Topic 3

Exercise 1

**Pivot table and charts** = Summarizing data like finding the average sales for each region for each product from a product sales data table, Listing unique values in any column of a table.

**Templates**= Creating invoices and receipts, Drafting contracts and legal agreements

**Conditional formatting** = Identifying outliers or anomalies in data sets, Highlighting top-performing sales reps or products

**Validation** = Verifying the accuracy of data entered into forms or spreadsheets, preventing users from entering duplicate or conflicting information

**Logical functions** = Forecasting inventory levels based on past sales and seasonal trends, Calculating commissions or bonuses based on sales performance