

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Outsourcing Information Systems at Campus Travel

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.

File Explorer window showing the path: C:\Users\Tim\Documents\cptr1138\Lab09

File | Home | Share | View

Address bar: This PC > Documents > cptr1138 > Lab09

| Name | Date modified | Type | Size |
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The presentation selects the appropriate csv file to open.

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| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | | | | | |
| 3 | Online Booking Capa | | 87 | 99 | 62 | 95 | 80 | | | | | | | | | | | |
| 4 | User Friendliness | | 95 | 65 | 70 | 70 | 85 | | | | | | | | | | | |
| 5 | Maximum Number c | | 94 | 85 | 50 | 89 | 90 | | | | | | | | | | | |
| 6 | Integration with Cur | | 98 | 65 | 50 | 70 | 92 | | | | | | | | | | | |
| 7 | Vendor Support | | 90 | 95 | 50 | 80 | 95 | | | | | | | | | | | |
| 8 | Price | | 90 | 85 | 65 | 90 | 92 | | | | | | | | | | | |
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The csv file is now open in Excel.

Save As

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Organize New folder

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File name: Outsourcing.xlsx

Save as type: Excel Workbook (*.xlsx)

Authors: Tim Preuss Tags: Add a tag

Save Thumbnail

Hide Folders Tools Save Cancel

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

Tim Preuss

Lab07

Lab06

merge_office365

Documents » csc1110 » win_client_mailmerge_office365

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Outsourcing.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

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A9 : [X] [Y] [fx] Weighted Total

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| 1 | | | Ratings | | | | | | | | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | | |
| 3 | Online Booking Capability | | 87 | 99 | 62 | 95 | 80 | | | | | | | | |
| 4 | User Friendliness | | 95 | 65 | 70 | 70 | 85 | | | | | | | | |
| 5 | Maximum Number of Concurrent Users | | 94 | 85 | 50 | 89 | 90 | | | | | | | | |
| 6 | Integration with Current Systems | | 98 | 65 | 50 | 70 | 92 | | | | | | | | |
| 7 | Vendor Support | | 90 | 95 | 50 | 80 | 95 | | | | | | | | |
| 8 | Price | | 90 | 85 | 65 | 90 | 92 | | | | | | | | |
| 9 | Weighted Total | | | | | | | | | | | | | | |

The presentation formats the titles as shown.

Outsourcing.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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| 1 | | | Ratings | | | | | | | | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | | |
| 3 | Online Booking Capability | | 87 | 99 | 62 | 95 | 80 | | | | | | | | |
| 4 | User Friendliness | | 95 | 65 | 70 | 70 | 85 | | | | | | | | |
| 5 | Maximum Number of Concurrent Users | | | | | 89 | 90 | | | | | | | | |
| 6 | Integration with Current Systems | | | | | 70 | 92 | | | | | | | | |
| 7 | Vendor Support | | | | | 80 | 95 | | | | | | | | |
| 8 | Price | | | | 65 | 90 | 92 | | | | | | | | |
| 9 | | Weighted Total | | | | | | | | | | | | | |

Ch 9 Outsourcing

READY

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- Quick Analysis
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- Pick From Drop-down List...
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- Hyperlink...

The presentation selects the appropriate cells. Using the menu from right click, the presentation selects "Format Cells" option.

Outsourcing.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

B3

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| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | |
| 3 | Online Booking Capability | | 87 | 99 | 62 | 95 | 80 | | | | | | | |
| 4 | User Friendliness | | 95 | 65 | 70 | 70 | 85 | | | | | | | |
| 5 | Maximum Number of Concurrent Users | | 94 | 85 | 50 | 89 | 90 | | | | | | | |
| 6 | Integration with Current Systems | | 98 | 65 | 50 | 70 | 92 | | | | | | | |
| 7 | Vendor Support | | | | | | | | | | | | | |
| 8 | Price | | | | | | | | | | | | | |

Format Cells

Number Alignment Font Border Fill Protection

Category:

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

Sample

Decimal places: 2

Percentage formats multiply the cell value by 100 and displays the result with a percent symbol.

OK Cancel

The presentation selects the number format "Percentage" for the cells.

Outsourcing.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

B9

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
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| 1 | | | Ratings | | | | | | | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 | 80 | | | | | | | |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 | 85 | | | | | | | |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 | 90 | | | | | | | |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 | 92 | | | | | | | |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 | 95 | | | | | | | |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 | 92 | | | | | | | |
| 9 | Weighted Total | | | | | | | | | | | | | |
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The presentation enters the percentages listed in the assignment.

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B3 : [X] [✓] [fx] =SUMPRODUCT(B3:B8)

| | A | B | C | D | E | F | G | H |
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| 1 | | | Ratings | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 | 80 | |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 | 85 | |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 | 90 | |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 | 92 | |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 | 95 | |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 | 92 | |
| 9 | Weighted Total | | T(B3:B8) | | | | | |

The presentation inserts the function "SUMPRODUCT" in the appropriate cell.

Function Arguments

SUMPRODUCT

Array1: B3:B8 = {0.2;0.25;0.2;0.1;0.1;0.15}

Array2: = array

Array3: = array

= 1

Returns the sum of the products of corresponding ranges or arrays.

Array1: array1,array2,... are 2 to 255 arrays for which you want to multiply and then add components. All arrays must have the same dimensions.

Formula result = 1

[Help on this function](#) [OK] [Cancel]

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C3 : [X] [✓] [fx] =SUMPRODUCT(B3:B8,C3:C8)

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| 1 | | | Ratings | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 | 80 | |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 | 85 | |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 | 90 | |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 | 92 | |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 | 95 | |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 | 92 | |
| 9 | Weighted Total | | 8,C3:C8) | | | | | |

The presentation selects the first array.

Function Arguments

SUMPRODUCT

Array1: B3:B8 = {0.2;0.25;0.2;0.1;0.1;0.15}

Array2: C3:C8 = {87;95;94;98;90;90}

Array3: = array

= 92.25

Returns the sum of the products of corresponding ranges or arrays.

Array2: array1,array2,... are 2 to 255 arrays for which you want to multiply and then add components. All arrays must have the same dimensions.

Formula result = 92.25

[Help on this function](#) [OK] [Cancel]

Outsourcing.xlsx - Excel

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C9 : [X] [Y] [fx] =SUMPRODUCT(B3:B8*C3:C8)

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| 1 | | | Ratings | | | | | | | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 | 80 | | | | | | | |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 | 85 | | | | | | | |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 | 90 | | | | | | | |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 | 92 | | | | | | | |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 | 95 | | | | | | | |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 | 92 | | | | | | | |
| 9 | Weighted Total | | 92.25 | | | | | | | | | | | |
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The presentation reviews the "SUMPRODUCT" results.

Outsourcing.xlsx - Excel

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Conditional Formatting Format as Table Cell Styles

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| 1 | | | Ratings | | | | | | | | | | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D | Vendor E | | | | | | | | |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 | 80 | | | | | | | | |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 | 85 | | | | | | | | |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 | 90 | | | | | | | | |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 | 92 | | | | | | | | |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 | 95 | | | | | | | | |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 | 92 | | | | | | | | |
| 9 | Weighted Total | | 92.25 | 81.8 | 59.65 | 82.8 | 87.75 | | | | | | | | |
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The presentation copies the "SUMPRODUCT" formula as shown.

Outsourcing.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number

Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Filter Find & Select

C9 : fx =SUMPRODUCT(\$B\$3:\$B\$8*C3:C8)

| | A | B | C | D | E | F |
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| 1 | | | Ratings | | | |
| 2 | Feature | Weights | Vendor A | Vendor B | Vendor C | Vendor D |
| 3 | Online Booking Capability | 20.00% | 87 | 99 | 62 | 95 |
| 4 | User Friendliness | 25.00% | 95 | 65 | 70 | 70 |
| 5 | Maximum Number of Concurrent Users | 20.00% | 94 | 85 | 50 | 89 |
| 6 | Integration with Current Systems | 10.00% | 98 | 65 | 50 | 70 |
| 7 | Vendor Support | 10.00% | 90 | 95 | 50 | 80 |
| 8 | Price | 15.00% | 90 | 85 | 65 | 90 |
| 9 | Weighted Total | | 92.25 | 81.8 | 59.65 | 82.8 |
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Ch 9 Outsourcing

READY AVERAGE: 80.85 COUNT: 5 SUM: 404.25 100%

The presentation uses "Conditional Formatting" option to color code the cells. Using the assignment information, the presentation creates two different color codes for the requested information.

Conditional Formatting

- Highlight Cells Rules
 - Greater Than...
 - Less Than...
 - Between...
 - Equal To...
 - Text that Contains...
 - A Date Occurring...
 - Duplicate Values...
 - More Rules...
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...
- Clear Rules
- Manage Rules...