Topic 3

Exercise 1

Pivot Tables and charts - Finance, and HR

Templates - Meeting, and Advertising

Conditional formatting - to indicate the important information, and highlight changes

Validation - password, and license

Logical functions - Making reports and to test if a situation is true or false

Exercise 2

|  |  |  |  |
| --- | --- | --- | --- |
| Stationery Orders |  | 2/23/2023 |  |
|  |  |  |  |
| January |  |  |  |
| Item | Quantity | Price per Item | Total Price |
| Whiteboard Pen | 23 | £1.10 |  |
| Printer Paper (Box) | 30 | £ 10.00 |  |
| File Paper (Pack) | 45 | £ 6.42 |  |
| Staples (Box) | 22 | £ 2.50 |  |
| Stapler | 2 | £ 6.50 |  |
| Pen (Black) | 38 | £ 0.82 |  |
| Pen (Red ) | 16 | £ 0.82 |  |
| Ring Binder | 15 | £ 2.50 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| February |  |  |  |
| Item | Quantity | Price per Item | Total Price |
| Whiteboard Pen | 32 | £1.2 |  |
| Printer Paper (Box) | 34 | £10.2 |  |
| File Paper (Pack) | 48 | £6.5 |  |
| Staples (Box) | 32 | £2.6 |  |
| Stapler | 6 | £6.5 |  |
| Pen (Black) | 44 | £0.9 |  |
| Pen (Red) | 28 | £0.9 |  |
| Ring Binder | 21 | £2.65 |  |
|  |  |  |  |
|  |  | £ 3.83 |  |

Exercise 3

1. No. I don’t think so.
2. They present both image and text clearly which would be helpful for different users.

Exercise 4