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

1. **USING SPREADSHEETS IN THE CLASSROOM**

In fact, the ability of spreadsheets to organize data makes them a wonderful tool for uses at all levels of education and can be applied to any discipline of study.  The benefits of spreadsheets are that they help students manage working with complex sets of numbers and save time by allowing for quick calculations. Here is a brief overview of how each can be used in the classroom.

1. **GRAPHS**

Graphs are an outstanding way to put a visual representation to a numeric concept.

1. **DATA COLLECTION**

For students data collection can be used to record homework grades, class assignments, and test scores to keep a tally of the overall class grade.  Spreadsheets can also be used to keep track of a budget for a hypothetical business, club, or personal living expenses, or specific information from a science lab.

1. **TIMES/CALENDARS**

Students will benefit from putting important events in order in a timeline or calendar.  The time line can also be used is to record steps to a procedure.