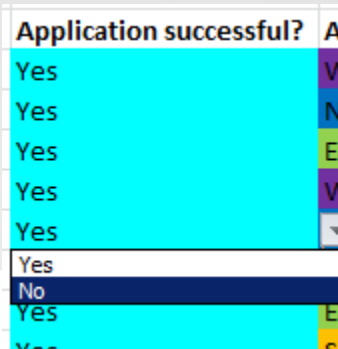
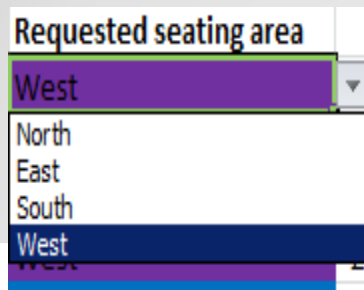


Spreadsheet skills and tools

By Mahinn Malik

Drop Down Lists

- A drop down list is a list of items that appear when clicking on a button for choices for the user to select from.
- In my spreadsheet I used drop down lists for the title, gender, type of ticket, requested seating area, application successful and allocated seating area fields.



Conditional Formatting

- Conditional formatting lets you alter the appearance of the cells depending on what it contains. E.g. if you want to change the colour of the cell to green for something good such as making a profit and red for something bad such as making a loss.
- I have used conditional formatting in my spreadsheet for the title, gender, ticket type, requested seating area, application successful and allocated seating area.

Yes
Yes
No
Yes
Yes
Yes
Yes

COUNTIF

- A countif formula will add up numbers that are needed for the specific column.
- I used the countif formula in the summary of information to calculate things such as how many adults, children and concession applied for the season tickets.

```
=COUNTIF('Ticket-holder details'!J12:J31,"Adult")
```

VLOOKUP

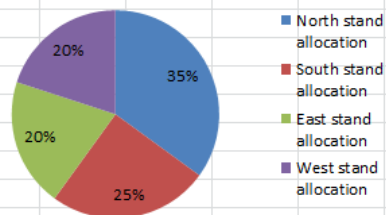
- VLOOKUP allows you to look up things and find the value within a table when a description is given.
- I used VLOOKUP in my ticket holder details to look at the price of tickets for adults, children and concession.
- I used VLOOKUP in season ticket type details to look at prices of the tickets.

```
=VLOOKUP($J$12:$J$31,'Season-ticket type details'!$A$2:$B$4,2)
```

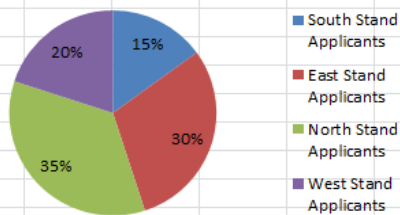
Graphs and charts

- Spreadsheets can become very complex. By using graphs and charts it makes easier to interpret data.
- I have used graphs and charts in my summary of information sheet.
- The benefit of using graphs and charts are that the football team gets to see what seating area is popular and what they can improve and who are the applicants.

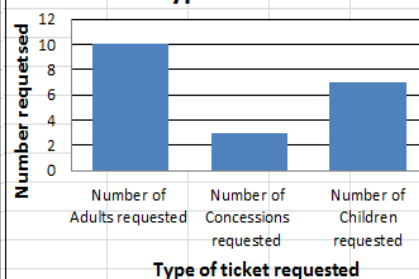
Allocated seating area



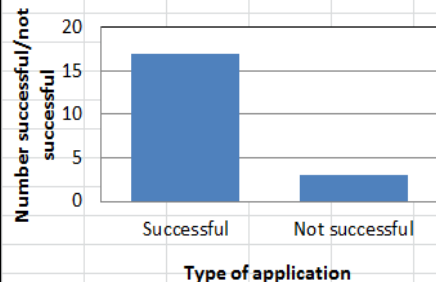
Applicants



Type of ticket



Applicaion Successful?



Macro buttons

- In macro button the instructions are running inside an application. Its like a language of the computer.
- I have used macro buttons in all my sheets, such as ticket-holder details, summary of information, season-ticket type and the main menu.

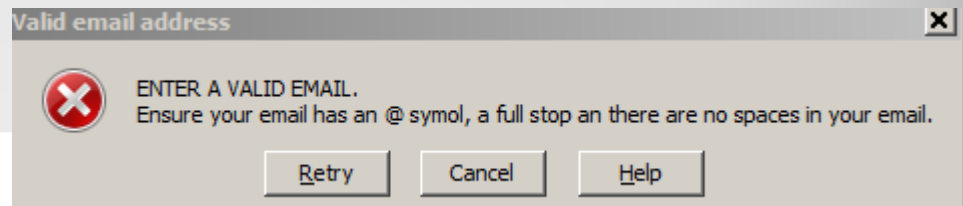
Ticket Holder Details

Summary of Information

Season-Ticket Type

Logical Functions (AND, FIND)

- I used two logical functions in one formula (AND, FIND).
- The FIND function allows me to search for certain items, such as a full stop or a @ symbol.
- I used the AND function, which allows me to search for more than one item.
- I used this is my spreadsheet to validate the email addresses by the formula ensuring it has an @ symbol, a full stop and there are no space. I also created an error message to alert the user.



Data entry form

- A data entry form is used to input data, which has been collected in a database.
- I used data entry form in my ticket holder details, which makes it easier to type the details into the season ticket holder details.

The image shows a screenshot of a 'Ticket-holder details' data entry form. The form is a window with a title bar and standard window controls. It contains a list of fields for personal and contact information, each with a label and a text input box. The data entered includes: Title (Mrs), Forename (Makhnoor), Lastname (Chaudhry), Address (89 Queens road), Date of birth (26/06/2000), Post Code (E17 9LA), Contact Number (7582406140), Gender (Female), Email Address (Makhnoor.Chaudhry@hotmail.com), Type of ticket (Child), Date of application (10/07/2015), Requested seating area (West), Price of Ticket (£ 200.00), Application successful? (Yes), Allocated seating area (West), and Expiry date (15/05/2016). On the right side of the form, there is a vertical scroll bar and a panel with buttons for 'New', 'Delete', 'Restore', 'Find Prev', 'Find Next', 'Criteria', and 'Close'. At the top right of this panel, it says '1 of 20'.

Ticket-holder details	
Title:	Mrs
Forename:	Makhnoor
Lastname:	Chaudhry
Address :	89 Queens road
Date of birth:	26/06/2000
Post Code :	E17 9LA
Contact Number:	7582406140
Gender :	Female
Email Address:	Makhnoor.Chaudhry@hotmail.com
Type of ticket :	Child
Date of application:	10/07/2015
Requested seating area:	West
Price of Ticket:	£ 200.00
Application successful?:	Yes
Allocated seating area:	West
Expiry date:	15/05/2016

Password

- A password is a string of characters to protect anyone from accessing anyone else's data. Password ensure that people don't have access to things they have been authorized to.
- I used a password for my spreadsheet to protect it, from anyone editing my spreadsheet.
- A benefit of putting a password on the spreadsheet is that it cannot be changed unless the person knows the password so the spreadsheet would be protected.

