**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.**

**10.It is then a simple matter for the user to specify formulas in the spreadsheet that interact with these numbers in various ways.**

**11.Microsoft Excel is used to create a table for the big number of students or other records.**

**12.Microsoft Excel also features statistical functions under the Formulas tab and the Statistical or Math & Trigonometric subcategories**

**13.Microsoft Excel makes store safely data**

**14.Easy expense reporting**

**15.Excel allows users to create graphical displays of data, forms and pivot tables**