



CPSC203 WEEK-2 LAB-2

SPREADSHEET DESIGN RULES

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SOME BASIC RULES ABOUT DESIGN

- Design the spreadsheet on paper first. Graph paper often works well.
- Test and edit your calculations. Where appropriate use intermediate calculations and check-sums to ensure calculations are correct.
- Keep the components of a calculation visible. No "magic numbers". Place fixed numbers used in a calculation in their own cell with a descriptive title.
- Be aware of the "space" or "geography" of the spreadsheet. Arrange your information so that it is well spaced and easy to take in at a glance.



PARTS OF A WELL DESIGNED SPREADSHEET

Adapted from: **The Elements of Spreadsheet Style. 1986. By J.M. Nevison**

These parts can be considered components of a disciplined approach to building spreadsheet so they are self-documenting. The parts could each be in their own sheet, or they could be in a single sheet.

- **Introduction** -- What is this spreadsheet or workbook about. Note the title, purpose, author, creation and revision dates etc.
- **Model and Assumptions** -- Justify any models, summary statistics, or calculated variables you are using.



PARTS OF A WELL DESIGNED SPREADSHEET

- **Data Dictionary** -- For every variable in the spreadsheet note:
its
 - **Location** (cell range),
 - **Name**,
 - The **Data Class** it is (Raw Data, Statistical Summary, Calculated Variable, Score etc.),
 - **Data Type** (e.g. Integer, Text, Currency, Date, etc.) and
 - **Description** (a description of the data or what it's 'purpose' is).
- **Raw Data** -- Present your raw data in tabular form -- with **columns representing variables** and **rows representing cases**.



PARTS OF A WELL DESIGNED SPREADSHEET

○ **Calculated Data**

- Summary Statistics -- Usually Summary statistics result from calculations across rows for a single column.
- Derived variables are often based on calculations across columns for a row.

○ **Presentation (Reporting)**

- Emphasize the final information you wish to show without excessive background details.
- Use charts wherever appropriate to summarize large volumes of data.



EXAMPLE

- The following example shows incremental improvements, working towards good spreadsheet design

Part 1

In this first iteration, two separate sheets are used:

- data
- presentation



EXAMPLE

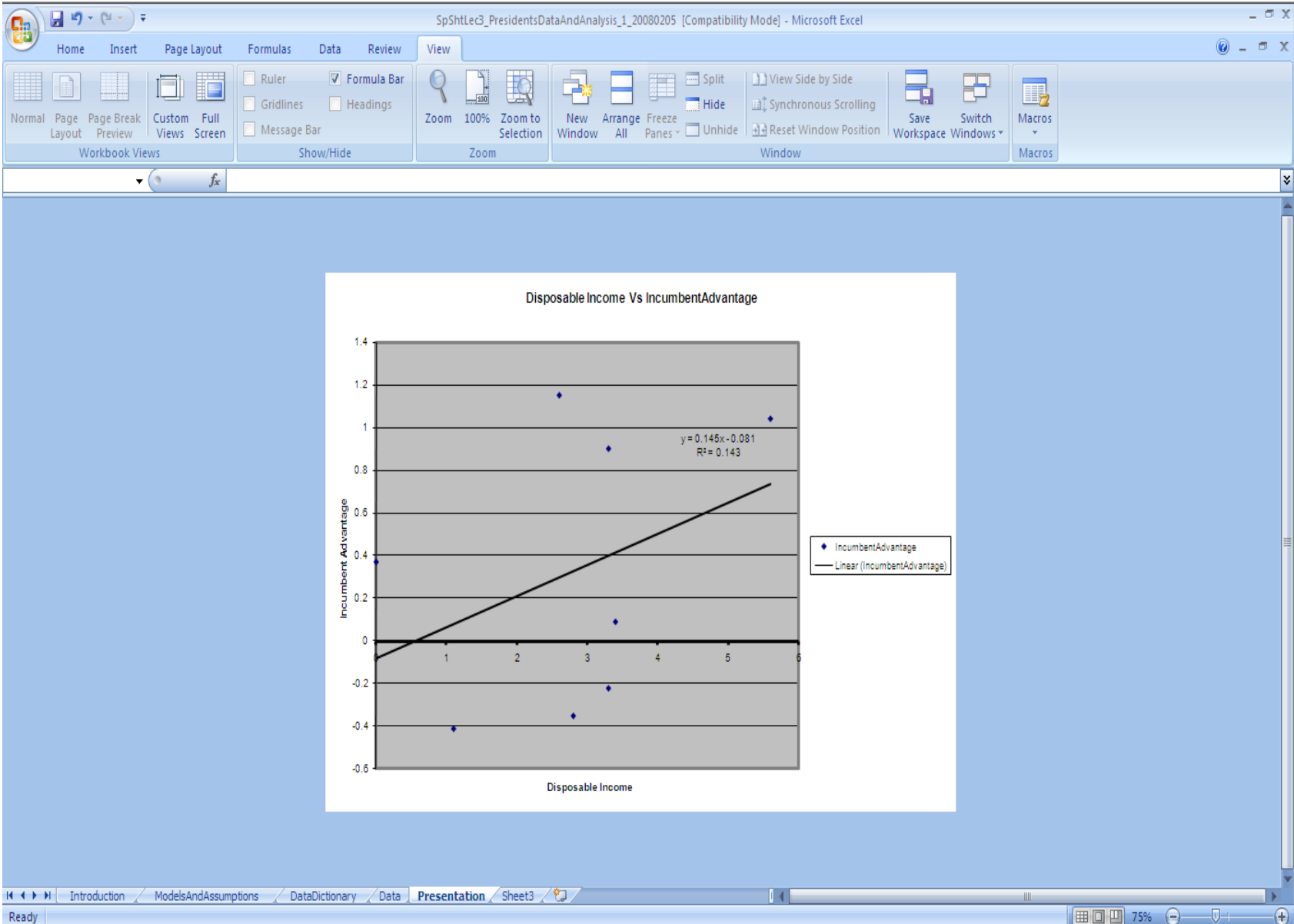
The screenshot shows a Microsoft Excel spreadsheet with the following data:

Year	Incumbent	VoteForIncumbent	ChangeDisposableIncome	IncumbentAdvantage
1948	Truman	52.3	3.4	0.09
1952	Stevenson	44.6	1.1	-0.41
1956	Eisenhowe	57.8	2.6	1.15
1960	Nixon	49.9	0	0.37
1964	Johnson	61.3	5.6	1.04
1968	Humphrey	49.6	2.8	-0.35
1972	Nixon	61.8	3.3	0.9
1976	Ford	48.9	3.3	-0.221

The spreadsheet interface includes the following elements:

- Title Bar:** SpShtLec3_PresidentsDataAndAnalysis_1_20080205 [Compatibility Mode] - Microsoft Excel
- Menu Bar:** Home, Insert, Page Layout, Formulas, Data, Review, View
- Ribbon:** Home (Clipboard, Font, Alignment, Number, Styles, Cells, Editing), Insert, Delete, Format, AutoSum, Fill, Sort & Find & Select, Clear.
- Formula Bar:** E46
- Grid:** Columns A through S, Rows 1 through 34.
- Taskbar:** Introduction, ModelsAndAssumptions, DataDictionary, Data, Presentation, Sheet3
- Status Bar:** Ready, 100%

EXAMPLE



EXAMPLE

Part 2

In this second iteration, five separate sheets are used:

- introduction
- model and assumptions
- data dictionary
- data
- presentation



EXAMPLE

The screenshot displays the Microsoft Excel interface in Compatibility Mode. The title bar reads "SpShtLec3_PresidentsDataAndAnalysis_2_20080205 [Compatibility Mode] - Microsoft Excel". The ribbon is set to the "View" tab, showing options for Workbook Views, Show/Hide, Zoom, Window, and Macros. The active cell is B22. The worksheet contains the following text:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Introduction: Political Control of the Economy																
2																	
3	This spreadsheet is based on a Data Set by Edward R Tufte gathered from U.S. Presidential elections between 198 and 1976																
4																	
5	Using Tufte's data we look at Incumbent Advantage in terms of Change in Real Disposable Income																
6																	
7	Reference:	"Political Control of the Economy"															
8		By Edward, R. Tufte															
9		Princeton University Press, 1978															
10		pp. 121 to 123															
11																	
12	Data Source:	Table 5.5 from above reference, pp. 121															
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The status bar at the bottom shows "Ready", the active sheet is "Introduction", and the zoom level is 120%.

EXAMPLE

The screenshot displays the Microsoft Excel interface in Compatibility Mode. The title bar reads "SpShtLe3_PresidentsDataAndAnalysis_2_20080205 [Compatibility Mode] - Microsoft Excel". The ribbon is set to the "View" tab, showing options for Ruler, Formula Bar, Gridlines, Headings, Message Bar, Zoom, and various window management functions like Split, Hide, and View Side by Side.

The active worksheet is "ModelsAndAssumptions" (Sheet3). The content of the worksheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	Model & Assumptions																					
2																						
3	We developed a linear Model with "IncumbentAdvantage" as a Function of "ChangeDisposabeIncome"																					
4																						
5	Model Formula is: $\text{IncumbentAdvantage} = 0.1456\text{ChangeDisposabeIncome} - 0.081$																					
6	Model R-Squared is 0.1435																					
7																						
8	Assumptions																					
9																						
10	We Assume a linear Model is Appropriate																					
11	Given the dispersion of the data, and low R-Squared -- this assumption may not be valid																					
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The status bar at the bottom shows "Ready" and a zoom level of 100%.

EXAMPLE

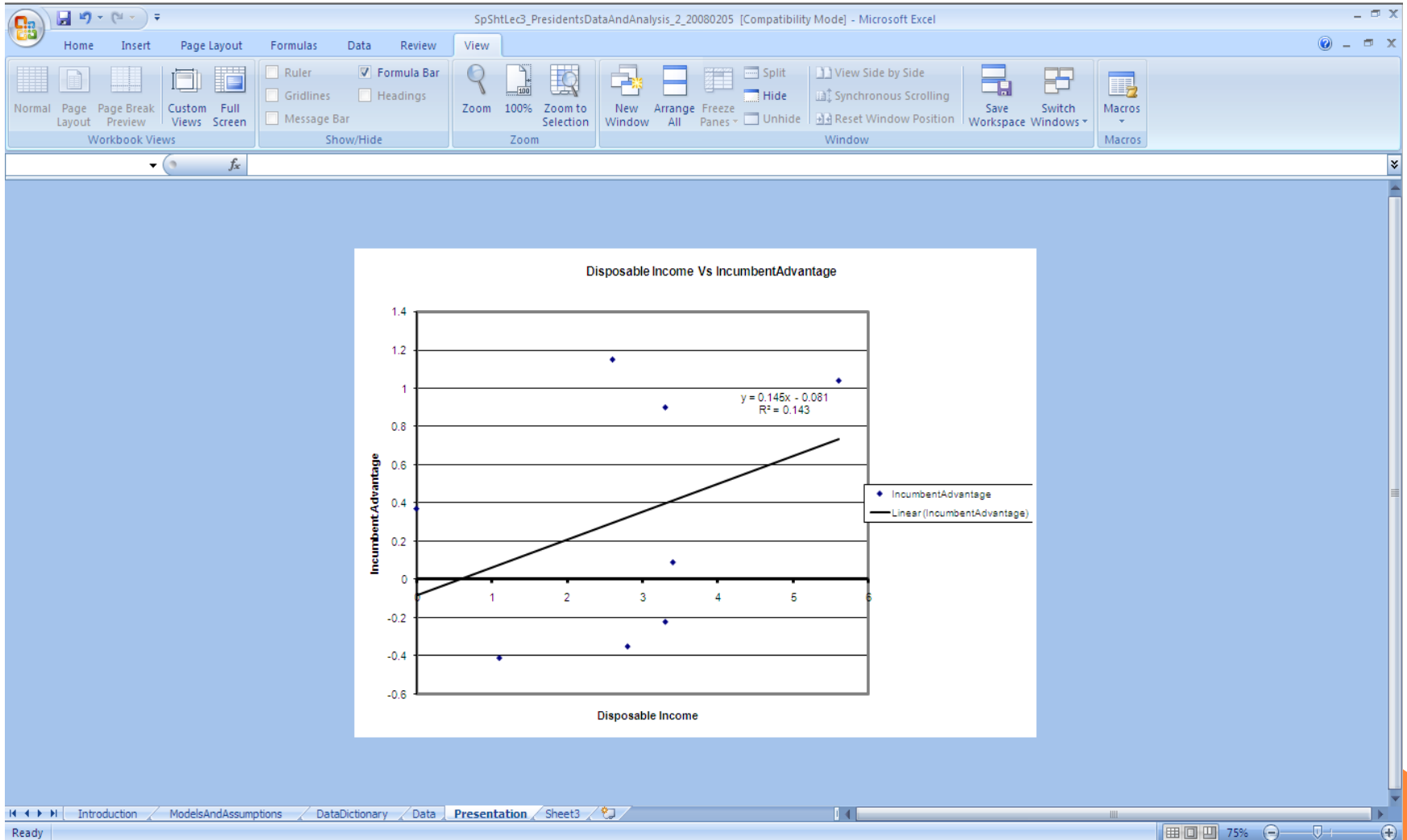
The screenshot displays the Microsoft Excel interface with the following data table:

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1960	Nixon	49.9	0	0.37
1964	Johnson	61.3	5.6	1.04
1968	Humphrey	49.6	2.8	-0.35
1972	Nixon	61.8	3.3	0.9
1976	Ford	48.9	3.3	-0.221

The interface includes the following elements:

- Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View.
- Formulas Bar:** D16
- Sheet Tabs:** Introduction, ModelsAndAssumptions, DataDictionary, Data, Presentation, Sheet3
- Status Bar:** Ready, 100%

EXAMPLE



EXAMPLE

Part 3

- In this third iteration, the same five sheets are used (as in Part 2), with further refinements, descriptions, and presentation of the two models used.



EXAMPLE

The screenshot shows a Microsoft Excel window titled "AnalysisExamples_PresidentsDataAndAnalysis_4_20080306 [Compatibility Mode] - Microsoft Excel". The ribbon is set to "View", and the formula bar shows "B22". The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Introduction: Political Control of the Economy																
2																	
3	This spreadsheet is based on a Data Set by Edward R Tufte gathered from U.S. Presidential elections between 198 and 1976																
4																	
5	Using Tufte's data we look at Incumbent Advantage in terms of Change in Real Disposable Income																
6																	
7	Reference:	"Political Control of the Economy"															
8		By Edward, R. Tufte															
9		Princeton University Press, 1978															
10		pp. 121 to 123															
11																	
12	Data Source:	Table 5.5 from above reference, pp. 121															
13																	
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The status bar at the bottom shows "Ready" and "120%". The taskbar at the bottom of the window lists "Introduction", "ModelsAndAssumptions", "DataDictionary", "Data", and "Presentation".

EXAMPLE

AnalysisExamples_PresidentsDataAndAnalysis_4_20080306 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Normal Page Layout Page Break Preview Custom Views Full Screen
Workbook Views

Ruler Formula Bar
 Gridlines Headings
 Message Bar
Show/Hide

Zoom 100% Zoom to Selection
Zoom

New Window Arrange All Freeze Panes Unhide
Split Hide
View Side by Side Synchronous Scrolling
Reset Window Position Window

Save Workspace Switch Windows
Macros

A17 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Model & Assumptions																				
2																					
3	We developed 2 linear Modelsto examine the explanatory power of Change in Disposable Income (which was used as the independent variable in both models).																				
4																					
5	Model1 Formula is:	IncumbentAdvantage = 0.1456 (ChangeDisposableIncome) - 0.081																			
6	Model 1 R-Squared	0.1435																			
7																					
8	Model2 Formula is:	VoteForIncumbent = 2.4283(ChangeDisposableIncome) + 46.567																			
9	Model 2 R-Squared	0.4131																			
10																					
11	Assumptions																				
12																					
13	We Assume a linear Model is Appropriate																				
14	That assumption seems valid for model 2, less valid for model 1																				
15																					
16	Sums of Errors and MeanSquaredErrors were calculated to further examine each model																				
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Introduction ModelsAndAssumptions DataDictionary Data Presentation

Ready | 100%

EXAMPLE

AnalysisExamples_PresidentsDataAndAnalysis_4_20080306 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Normal Page Layout Page Break Preview Custom Views Full Screen
Workbook Views

Ruler Formula Bar
 Gridlines Headings
 Message Bar
Show/Hide

Zoom 100% Zoom to Selection
Zoom

New Window Arrange All Freeze Panes Hide
Unhide

Split
View Side by Side
Synchronous Scrolling
Reset Window Position
Window

Save Workspace Switch Windows
Macros

A16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Location	Name	DataClass	Data Type	Description												
2	Data!A1:A9	Year	Raw	Date	Year of Election												
3	Data!B1:B9	Incumbent	Raw	Text	Name of sitting president												
4	Data!C1:C9	VoteForIncumbent	Raw	Percentage	Percentage of vote for incumbent												
5	Data!D1:D9	ChangeDisposableIncome	Raw	Percentage	Yearly change in real disposable income per capita												
6	Data!E1:E9	IncumbentAdvantage	Raw	Score	Net presidential candidate advantage. Positive values indicate the non-incumbent has advantage. Negative values indicate incumbent has advantage.												
7	Data!G1:H9	Model1PredictionsforIncumbentAdvantage	Calculated	Numerical	Incumbent Advantage as predicted by Model1												
8	Data!H1:H9	Model2Predictionsfor VoteForIncumbent	Calculated	Numerical	Vote For Incumbent as predicted by Model2												
9	Data!L1:L9	Model1Errors	Calculated	Numerical	IncumbentAdvantage - Model1PredictionsforIncumbentAdvantage												
10	Data!M1:M9	Model2Errors	Calculated	Numerical	VoteForIncumbent - Model2PredictionsforVoteforIncumbent												
11	Data!P1:P9	Model1ErrorsSquared	Calculated	Numerical	Square of Model1Errors												
12	Data!R1:R9	Model2ErrorsSquared	Calculated	Numerical	Square of Model2Errors												
13	Data!I11:M11	SumOfErrors	Statistical Summary	Numerical	Sum of Errors for Model1Errors and Model2Errors												
14	Data!M13:R13	MeanSquaredError	Statistical Summary	Numerical	Mean of the Squared Error for Model1ErrorsSquared and Model2ErrorsSquared												
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Introduction ModelsAndAssumptions DataDictionary Data Presentation

Ready 100%

EXAMPLE

