*IMPORTANCE OF SPREADSHEET IN SCHOOL AND CLASS ADMINISTRATION*

* MS EXCEL is used to record and process numerical and non-numerical data
* MS EXCEL is used to analyse numerical data and non-numerical data
* MS EXCEL is used to organize numerical data and non-numerical data
* MS EXCEL is used to keep the records of students and lists of students
* MS EXCEL is used to prepare the student report ( class report)
* MS EXCEL is used to prepare financial reports
* MS EXCEL is used to make a decision for example using IF and other formula