Handling the BIG question

|  |  |
| --- | --- |
| Using SS | Using RDBMS |
| Split the design into logical “sheets”* Data input
* Lookup tables and “fixed” items
* Results
* Graphs
* You could sketch an input page or describe what fields would be required

Describe FUNCTIONS* LOOKUP (to reduce data input and increase data integrity)
* SUM, COUNT, AVERAGE, MAX, MIN, etc…
* IF function for specific cases (ie IF(cost>10, ‘YES’, ‘NO)
* SUMIF, COUNTIF for when summary data is required

Describe GRAPHS* Consider graph types
	+ Line to show trends over time
	+ Bar to show comparison between either group or time
	+ Pie to show relative % of total
 | Split the design into logical tables* Personal information (addresses etc..)
* Lookup information
* Places information (it all depends on the case study)
* Describe key fields required in each table
* Describe how they link together

Have FORMS* Data input (for both lookup and main)
* You could sketch it to show fields or validations

Have QUERIES* Case study will tell you what information they need, but..
	+ FILTER
	+ SORT [ORDER BY]
	+ SUM, COUNT etc…

Have REPORTS* Use results of queries to present information required
 |
| Ensure you ANSWER THE QUESTION* Read the case study to look for FUNCTIONAL REQUIREMENTS (what is the solution supposed to tell use.
* There will generally be more than one, so ensure you cover them all
 |
| 2011 question talks about TEST DATA, so…* Describe what the test data would look like.
* Where would it come from?
* What are the expected results?
 |
| Talk about FORMATS* Font, size, style, colour
* Borders, underlines
 |
| Talk about CONVENTIONS* Headings that stand out
* Conditional formatting for input fields (if blank)
* Validation rules (only allows numbers, etc…)
* Locked cells to prevent deletion of data and formula
* Graph title, axes labelled
* Group rarely changed data together
* Group often changed fields together to improve efficiency
 | Talk about CONVENTIONS* Consistent look across all forms and reports
* Headings stand out
* Columnar data lined up on decimal point
* Totals bold
* Labels consistent
 |

Read the question. Make sure you address the SPECIFIC needs of THAT question, as well as more general SS/DB skills.