FORUM DISCUSSION.

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

Microsoft Excel offers a lot of benefits with its functions, formulas, graphs or charts and tables. Excel worksheets are of a great help to almost all professions.

So it is for teaching profession. Teachers can extract several benefits from Excel worksheets in the classroom. In the process of teaching and learning, both teachers and students find it easier to make use of excel worksheets.

The activities, such as, preparing lesson plans, grading papers, creating graphs or tables and many more can be carried out effectively and efficiently by using excel spreadsheets.

While explaining the material related to mathematics, excel worksheets can be used to make calculations, to create graphs and to use various functions and theorems. Also, worksheets are much helpful for solving arithmetical problems and algebraic equations. Besides, there are many graphs or charts available in spreadsheet programs that can be applied for explaining the study material effectively. Aside from these, spreadsheets are well suited for doing statistical analysis. Thus, in accordance with requirement, many worksheets and templates may be tailored in order to teach the students effectively and to make teaching methods more efficient.

As regards English lessons, grammar and vocabulary, excel is a great tool. The rows and columns of excel worksheets are well suited for .

in this technology word the use of microsoft excel for class administration:
ms excel help stuff to store all record summarised in tables as database in order to access effieciebtly.

Ms excel save time for recording more information.MS excel help stuff of school to manage very easily the necessary information such as budget planning,student information ,teachers' information,even all activiies done in school.