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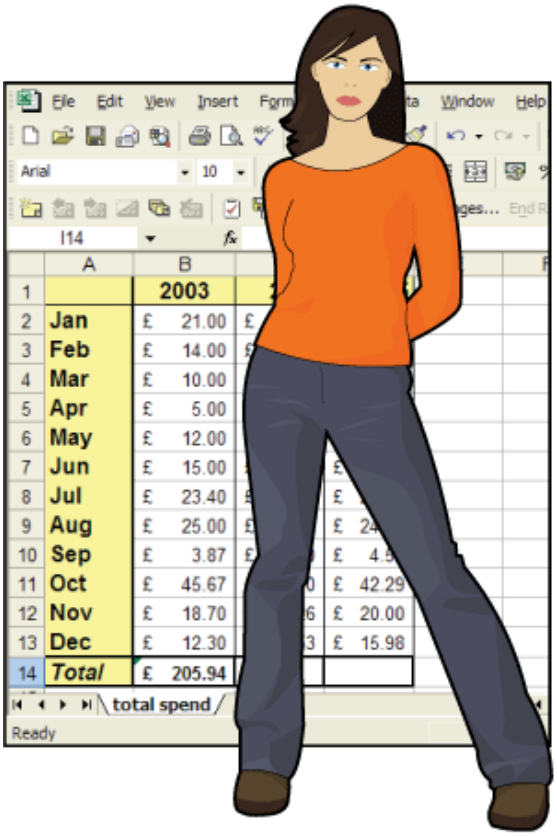
Spreadsheets

Part of the Yodafone Project
Based on OCR Nationals (2010)



Learning outcomes

By completing this unit candidates will develop a thorough knowledge and understanding of how to create and use spreadsheets. Candidates will be able to:

- design a spreadsheet to meet the needs of an organisation
- create the spreadsheet according to the design and format it to make it user friendly
- sort data and use simple filters
- carry out modelling activities using a spreadsheet
- analyse data using appropriate graphs/charts
- create macros to automate procedures in a spreadsheet

Scenario

- Yodafone International is a mobile phone company based in the Dagobah system. In their main office there are a number of employees who help with the day-to-day running. Yodafone have planned to launch 12 new mobile phone shops around England. They have asked for a number of advertising materials to be create which include a TV advert, a radio advert and a booklet/magazine. Gill who is in charge of sales requires help developing an easy to use form for customers or assistants to select and compare phones and tariffs.

Brief

- After discussing the spreadsheet requirements with Gill you have found out the following user requirements:
    - Yodafone would like you to create a spreadsheet that will allow the user to create an order form for new customers.
    - The order form should display a selected tariff, booster and phone then show the various costs associated with the contract length which include VAT, discount and a delivery charge.
    - All candidates should have the master order sheet containing the order costings. Higher level candidates should have 3 additional sheets that feed the master with Tariff, Booster and Mobiles information. The additional sheets should allow the user to easily compare the different phones, tariffs and boosters.
        - Order Sheet (All candidates)
            - The order sheet should display the date, allow the user to select a phone, tariff and booster from a list, specify contract length, see costs involved, calculate discount, VAT and delivery before presenting the user with the overall cost of the contract and the monthly cost.
            - Delivery is free for orders of £300 otherwise it is £15.
            - Higher level candidates need to protect the sheet to stop formulas from being edited but still allow the sheet to be interacted with.
        - Mobiles Sheet (Higher level candidates)
            - The mobiles sheet should list brand, phone names, price, battery talk time and if it is a touch screen or not. The user should be able to easily compare the different mobiles.
        - Booster Sheet (Higher level candidates)
            - The booster sheet should list booster names, inclusive bonus and price. The user should be able to easily compare the different boosters.
        - Tariffs Sheet (Higher level candidates)
            - The tariffs sheet should list tariff names, inclusive allowance for text/talk/web, additional text/talk/web cost and overall monthly cost. The user should be able to easily compare the different tariffs.

Topics

- AO1 - Develop a spreadsheet to meet the needs of an organisation.
- AO2 - format a spreadsheet to make is user friendly.
- AO3 - Sort data and use simple filters.
- AO4 - Carry out modelling activities using a spreadsheet.
- AO5 - Analyse data using appropriate graphs/charts.
- AO6 - Create macros to automate procedures in a spreadsheet.
- AO7 - Test the spreadsheet solution.

AO1 - Develop a spreadsheet to meet the needs of an organisation.

	Pass	Merit	Distinction
	Candidates will state user requirements. They will create a functional spreadsheet that mostly meets the requirements of the user. The spreadsheet will include formulas using at least two of +,-,* and /. Functions from at least two different categories will be used. Relative or absolute cell referencing will be used. The spreadsheet may contain only one sheet.	Candidates will state user requirements. They will create a functional spreadsheet that meets the requirements of the user. The spreadsheet will include formulas using all of +,-,* and /. Functions from at least three different categories will be used. this will include the use of one IF statement Relative or absolute cell referencing will be used. Most choices will be appropriate. The spreadsheet will contain more than one sheet, linked by formulas.	Candidates will state user requirements. They will create a functional spreadhset that meets the requirements of the user. The spreadsheet will include formulas using all of +,-,*,/ and brackets. Functions from at least four different categories will be used. this will include the use of one IF statement. Relative and absolute cell referencing will be used. All choices will be appropriate. The spreadsheet will contain more than one sheet linked by formulas.
	Info: • In this task you will state the user requirements. Task: • Download and complete the worksheet **User Requirements** (save the worksheet in your unit 6 AO1 folder).	Info: • In this task you will state the user requirements. Task: • Download and complete the worksheet **User Requirements** (save the worksheet in your unit 6 AO1 folder).	Info: • In this task you will state the user requirements. Task: • Download and complete the worksheet **User Requirements** (save the worksheet in your unit 6 AO1 folder).
	Info: • In this task you will create a plan of the spreadsheet and how the sheets will be linked. Task: • Using a blank piece of paper create a diagram showing how the pages are linked. • You may like to use the worksheet **Planning Grid** to help you design the layout & formatting of the worksheets. • When you have completed the diagram put it in your portfolio to keep it safe.	Info: • In this task you will create a plan of the spreadsheet and how the sheets will be linked. Task: • Using a blank piece of paper create a diagram showing how the pages are linked. • You may like to use the worksheet **Planning Grid** to help you design the layout & formatting of the worksheets. • When you have completed the diagram put it in your portfolio to keep it safe.	Info: • In this task you will create a plan of the spreadsheet and how the sheets will be linked. Task: • Using a blank piece of paper create a diagram showing how the pages are linked. • You may like to use the worksheet **Planning Grid** to help you design the layout & formatting of the worksheets. • When you have completed the diagram put it in your portfolio to keep it safe.
	Info: • In this task you will create the feeder sheets and populate it with data. Task: • Populate the Mobiles, Tariffs and Booster sheets with titles and data. • Use the data sheets to help you: ○ **Boosters.csv** ○ **Phones.csv** ○ **Tariffs.csv**	Info: • In this task you will create the feeder sheets and populate it with data. Task: • Populate the Mobiles, Tariffs and Booster sheets with titles and data. • Use these data sheets to help you: ○ **Boosters.csv** ○ **Phones.csv** ○ **Tariffs.csv**	Info: • In this task you will create the feeder sheets and populate it with data. Task: • Populate the Mobiles, Tariffs and Booster sheets with titles and data. • Use these data sheets to help you: ○ **Boosters.csv** ○ **Phones.csv** ○ **Tariffs.csv**
	Info: • In this task you will create the main spreadsheet and populate it with data and formulas. • You will need to use +,/ (addition and division) in formulas. • You will need to use =SUM, =TODAY ○ Use =SUM to display the combined cost of the	Info: • In this task you will create the main spreadsheet and populate it with data and formulas. • You will need to use +,/,*,- (addition, division, multiplication and subtraction) in formulas. • You will need to use =SUM, =TODAY, =IF	Info: • In this task you will create the main spreadsheet and populate it with data and formulas. • You will need to use +,/,*,-,() (addition, division, multiplication, subtraction and brackets) in formulas. • You will need to use =SUM, =TODAY, =IF, =VLOOKUP

	phone, tariff and booster. ○ Use =TODAY to display today's date. • Relative or absolute cell referencing will be used. Task: • Create a new spreadsheet and save it in your Unit 6 AO1 folder as YodafoneInvoice.xls • Inside the spreadsheet you will need to make sure you have 4 sheets. Rename the first sheet to Invoice, the second to phones the third to boosters and the fourth to tariffs • Using the data supplied (**Phones, Tariffs, Boosters**) copy the data into the appropriate sheet within your spreadsheet. • On the Invoice sheet create the layout according to your design adding formulas where appropriate. • Save the document	○ Use =SUM to display the combined cost of the phone, tariff and booster. ○ Use =TODAY to display today's date. ○ Use =IF to display the delivery charge (e.g. £15 charge unless over £300) • Relative or absolute cell referencing will be used. Task: • Create a new spreadsheet and save it in your Unit 6 AO1 folder as YodafoneInvoice.xls • Inside the spreadsheet you will need to make sure you have 4 sheets. Rename the first sheet to Invoice, the second to phones the third to boosters and the fourth to tariffs • Using the data supplied **(Phones, Tariffs, Boosters)** copy the data into the appropriate sheet within your spreadsheet. • On the Invoice sheet create the layout according to your design adding formulas where appropriate. • Save the document	○ Use =SUM to display the combined cost of the phone, tariff and booster. ○ Use =TODAY to display today's date. ○ Use =IF to display the delivery charge (e.g. £15 charge unless over £300) ○ Use =VLOOKUP to look up phone, tariff and booster costs on other sheets. • Relative and absolute cell referencing will be used. Task: • Create a new spreadsheet and save it in your Unit 6 AO1 folder as YodafoneInvoice.xls • Inside the spreadsheet you will need to make sure you have 4 sheets. Rename the first sheet to Invoice, the second to phones the third to boosters and the fourth to tariffs • Using the data supplied **(Phones, Tariffs, Boosters)** copy the data into the appropriate sheet within your spreadsheet. • On the Invoice sheet create the layout according to your design adding formulas where appropriate. • Save the document

AO2 - format a spreadsheet to make is user friendly.

	Pass	Merit	Distinction
	Candidates will use text and background colour and cell borders although these may not show the different types of cell in the most helpful way. They will adjust row height or column width and will merge cells. They will set the direction of text in a cell. They will add at least one example of help for the user, such as an instruction on the sheet, a cell comment, and input message or validation, although this may not be of a high quality.	Candidates will use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add help for a new user. This help will include at least once cell comment and appropriate validation in at least one row/column. They will use conditional formatting.	Candidates will appropriately use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add sufficient help to enable a beginner to use the spreadsheet with ease. This help will include suitable cell comments and validation with useful feedback to users. They will set cells for input from a drop-down list. They will use conditional formatting to make the output clearer. They will use worksheet protection to prevent a user changing/deleting formulas whilst allowing data to be added/editing as needed by a user.
	Info: • In this task for each of your sheets you will format the cells so that data is appropriately presented. **Task:** • Format cells so that they show the appropriate data types such as: o Percentage o Date o Text o Number o Currency	Info: • In this task for each of your sheets you will format the cells so that data is appropriately presented. Task: • Format cells so that they show the appropriate data types such as: o Percentage o Date o Text o Number o Currency	Info: • In this task for each of your sheets you will format the cells so that data is appropriately presented. Task: • Format cells so that they show the appropriate data types such as: o Percentage o Date o Text o Number o Currency
	Info: • In this task you will set appropriate borders/cell colours and other visual aids to make the sheets look professional and suitable for purpose & audience. Task: • Add cell borders • Set cell background colours to highlight cell edit type such as input or read-only etc. • Adjust row height or column width • Merge cells • Set text direction (some cells need to have vertical text)	Info: • In this task you will set appropriate borders/cell colours and other visual aids to make the sheets look professional and suitable for purpose & audience. Task: • Add cell borders • Set cell background colours to highlight cell edit type such as input or read-only etc. • Adjust row height or column width • Merge cells • Wrap text • Set text direction (some cells need to have vertical text)	Info: • In this task you will set appropriate borders/cell colours and other visual aids to make the sheets look professional and suitable for purpose & audience. Task: • Add cell borders • Set cell background colours to highlight cell edit type such as input or read-only etc. • Adjust row height or column width • Hide/Show columns or rows • Merge cells • Wrap text • Set text direction (some cells need to have vertical text)
	Info: • In this task you will set help for a new user. Task: • Add help for the user which will be in the form of a cell comment.	Info: • In this task you will set help for a new user. Task: • Add help for the user which must include at least 1 cell comment	Info: • In this task you will set sufficient help for a new user to be able to use the spreadsheet with ease. Task: • Add help for the user which must include at least 1 cell comment

		and appropriate validation in 1 row/column.	and appropriate validation (which gives useful feedback) in 1 row/column. • Add a drop-down list for users to select data.
		Info: • In this task you will set conditional formatting to help make the output clearer Task: • Add conditional formatting to the phones, boosters and tariffs sheet to make the data easy to compare and understand.	Info: • In this task you will set conditional formatting to help make the output clearer Task: • Add conditional formatting to the phones, boosters and tariffs sheet to make the data easy to compare and understand.
			Info: • In this task you will set worksheet protection Task: • Set worksheet protection to prevent a user changing/deleting formulas whilst allowing data to be added/edited as needed by a user

AO3 - Sort data and use simple filters.

	Pass	Merit	Distinction
	Candidates will sort data using one field. They will filter data using one field. They will state the purpose of their sort and filter.	Candidates will sort data using at least two fields. They will filter data using at least two fields. They will state the purpose of their sort and filter.	Candidates will sort data using at least two fields. They will filter data using at least two fields. They will customise at least one filter. They will state the purpose of their sort and filter(s)

	Info:
	• In this task you will evidence sorting data.
	• A customer has requested a print out of all the mobile phones that Yodafone sell but would like them sorted by cost so they can easily see which offers better value for money overall.
	Task:
	• Using the data in your mobiles sheet:
	  ○ Perform the sort and print screen the evidence.
	  ○ Create a new word document and paste in your print screen evidence.
	• State the purpose of sorting the data. (How would this information be useful to someone?)
	• Save this document in your Unit 6 AO3 folder as SortEvidence.
		Info:
		• In this task you will evidence sorting data.
		• A customer has requested a print out of all the mobile phones that Yodafone sell but would like them sorted into brands and then by cost so they can easily see which offers better value for money for each brand.
		Task:
		• Using the data in your mobiles sheet:
		  ○ Perform the sort and print screen the evidence.
		  ○ Create a new word document and paste in your print screen evidence.
		• State the purpose of sorting the data. (How would this information be useful to someone?)
		• Save this document in your Unit 6 AO3 folder as SortEvidence.
			Info:
			• In this task you will evidence sorting data.
			• A customer has requested a print out of all the mobile phones that Yodafone sell but would like them sorted into brands and then by cost so they can easily see which offers better value for money for each brand.
			Task:
			• Using the data in your mobiles sheet:
			  ○ Sort the data by brand and then by price and print screen the evidence.
			  ○ Create a new word document and paste in your print screen evidence.
			• State the purpose of sorting the data. (how would this information be useful to someone?)
			• Save this document in your Unit 6 AO3 folder as SortEvidence.

	Info:
	• In this task you will evidence filtering data.
	• A customer is looking for a Sony Ericsson mobile phone and has requested a print out of those stocked by Yodafone.
	Task:
	• Using the data in your phone sheet:
	  ○ Perform the filter and print screen the evidence.
	  ○ Create a new word document and paste in your print screen evidence.
	• State the purpose of filtering the data. (How would this information be useful to someone?)
	• Save this document in your Unit 6 AO3 folder as FilterEvidence.
		Info:
		• In this task you will evidence filtering data.
		• A customer is looking for a touch screen Sony Ericsson mobile phone and has requested a print out of those stocked by Yodafone.
		Task:
		• Using the data in your phone sheet:
		  ○ Perform the filter and print screen the evidence.
		  ○ Create a new word document and paste in your print screen evidence.
		• State the purpose of filtering the data. (How would this information be useful to someone?)
		• Save this document in your Unit 6 AO3 folder as FilterEvidence.
			Info:
			• In this task you will evidence filtering data.
			• A customer is looking for a touch screen Sony Ericsson mobile phone under £300 and has requested a print out of those stocked by Yodafone.
			Task:
			• Using the data in your phone sheet:
			  ○ Perform the filter and print screen the evidence.
			  ○ Create a new word document and paste in your print screen evidence.
			• State the purpose of filtering the data. (How would this information be useful to someone?)
			• Save this document in your Unit 6 AO3 folder as FilterEvidence.

AO4 - Carry out modelling activities using a spreadsheet.

	Pass	Merit	Distinction
	Candidates will change different variables in their spreadsheet to make at least two predictions or decisions. They will state the results obtained.	Candidates will change different variables in their spreadsheet to make at least two predictions or decisions. They will write about their investigations and the results they find.	Candidates will change different variables in their spreadsheet and make suitable predictions and decisions. They will write about their investigations and the results they find.
	Info: • In this task you will make predictions and then test it to make sure they are correct by changing different variables in the spreadsheet. Task: • Using the invoice part of your spreadsheet • Download and complete the worksheet **Modelling Evidence**. • Save this document in your Unit 6 AO4 folder as **Modelling Evidence**.	Info: • In this task you will make predictions and then test it to make sure they are correct by changing different variables in the spreadsheet. Task: • Using the invoice part of your spreadsheet • Download and complete the worksheet **Modelling Evidence**. • Save this document in your Unit 6 AO4 folder as **Modelling Evidence**.	Info: • In this task you will make predictions and decisions and then test it to make sure they are correct by changing different variables in the spreadsheet. Task: • Using the invoice part of your spreadsheet • Download and complete the worksheet **Modelling Evidence**. • Save this document in your Unit 6 AO4 folder as **Modelling Evidence**.

AO5 - Analyse data using appropriate graphs/charts.

	Pass	Merit	Distinction
	Candidates will create at least two different types of graph/chart. Graphs should be given appropriate titles and the data will be labelled.	Candidates will create at least one example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values from different data sets. Graphs should be given titles and appropriate axis labels.	Candidates will create at least one good example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values from different data sets. Graphs should be given titles and axes will be appropriately scaled and labelled. The final graphs will be clear, show the data clearly and helpfully and be appropriate for the type of data plotted.
	Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing the percentage of sales for each Sony Ericsson phone over the last year. • Check that the chart has an appropriate title and the data is labelled. • Save this document in your Unit 6 AO5 folder as Chart1.	Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing the percentage of sales for each Sony Ericsson phone over the last year. • Check that the chart has an appropriate title and the data is labelled. • Save this document in your Unit 6 AO5 folder as Chart1.	Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing the percentage of sales for each Sony Ericsson phone over the last year. • Check that the chart has an appropriate title and the data is labelled. • Axes should be appropriately labelled and scaled. • Save this document in your Unit 6 AO5 folder as Chart1.
	Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing sales last year for every phone. • Check that the chart has an appropriate title and the data is labelled. • Save this document in your Unit 6 AO5 folder as Chart2.	Info: • n this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing sales last year for every phone. • Check that the chart has an appropriate title and the data is labelled. • Save this document in your Unit 6 AO5 folder as Chart2.	Info: • n this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing sales last year for every phone. • Check that the chart has an appropriate title and the data is labelled. • Axes should be appropriately labelled and scaled. • Save this document in your Unit 6 AO5 folder as Chart2.
		Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing how the sales in each brand have changed over the last 3 years. This	Info: • In this task you will create graph/chart. • You need to decide which of the following would best represent the data: (Pie chart, Line chart or Bar chart) Task: • Using this worksheet **Data.xlsx**, create a graph/chart showing how the sales in each brand have changed over the last 3

		should allow the viewer to see clearly how each range has performed over the three years, and to compare the performance of the different ranges. • Check that the chart has an appropriate title and the data is labelled. • Save this document in your Unit 6 AO5 folder as Chart3.	years. This should allow the viewer to see clearly how each range has performed over the three years, and to compare the performance of the different ranges. • Check that the chart has an appropriate title and the data is labelled. • Axes should be appropriately labelled and scaled. • Save this document in your Unit 6 AO5 folder as Chart3.

AO6 - Create macros to automate procedures in a spreadsheet.

	Pass	Merit	Distinction
	Candidates will record a simple macro to automate a sequence of at least two tasks. They will enable this macro to be run by either keyboard shortcut or a button on the sheet or on the toolbar. They will access the macro code and print it out.	Candidates will record a macro to automate a sequence of at least two tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They access the macro code and print it out. They will describe what the macro does and how it can be run.	Candidates will record a macro to automate a sequence of more than two tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They will access the macro code and print it out. They will describe what the macro does and how it can be run. They will annotate the macro code to show the function of at least three different lines of code.

	Info:
	• In this task you will create a macro which will save and print the sheet.
	Task:
	• Open a blank new excel sheet
	• Check you have the developer tab
	• Record a new macro:
	  ○ Name: SpellSave
	  ○ Keyboard shortcut: Ctrl+Shift+P
	  ○ Description: your name
	• You macro must:
	  ○ spell-check the spreadsheet & save the spreadsheet as SpellSave.xlsm (File Type: Excel Marco Enabled Workbook.)
	• Stop the recording
	• Save the spreadsheet as an excel macro enabled worksheet called SpellSave.xlsm in your Unit 6 AO6 folder
		Info:
		• In this task you will create a macro which will save and print the sheet.
		Task:
		• Open a blank new excel sheet
		• Check you have the developer tab
		• Record a new macro:
		  ○ Name: SpellSave
		  ○ Keyboard shortcut: Ctrl+Shift+M
		  ○ Description: your name
		• You macro must:
		  ○ spell-check the spreadsheet & save the spreadsheet as SpellSave.xlsm (File Type: Excel Marco Enabled Workbook.)
		• Stop the recording
		• View & print the macro code
		• Close the code and return to the spreadsheet
		• Insert a picture into the spreadsheet and right click and assign the SpellSave macro to it (so it is activated when the user clicks on it)
		• Create print screen evidence showing you have assigned the macro and paste it into a new word document.
		• Print the evidence
		• Save the spreadsheet as an excel macro enabled worksheet called SpellSave.xlsm in your Unit 6 AO6 folder
			Info:
			• In this task you will create a macro which will save and print the sheet.
			Task:
			• Open a blank new excel sheet
			• Check you have the developer tab
			• Record a new macro:
			  ○ Name: SpellSavePrint
			  ○ Keyboard shortcut: Ctrl+Shift+D
			  ○ Description: your name
			• You macro must:
			  ○ spell-check the spreadsheet, save the spreadsheet as SpellSavePrint.xlsm (File Type: Excel Marco Enabled Workbook.) and print the page
			• Stop the recording
			• View & print the macro code
			• Close the code and return to the spreadsheet
			• Insert a picture into the spreadsheet and right click and assign the SpellSavePrint macro to it (so it is activated when the user clicks on it)
			• Create print screen evidence showing you have assigned the macro and paste it into a new word document.
			• Print the evidence
			• Save the spreadsheet as an excel macro enabled worksheet called SpellSavePrint.xlsm in your Unit 6 AO6 folder

	Info: • In this task you will print the macro code. Task: • Open the macro you created in the previous task. • View & print the macro code.	Info: • In this task you will print and annotate the macro code. Task: • Open the macro you created in the previous task. • View & print the macro code.	Info: • In this task you will print and annotate the macro code. Task: • Open the macro you created in the previous task. • View & print the macro code.

		• Describe what the macro does and how it can be run.	• Describe what the macro does and how it can be run. • Annotate the macro code to show the function of at least three different lines of code.

AO7 - Test the spreadsheet solution.

	Pass	Merit	Distinction
	Candidates will test their spreadsheet solution, ensuring that it provides accurate results that meet the main user needs.	Candidates will test their spreadsheet solution, ensuring that all formulas provide accurate results and that the spreadsheet meets the main user needs. The tests will cover most of the main areas of their spreadsheet (as shown in the KUS) and will be appropriate. Normal and abnormal data will be used in testing.	Candidates will test their spreadsheet solution, ensuring that it provides accurate results and meets user needs. The tests will cover all main areas of their spreadsheet (as shown in the KUS) and will all be appropriate. Normal, abnormal and extreme data will be used in testing.

	Info:
	• In this task you will create and use a test table to test your spreadsheet to ensure it provides accurate results and meets the needs of the user.
	Task:
	• Areas to be tested
	  ○ formulas
	  ○ validation
	  ○ charts/graphs
	  ○ macros
	  ○ user friendliness
	  ○ outcomes meeting user needs
	• Test data to include
	  ○ normal data
	• Respond to any issues by making necessary changes.
	• Complete the relevant sections of worksheet **Test Table**. Save the test table in your Unit 6 AO7 folder as TestTable.
		Info:
		• In this task you will create and use a test table to test your spreadsheet to ensure it provides accurate results and meets the needs of the user.
		Task:
		• Areas to be tested
		  ○ formulas
		  ○ validation
		  ○ conditional formatting
		  ○ charts/graphs
		  ○ macros
		  ○ user friendliness
		  ○ worksheet protection
		  ○ outcomes meeting user needs
		• Test data to include
		  ○ normal data
		  ○ abnormal data
		• Respond to any issues by making necessary changes.
		• Complete the relevant sections of worksheet **Test Table**. Save the test table in your Unit 6 AO7 folder as TestTable.
			Info:
			• In this task you will create and use a test table to test your spreadsheet to ensure it provides accurate results and meets the needs of the user.
			Task:
			• Areas to be tested
			  ○ formulas
			  ○ validation
			  ○ conditional formatting
			  ○ charts/graphs
			  ○ macros
			  ○ user friendliness
			  ○ worksheet protection
			  ○ outcomes meeting user needs
			• Test data to include
			  ○ normal data
			  ○ abnormal data
			  ○ extreme data
			• Respond to any issues by making necessary changes.
			• Complete the relevant sections of worksheet **Test Table**. Save the test table in your Unit 6 AO7 folder as TestTable.