

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Online Versus Traditional Spreadsheets

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: 10/21/2015

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.



The presentation starts Windows 10.

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

Sort & Filter Find & Select

H4

A B C D E F G H I J K L M N O P Q

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Sheet1

READY

100%

The presentation opens a blank spreadsheet.

Save As

<< cptr1138 > Lab06

Search Lab06

Organize | New folder

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File name: spreadsheet\_comparison

Save as type: Excel Workbook (\*.xlsx)

Authors: Tim Preuss | Tags: Add a tag

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The presentation gives the spreadsheet a name and saves the spreadsheet. This allows easy saving during the process.

Browse

spreadsheet\_comparison.xlsx - Excel

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Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K
1	Comparison of Online Spreadsheet Services										
2											
3	Online Spreadsheets	Ability to Share Easily	Security of Information	Save into Other Forms	Work Anywhere						
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The presentation adds the labels and spacing as shown.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Comparison of Online Spreadsheet Services</b>										
2											
3	<b><u>Online Spreadsheets</u></b>	<b><u>Ability to Share Easily</u></b>	<b><u>Security of Information</u></b>	<b><u>Save into Other Forms</u></b>	<b><u>Work Anywhere</u></b>						
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The presentation adds the bold and underline as shown.

spreadsheet\_comparison.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

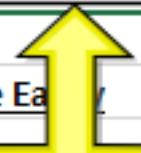
Clipboard Font Alignment Number Styles Cells Editing

Calibri 14 A A B I U [Color] [Background Color] [Text Color] [Number Format] [Percentage] [Decimals] [Thousands Separator] [Conditional Formatting] [Format as Table] [Cell Styles] [Insert] [Delete] [Format] [Sort & Filter] [Find & Select]

A1 : [X] [Y] [fx] Comparison of Online Spreadsheet Services

	A	B	C	D	E	F	G
1	<b>Comparison of Online Spreadsheet Services</b>						
2							
3	<u>Online Spreadsheets</u>	<u>Ability to Share Ea</u>	<u>Security of Information</u>	<u>Save into Other Forms</u>	<u>Work Anywhere</u>		
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The presentation highlights all the boxes as shown.



The screenshot shows the Microsoft Excel interface. The ribbon is set to the HOME tab, and the Alignment group is selected. A yellow callout box points to the Merge & Center button. The spreadsheet shows a title 'Online Spreadsheet Services' merged across cells C1 to E1. Below it are three columns: 'of Information', 'Save into Other Forms', and 'Work Anywhere'.

	C	D	E	F	G
1	<b>Online Spreadsheet Services</b>				
2					
3	<u>of Information</u>	<u>Save into Other Forms</u>	<u>Work Anywhere</u>		
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The presentation selects the "Merge & Center" tool to center the title on the spreadsheet.



spreadsheet\_comparison.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F
1	<b>Comparison of Online Spreadsheet Services</b>					
2						
3	<b>Online Spreadsheets</b>	<b>Ability to Share Easily</b>	<b>Security of Information</b>	<b>Save into Other Forms</b>	<b>Work Anywhere</b>	
4	Wingz	One person at a time	Operating System provided security	Works with Lotus 123 and Excel files	Relies on sneaker net	
5						
6						
7						
8						
9						
10						
11			Indicates a company "con"			
12						
13			Indicates a company "pro"			
14						
15	Recommendation					
16	Wingz is not a good online sharing option for the company.					
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The presentation completes the spreadsheet showing an example. You may be required to research more products than shown.

The presentation did not finish adding the highlights to the information found about the product.