

SOLUTIONS MANUAL



Core

Microsoft Office
Excel 2007

in business



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Excel
Chapter 2
Anecdote Assignment Points

1. What other benefits, beyond those described in the anecdote, can you think of by converting the paper production plans into Excel spreadsheets?

- Converting the paper production plans into Excel spreadsheets allowed the spreadsheets to be archived and if necessary used to create another production plan without starting from scratch.

2. What are some of the things that could go wrong with this project?

- Students' answers may vary. Some of the things that could go wrong with this project include: using the wrong version of the production plan spreadsheet when producing the garment, inadvertent changes not being noticed, computer software/hardware/Internet access issues preventing the transfer of the production plan spreadsheet.

3. Identify solutions that could prevent any potential problems from occurring.

- Possible solutions to prevent the use of an older version of a production plan spreadsheet could be include the date of last revision in the spreadsheet or as part of the spreadsheet name.

Possible solutions to inadvertent changes could be to only allow changes to the spreadsheet with a password. Solutions to computer software/hardware or Internet access is to develop contingency plans for such occurrences – such a fax or even reverting to mailing, but mailing the spreadsheet on an electronic medium.