3.3 Lab Sessions

Ex 1

* Pivot Tables and Charts – Daily Attendance List , Daily User List
* Templates – Making CV forms, Meeting Schedule
* Conditional Formatting – Admin and Staff log in / log out
* Validation – Admin Dashboard Login
* Logical Functions – Financial processes , Sales & Marketing Processes

Ex 3

1. After using the functions in Exercise 2, I think that their application could be improved by applying interface design elements, such as text, image, sound or color.
2. When developing functions such as Data entry, above interface design elements can help the user. Firstly, we can have normal text but if we have a condition like if a number is over 5 digits , we can automatically change to other specific color. Secondly, when data entry process is finished, we can expect user to add their photo so that admin can know who put the data and after they hit a save button, we can let them know that their work has saved by an alert sound.

Ex 4

|  |  |  |  |
| --- | --- | --- | --- |
| Feature/Function | Settings | Input Messages | Error Alerts |
| Enters an amount into a spreadsheet | Number and Currency Signs are expected. | Input Number and special characters only. | You are not allowed to type character. |
| Enters text into a spreadsheet | Characters Only | Input character only. | You are not allowed to type numbers and special characters. |
| Enters a name into a database | Specific Names | You have to give a name which no one has provided. | Your Name is not available. |
| Enters a postcode into a database | Specific Numbers | You have to provide a region name before you write a postcode | You have not provided enough data. |

Ex 5

a.

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| --- | --- |
| **Human Computer Interface element** | **Comment** |
| **Ribbon** | To have access to each feature and function |
| **Command Buttons** | To give command in short time |
| **Text Boxes** | To type something |
| **List Boxes** | To make list of something |
| **Combination Boxes** | To make a group |
| **Check Boxes** | To make to do list |
| **Option or Radio Buttons** | To make options |
| **Online Help** | To find out what we don’t know |
| **Wizards** | To create and format a document according to our needs |
| **Commands** | To perform faster |
| **Icons** | To visualize shapes |
| **Tabs** | To adjust the papersize |

B. I found it really effective and knowing those things can help us more productive in our work. It was easy to use and helpful.