**GROUP ACTIVITY**

**Jean Claude NIYITEGEKA**

**E-mail: [niclauves@gmail.com](mailto:niclauves@gmail.com)**

**---------------------------------------------------------------------------------------------------**

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