsheet |  |  |  |
| Enters a name into a database |  |  |  |
| Enters a postcode into a database |  |  |  |

**Exercise 5: Evaluation of Elements of the Microsoft Office Interface**

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| **Human Computer Interface Element** | **Comment** |
| **Ribbon** | It made up of four basic components: tabs, groups, dialog launchers, and command buttons. That allows you to quickly find, understand and use commands for completing a certain task. |
| **Command buttons** | The Command Button creates a clickable button on the form and is used to run a specific block of Check Code. |
| **Text boxes** | A text box is an object you can add to your document that lets you put and type text anywhere in your file. Text boxes can be used to add instructions to specific areas of a sheet. |
| **List boxes** | A list box is a list assigned to a variable that can be used to select multiple items. On a UserForm, a list box can be inserted by selecting the list box option. |
| **Combination boxes** | It combines a text box with a list box to create a drop-down list. And this box control provides a more compact way to present a list of choices. |
| **Check boxes** | A checkbox in excel is a square box used for presenting options (or choices) to the user to choose from. Usually, a selection is shown by the presence of a tick mark in the checkbox. |
| **Option or radio buttons** | It is used to select one of the various options**.** Since only one radio button can be selected at a time (within the same group), each available choice must be its own item and label. |
| **Online help** | The Excel Help articles can answer your questions, offer tips, and provide help for all of Excel's features. |
| **Wizards** | Wizard enables you to make custom functions according to your specific requirements and offers several built-in functions. To use the Function Wizard, first highlight the cell where you want your formula to appear. |

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| **Commands** | The Excel command enables you to automate many of the repetitive tasks that involve spreadsheets. Some common scenarios include: Copy data from one Excel spreadsheet to another. |
| **Icons** | Icon Sets in Excel are the sets of the different types of Icons, Shapes, Indicators, Directions, which are used for visualizing the selected values by giving them different meanings to them. |
| **Tabs** | Tabs at the bottom of the window allow you to flip between worksheets in a workbook or insert a new worksheet in a workbook. The worksheet tabs in Excel are rectangular tabs visible on the bottom left of the Excel workbook. |