**Importance of spreadsheet in school and class administration:**

 1. Record data, Recording difference data such as Students identifications, classes and its number of students, staffs identifications and their positions, teachers’ identifications and their classes and time table.

 2. Analyze data, By analyzing where they have same criteria’s in Teachers, Students, and Staffs, Perform Mathematical calculations, Information management Capture and store for informing data-drive decision making

 3. Presentation of data By using chart and graph sharing information 4. sharing information