**IMPORTANCE OF SPREADSHEET (RECORD KEEPING) IN SCHOOL AND CLASS ADMINISTRATION**

**RECORD KEEPING IS IMPORTANT IN DIFFERENT WAYS AT SCHOOL ACTIVITIES SUCH AS:**

* To store a small and large set of data
* To make synthesis of data through graphs, chart….
* To be used in decision making for example in deliberation report
* To Facilitate interpretation of data
* To Facilitate the monitoring of all records from school store
* To Facilitate for making attendance list of students
* To conduct stock inventory
* To make various calculations
* Information management
* To share information
* To establish Financial reports