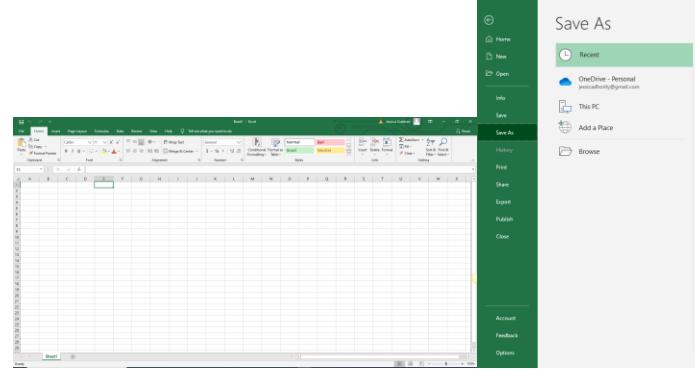


<u>PAGE:</u> 1	<u>DATE:</u> 2/13/2020	<u>PROJECT NAME:</u> PROJECT 4 STORYBOARD PODCAST: GOOGLE SHEETS OR MICROSOFT EXCEL?	<u>AUTHOR:</u> JESSICA CRABTREE
		<p>FRAME DESCRIPTION</p> <p>Listeners will hear a jingle as my personal logo comes onto the screen along with the title of the podcast, “Google Sheets or Excel?”. It will also include the logos of Google Sheets and Microsoft Excel. My personal logo should catch their attention from when they have seen it in other podcasts or in the future ones along with the title catching their attention.</p>	<p>MEDIA LIST AND DESCRIPTION</p> <ul style="list-style-type: none"> • Personal logo • Music • Text options • Video editing program • Transition with logo • Black background with white text

NARRATION:

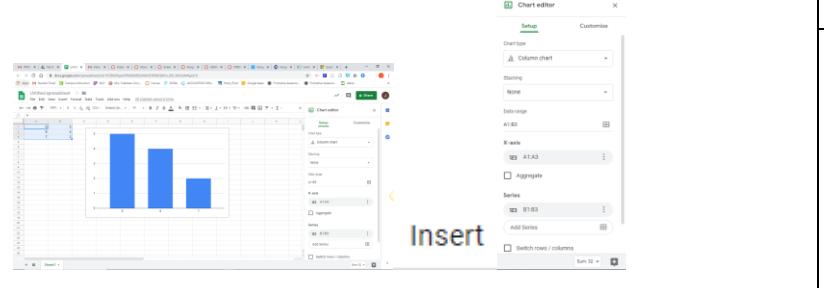
Welcome to this episode of Jessica’s podcasts where we are discussing the difference between Google Sheets and Microsoft Excel! Both have great attributes that they bring and we are going to take this episode to showcase the differences. Students are always asking me why do we have to learn Microsoft Excel when there is also Google Sheets? Here are their answers!

	<p>Several pictures will show during this frame. The first will be of Microsoft Excel and then the second will be of Google Sheets. The viewer will also see the save as screen for Excel and the share screen for Google Docs. As well as a picture of the “All changes saved in drive” message from Google Sheets. This frame is to list the differences in how you operate or work on these two programs. It will discuss the advantages and disadvantages of them.</p>	<ul style="list-style-type: none"> • Pictures showing the two windows of the programs being discussed. • Screen capturing Software • Video Editing Program • Transitions with picture coming in and out.
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(Pictures continued on next page)

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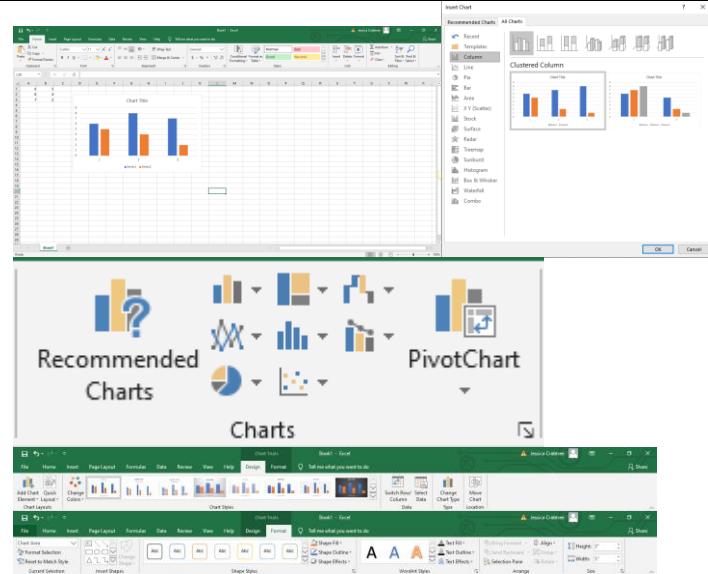
NARRATION: Let's talk about how these two programs operate overall. We are going to start with Microsoft Excel. Microsoft Excel runs as I call it, "a single file." One person has the file open and is making changes. They will need to save these changes and then send it to someone else for them to see those changes. The advantage to this is they can work on the file offline and do not need the internet to be able to make changes to the Excel spreadsheet. What is nice about the fact that you make changes and then send it to someone after you save it is that you can undo and go back and not save the, for example, numbers as you mess with them. You can mess with them and then save it once you are happy with them. Now let's talk Google Sheets. Google Sheets is known for the way that it can work as a collaborative project. Multiple people can be on one Google Sheet at one time without having to save it and send to another person or save it and upload it to a drive. Here are the disadvantages of that. You have to have internet in order to work on a Google Sheet project as you cannot work on them offline and it truly work like a Google Sheet. You also cannot mess with numbers and change with things without it effecting everyone else's file since you are all working on the same one.

	FRAME DESCRIPTION	MEDIA LIST AND DESCRIPTION
	Screen captures will show the Google Sheet steps for inserting a chart into Google. This is to show what the chart screens for Google Sheets looks like compared to Microsoft Excel, which will be shown in the next frame. It shows how Google Sheets options are minimal compared to Microsoft Excel's options.	<ul style="list-style-type: none"> Screen captures of the Google Sheets Chart process Screen Capturing Software Video Editing Program Transitions with picture going in and out

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NARRATION: (FROM ABOVE)

Let's look at functionality of both of these programs in relations to charts. A lot of businesses use Excel and Google Sheets to chart the data for their company. These screen captures show that Google Sheets is minimal to what settings and items that you can change when using charts in Google Sheets. To insert a chart, you go to the Insert drop down menu and select charts. It automatically assigns a chart to the data that you have selected. Then in this picture you see the settings and how you can edit the chart. Again, compared to Microsoft Excel that you will see next, the settings and formatting are pretty minimal when it comes to charts in Google Sheets.

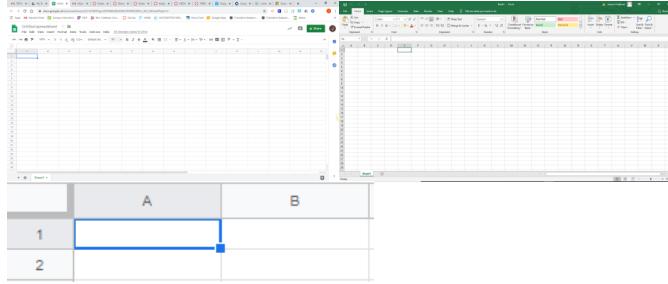


There will be screen captures showing that you have options yourself to choose different charts in Excel, what it looks like once you insert a chart in Excel, and then the two tabs that pop up once a chart is added. The purpose of this frame is to show what all Excel can do and that it does have many other options compared to Google Sheets.

- Screen Captures of the Microsoft Excel Chart Steps and Information
- Screen Capturing Software
- Video Editing Program
- Transitions with picture going in and out

NARRATION:

Next let's look at Microsoft Excel and how charts work on that program. I prefer using Microsoft Excel for inserting charts for many reasons. One reason is that once you select your data you then have many options for charts that you get to choose, as you can see from the picture. Once you insert the chart it shows up on your screen like the picture shows again. You automatically get two new tabs that are helpful to you when editing your chart and I feel gives you more options than does Google Sheets. With Microsoft Excel you get a Chart Tools Design Tab which helps with layouts, themes, and styles. Then you also get a Chart Tools Format tab which helps make your chart, as I always say, "look pretty."

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		<p>FRAME DESCRIPTION</p> <p>In this frame other miscellaneous features of both programs will be discussed. There are limitations on Google Sheets data limit that listeners need to be aware of and I will use this frame to accomplish informing them of these.</p>	<p>MEDIA LIST AND DESCRIPTION</p> <ul style="list-style-type: none"> • Pictures showing the screen capture of Microsoft Excel and Google Sheets • Screen capturing software • Video Editing Program • Transitions with picture going in and out

NARRATION:

Charts are big task that Microsoft Excel and Google sheets is used for. Now another task that they are both used for a lot is storing data. Google Sheets has several limitations though when it comes to inputting and storing data in its sheets compared to Excel. These numbers that I am going to tell you might seem large but when you are looking at large spreadsheets for companies the characters, rows, and columns add up quickly. Google Sheets is limited to no more than 5 million cells in a workbook and no more than 18,278 columns and there are restrictions on how many financial formulas there can be. Some companies have a lot of information in multiple worksheets in a workbook so all the cells and columns add up quickly. Also, when you are converting files to Google Sheets, they cannot be more than 100MB. One last item that lacks in Google Sheets is that Google Sheets doesn't have smart art and other advance features.

	<p>The purpose of this frame is to review what we discussed and what businesses have to say when I have asked about which they use. Google Sheets or Microsoft Excel?</p>	<ul style="list-style-type: none"> • Pictures showing Google Sheets logo and Microsoft Excel logo • Video Editing Program • Transitions for pictures going in and out
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NARRATION:

We have discussed a lot of attributes of both Google Sheets and Microsoft Excel. Both have their own advantages and disadvantages that they bring to the table and both have their specialized attributes that they can help with. As a Career and Technical Education teacher we have advisory boards for our classes that have to meet twice a year. When you ask these advisory board members what they use in the workplace and in their companies, they always have the same answer, Microsoft Excel. Google sheets is still great to know and a great program for beginners but be sure you know Microsoft Excel as well!

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		<p>FRAME DESCRIPTION</p> <p>The purpose of this frame is to end the podcast. The source page will show up for my pictures and information that I have used throughout. Also, while the jingle plays and the podcast ends, “Thanks for listening in” “Join us Next Time” text showing up.</p>	<p>MEDIA LIST AND DESCRIPTION</p> <ul style="list-style-type: none"> • Personal logo • Video Editing Program • Transitions with picture going in and out • Black background • White text
<p>NARRATION: I hope you have enjoyed listening to this episode of Jessica’s Podcast and learning about Google Sheets and Microsoft Excel. Tune in next time!</p>			