**GROUP ACTIVITY**

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The importance of excel in School and class administration

1. **In school**
* Spreadsheet is used to calculate, analyze, interpret, and make decision

 of data easily.

* It facilitates how to prepare guide notes containing with graphs or charts,

 formulas and functions.

* Recording and processing data
1. **For class administration**
* Spreadsheet is used for management of their Information
* It is used to Store and share information easily
* It Improves methods of accountability and reporting