Exercise 1: Advanced Features and Functions and Business Processes

1. Pivot Tables and charts

* Summarizing
* Analyzing

1. Templates

* Quickly setting up the same tasks over and over again.
* Creating repeatable workflows and saves time

1. Conditional formatting

* Making particular cells easy to identify
* Creating rules that determine the format of cells based on their values, such as the following monthly temperature data with cell colors tied to cell values.

1. Validation

* Managing a test plan for the release and the results.
* Testing product performance

1. Logical functions

* Testing whether a situation is true or false
* Creating reports

Exercise 3: Evaluating Interface Design

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. - **Text** can be used to provide clear and concise instructions for the user, as well as to label the different data entry fields.

- **Images** can be used to provide visual cues to the user, such as icons that represent different functions or buttons.

- **Sound** can be used to provide auditory feedback to the user.

- **Color** can be used to help the user distinguish between different sections of the data entry sheet, or to highlight important information.

Exercise 4: Data Entry and Validation

|  |  |  |  |
| --- | --- | --- | --- |
| Feature/Function | Settings | Input Messages | Error Alerts |
| Enters an amount into a spreadsheet | You need to choose whole number and set the number you want to limit between the minimum and maximum | You need to write an amount in title and in input message, write that “You need to write a number between minimum and maximum you want to allow. | You need to choose “stop” style and in title, “Alert!” and in Error message, “Check your data again”. |
| Enters text into a spreadsheet | I think it need to choose “Text length” and limit the words you want to allow. | I think it doesn’t need to put input message. | You only choose information style. |
| Enters a name into a database | It needs to ensure that the cells where the name will be entered have been formatted to only allow text input, and not numbers or symbols. | It needs to provide a clear label for the cell where the name is to be entered, indicating what type of information is expected. | If the user attempts to enter a name that is already in the database, display an error message that informs the user of the duplication and provides guidance on how to proceed. |
| Enters a postcode into a database | It needs to ensure that the cells where the postcode will be entered have been formatted to only allow text input, and not numbers or symbols. | It needs to provide a clear label for the cell where the postcode is to be entered, indicating what type of information is expected. | If the user attempts to enter a postcode that does not meet the validation rule, display an error message that explains why the input is invalid and provides guidance on how to correct it. |

Exercise 5: Evaluation of Elements of the Microsoft Office Interface

|  |  |
| --- | --- |
| Human Computer Interface Element | Comment |
| Ribbon | I have used it when I want to change the next tab.  It allows users to quickly find and access the tools they need to format text, create tables, insert images, and perform many other tasks. It was easy to use and helpful. |
| Command Buttons | - |
| Text boxes | I have used to add document that I want to put and type text anywhere in file.  Text boxes are useful for drawing attention to specific text and can also be helpful. It was easy to use and helpful. |
| List boxes | - |
| Combination boxes | - |
| Check boxes | - |
| Option or radio buttons | - |
| Online help | - |
| Wizards | - |
| Commands | - |
| Icons | - |
| Tabs | I have used to align text at specific points on the horizontal line.  Using tabs allows to create columns of text, align text at specific points, and create tables and forms with consistent spacing. |