Handling the BIG question

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| 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.