**Importance of Spreadsheet in school and class administration**

1. **Store safely information and edit them if necessary**
2. **Easily and quickly treat information (time saving)**
3. **Accurate result and easily spread information**
4. **Easy access to global information**
5. **Quickly score students mark and generate school reports**
6. **Information management**
7. **Recording and processing data**
8. **Excel help the user to process graphical data**
9. **Microsoft Excel focuses on making it easy and quick**

**for users to calculate the marks of students.**

1. **It is then a simple matter for the user to specify formulas in the spreadsheet that interact with these numbers in various ways.**
2. **Microsoft Excel is used to create a table for the big number of students or other records.**
3. **Microsoft Excel also features statistical functions under the Formulas tab and the Statistical or Math & Trigonometric subcategories**
4. **Microsoft Excel makes store safely data**
5. **Easy expense reporting**
6. **Excel allows users to create graphical displays of data, forms and pivot tables**