**Topic – 3**

**An Introduction to the Advanced Features and Functions of the Microsoft Office Suite**

**Exercise (1)**

* PivotTables and charts – Data Summary and Analysis
* Templates – Invoice and CV forms
* Conditional formatting – Exam Result and Highlight Information
* Validation – Data Confirmation and Testing Procedures
* Logical functions – Checking Data and Describe condition

**Exercise (3)**



Exercise (4)

|  |  |  |  |
| --- | --- | --- | --- |
| Feature/Function | Settings | Input Messages | Error Alerts |
| Enters an amount into a spreadsheet |  |  |  |
| Enters text into a spreadsheet |  |  |  |
| Enters a name into a database |  |  |  |
| Enters a postcode into a database |  |  |  |

Exercise (5)

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| --- | --- |
| Human Computer Interface Element | Comment |
| Ribbon |  |
| Command buttons |  |
| Text boxes |  |
| List boxes |  |
| Combination boxes |  |
| Check boxes |  |
| Option or radio buttons |  |
| Online help |  |
| Wizards |  |
| Commands |  |
| Icons |  |
| Tabs |  |