

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Valuing Information Systems

Page: 91

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/1/2015

Notes: This presentation shows most if not all the required steps in completing the assignment. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.

Book1 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

G5

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
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17													
18													

Sheet1

READY

100%

The presentation opens a spreadsheet.



Ch 2 TCO.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Main cam	Spokane C	TriCities C	Walla Stat	Prosser St	TOTAL						
2	Cable tray	12000	12000	6000	2000	2000							
3	Edge serv	16000	16000	16000	16000	16000							
4	File serve	150000	75000	30000	8000	8000							
5	Mail serve	200000											
6	Personnel	750000	275000	275000	70000								
7	Security/F	10000	10000	10000	10000	10000							
8	Switches /	40000	25000	20000	5000	5000							
9	UPS	40000	35000	35000	2000	1500							
10	Wiring	18000	6000	20000	500	1000							
11	TOTAL												
12													
13													
14													
15													
16													
17													
18													

Ch 2 TCO

READY | [Icons] | 100%

The presentation imports the appropriate data file.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B11

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3	Edge servers/VPN	16000	16000	16000	16000	16000			
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6	Personnel	750000	275000	275000	70000				
7	Security/Firewall/Spam	10000	10000	10000	10000	10000			
8	Switches / hubs	40000	25000	20000	5000	5000			
9	UPS	40000	35000	35000	2000	1500			
10	Wiring	18000	6000	20000	500	1000			
11	TOTAL								
12									
13									
14									
15									
16									
17									
18									

Ch 2 TCO

READY

100%

The presentation reformats the columns for readability.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B11 : [X] [Check] [fx] =SUM(B2:B10)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3	Edge servers/VPN	16000	16000	16000	16000	16000			
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6	Personnel	750000	275000	275000	70000				
7	Security/Firewall/Spam	10000	10000	10000	10000	10000			
8	Switches / hubs	40000	25000	20000	5000	5000			
9	UPS	40000	35000	35000	2000	1500			
10	Wiring	18000				1000			
11	TOTAL	=SUM(B2:B10)							

ENTER [Grid] [Refresh] [Pause] [Zoom] 100%

The presentation selects summation to add all the numbers in the column as shown.





Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B11 :  $\times$   $\checkmark$  *fx* =SUM(B2:B10)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3	Edge servers/VPN	16000	16000	16000	16000	16000			
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6	Personnel	750000	275000	275000	70000				
7	Security/Firewall/Spam	10000	10000	10000	10000	10000			
8	Switches / hubs	40000	25000	20000	5000	5000			
9	UPS	40000	35000	35000	2000	1500			
10	Wiring	18000	6000	20000	500	1000			
11	TOTAL	1236000	454000	412000	113500	43500			
12									
13									
14									
15									
16									
17									
18									

Ch 2 TCO

READY AVERAGE: 451800 COUNT: 5 SUM: 2259000

The presentation copies the summation formula as shown.

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A6 Personnel

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3			16000	16000	16000	16000			
4			75000	30000	8000	8000			
5									
6		750000	275000	275000	70000				
7	am	10000	10000	10000	10000	10000			
8		40000	25000	20000	5000	5000			
9		40000	35000	35000	2000	1500			
10		18000	6000	20000	500	1000			
11		1236000	454000	412000	113500	43500			
12									
13									
14									
15									
16									
17									
18									

COUNT: 5 SUM: 1370000

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Row Height...
- Hide
- Unhide

The presentation right clicks on the number 6. The presentation selects "Insert". This will insert a row.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A6

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3	Edge servers/VPN	16000	16000	16000	16000	16000			
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6									
7	Personnel	750000	275000						
8	Security/Firewall/Spam	10000	10000						
9	Switches / hubs	40000	25000						
10	UPS	40000	35000						
11	Wiring	18000	6000						
12	TOTAL	1236000	454000						
13									
14									
15									
16									
17									
18									

Ch 2 TCO

READY 100%

The row is successfully inserted.





Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11 A<sup>+</sup> A<sup>-</sup> [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Text Color] [Background Color] [Font Color] [Font Size] [General] [Conditional Formatting] [Format as Table] [Cell Styles] [Insert] [Delete] [Format] [Sum] [Average] [Max] [Min] [Sort Ascending] [Sort Descending] [Filter] [Clear] [Paste] [Copy] [Paste] [Format Painter] [Undo] [Redo] [Find] [Replace] [Home] [Review] [View] [Tim Preuss]

AVERAGE : [X] [Check] [fx] =SUM(B12:F12)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL		
2	Cable trays, racks	12000	12000	6000	2000	2000			
3	Edge servers/VPN	16000	16000	16000	16000	16000			
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6	Web servers	4500	2200	2200	2200	2200			
7	Personnel	750000	275000	275000	70000				
8	Security/Firewall/Spam	10000	10000	10000	10000	10000			
9	Switches / hubs	40000	25000	20000	5000	5000			
10	UPS	40000	35000	35000	2000	1500			
11	Wiring	18000	6000	20000	500	1000			
12	TOTAL	1240500	456200	414200	115700	45700	=SUM(B12:F12)		
13									
14									
15									
16									
17									
18									

Ch 2 TCO [+] [POINT] 100%

The presentation selects summation to add all the campus totals together.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

H2

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCity					
2	Cable trays, racks	12000	12000					Servers & Networking	
3	Edge servers/VPN	16000	16000						
4	File servers	150000	75000						
5	Mail servers	200000							
6	Web servers	4500	2200						
7	Personnel	750000	275000	275000	70000				
8	Security/Firewall/Spam	10000	10000	10000	10000	10000			
9	Switches / hubs	40000	25000	20000	5000	5000			
10	UPS	40000	35000	35000	2000	1500			
11	Wiring	18000	6000	20000	500	1000			
12	TOTAL	1240500	456200	414200	115700	45700	2272300		
13									
14									
15									
16									
17									
18									

Ch 2 TCO

READY [Icons] 100%

The presentation added the title as shown.

The presentation added the titles as shown.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11

General

Clipboard Font Alignment Number Styles Cells Editing

AVERAGE : X ✓ fx =SUM(B2:F2)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000	6000	2000	2000	=SUM(B2:F2)		
3	Edge servers/VPN	16000	16000	16000	16000	16000	SUM(number)		
4	File servers	150000	75000	30000	8000	8000			
5	Mail servers	200000							
6	Web servers	4500	2200	2200	2200	2200			
7	Personnel	750000	275000	275000	70000				
8	Security/Firewall/Spam	10000	10000	10000	10000	10000			
9	Switches / hubs	40000	25000	20000	5000	5000			
10	UPS	40000	35000	35000	2000	1500			
11	Wiring	18000	6000	20000	500	1000			
12	TOTAL	1240500	456200	414200	115700	45700	2272300		
13						Total TCO			
14									
15						Total Server & Network Components			
16									
17									
18									

Ch 2 TCO

POINT [Grid] [Full Screen] [Refresh] [Zoom: 100%]

The presentation uses summation to add the row cost for each campus.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

G2 :  $\times$   $\checkmark$  *fx* =SUM(B2:F2)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000	6000	2000	2000	34000		
3	Edge servers/VPN	16000	16000	6000	2000	2000	80000		
4	File servers	150000	75000			8000	271000		
5	Mail servers	200000					200000		
6	Web servers	4500				2200	13300		
7	Personnel	750000	275000				1370000		
8	Security/Firewall/Spam	10000	10000			10000	50000		
9	Switches / hubs	40000	25000			5000	95000		
10	UPS	40000	35000			1500	113500		
11	Wiring	18000	6000			1000	45500		
12	TOTAL	1240500	456000			45700	2272300		

READY AVERAGE: 227230 COUNT: 10 SUM: 227230

The presentation copied the formula as shown.

Skype for Business

Sign in

Work account

Personal account

Sign in





Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

F2 : [X] [Check] [fx] =SUM(B2:F2)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000	6000	2000	2000	34000	=SUM(B2:F2)	
3	Edge servers/VPN	16000	16000	16000	16000	16000	80000	SUM(number1, [number2], ...)	
4	File servers	150000	75000	30000	8000	8000	271000		
5	Mail servers	200000					200000		
6	Web servers	4500	2200						
7	Personnel	750000	275000	275000					
8	Security/Firewall/Spam	10000	10000	10000					
9	Switches / hubs	40000	25000	20000					
10	UPS	40000	35000	35000					
11	Wiring	18000	6000	20000					
12	TOTAL	1240500	456200	414000					

POINT [Grid] [Fullscreen] [Pause] [Zoom] 100%

The presentation use summation to add the same columns as before. This is not the only option for this cell.





Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

H12 : [X] [✓] [fx] =SUM(H2:H12)

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000	6000	2000	2000	34000	34000	
3	Edge servers/VPN	16000	16000	16000	16000	16000	80000	80000	
4	File servers	150000	75000				200000	271000	
5	Mail servers	200000					200000	200000	
6	Web servers	4500	2200				13300	13300	
7	Personnel	750000	275000				1370000	1370000	
8	Security/Firewall/Spam	10000	10000				50000	50000	
9	Switches / hubs	40000	25000				95000	95000	
10	UPS	40000	35000				113500	113500	
11	Wiring	18000	6000				45500	45500	
12	TOTAL	1240500	456200				2272300	2272300	
13							2272300		
15							ponents	=SUM(H2:H12)	

POINT [Grid] [Full Screen] [Pause] [Zoom] 100%

The presentation copies the formula as shown. The directions asked for one line to be skipped as shown.

=SUM(H2:H12)  
SUM(number1, [number2], ...)



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B2 : [X] [Y] [fx] 12000

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000	6000	2000	2000	34000	34000	
3	Edge servers/VPN	16000	16000	16000	16000	16000	80000	80000	
4	File servers	150000	75000	30000	8000	8000	271000	271000	
5	Mail servers	200000					200000	200000	
6	Web servers	4500	2200	2200	2200	2200	13300	13300	
7	Personnel	750000	275000	275000	70000		1370000		
8	Security/Firewall/Spam	10000	10000	10000	10000	10000	50000	50000	
9	Switches / hubs	40000	25000	20000	5000	5000	95000	95000	
10	UPS	40000	35000	35000	2000	1500	113500	113500	
11	Wiring	18000	6000	20000	500	1000	45500	45500	
12	TOTAL	1240500	456200	414200	115700	45700	2272300	2272300	
13						Total TCO	2272300		
14						Total Server & Network Components		3174600	
15									
16									
17									
18									

READY | UNT: 71 | SUM: 12263800 | 100%

The presentation selects all the numbers as shown.



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B2 : fx 12000

	A	B	C	D	E	F	G	H	I
1		Main campus	Spokane Campus	TriC			TOTAL	Servers & Networking	
2	Cable trays, racks	12000	12000				34000	34000	
3	Edge servers/VPN	16000	16000				80000	80000	
4	File servers	150000	75000				271000	271000	
5	Mail servers	200000					200000	200000	
6	Web servers	4500	2200				13300	13300	
7	Personnel	750000	275000				1370000		
8	Security/Firewall/Spam	10000	10000				50000	50000	
9	Switches / hubs	40000	25000				95000	95000	
10	UPS	40000	35000				113500	113500	
11	Wiring	18000	6000				45500	45500	
12	TOTAL	1240500	456200				2272300	2272300	
13						TCO	2272300		
14									
15						work Components		3174600	
16									
17									

Calibri 11 \$ %

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Hyperlink...

The presentation right clicks to display the menu. The presentation selects "Format Cells".





Ch2-TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B2 : fx 12000

	A	B	C	D	E	F	G	H	I
1									
2		Cable trays, racks							
3		Edge servers/VPN							
4		File servers							
5		Mail servers							
6		Web servers							
7		Personnel							
8		Security/Firewall/Spam							
9		Switches / hubs							
10		UPS							
11		Wiring							
12		TOTAL							
13									
14									
15									
16									
17									
18									

Ch 2 TCO

READY

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: \$1,234.56

Decimals: 2

Symbol: \$

Negative: (\$1,234.56)

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK Cancel

The presentation selects "Currency" as the number type. The presentation selects "OK" to continue.

Servers & Networking

00	34000
00	80000
00	271000
00	200000
00	13300
00	50000
00	95000
00	113500
00	45500
00	2272300
00	
	3174600

100%



Ch 2 TCO.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

H15 :   *fx* =SUM(H2:H11)

	A	B	C	D	E	F	G	H
1		Main campus	Spokane Campus	TriCities Campus	Walla Station	Prosser Station	TOTAL	Servers & Network
2	Cable trays, racks	\$12,000.00	\$12,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$34,000.00	\$34,000.00
3	Edge servers/VPN	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$80,000.00	\$80,000.00
4	File servers	\$150,000.00	\$75,000.00	\$30,000.00	\$8,000.00	\$8,000.00	\$271,000.00	\$271,000.00
5	Mail servers	\$200,000.00					\$200,000.00	\$200,000.00
6	Web servers	\$4,500.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$13,300.00	\$13,300.00
7	Personnel	\$750,000.00	\$275,000.00	\$275,000.00	\$70,000.00		\$1,370,000.00	
8	Security/Firewall/Spam	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00	\$50,000.00
9	Switches / hubs	\$40,000.00	\$25,000.00	\$20,000.00	\$5,000.00	\$5,000.00	\$95,000.00	\$95,000.00
10	UPS	\$40,000.00	\$35,000.00	\$35,000.00	\$2,000.00	\$1,500.00	\$113,500.00	\$113,500.00
11	Wiring	\$18,000.00	\$6,000.00	\$20,000.00	\$500.00	\$1,000.00	\$45,500.00	\$45,500.00
12	TOTAL	\$1,240,500.00	\$456,200.00	\$414,200.00	\$115,700.00	\$45,700.00	\$2,272,300.00	\$2,272,300.00
13						Total TCO	\$2,272,300.00	
14								
15						Total Server & Network Components		\$902,300.00
16								
17								
18								

READY [Grid] [Print] [Fullscreen] [Zoom: 100%]

The presentation changes the number type for the remaining numbers as shown.

The presentation saves the spreadsheet.