3.3 – Laboratory Session

Exercise – 1

1. **PivotTables and charts** - Excel chart with multiple series based on pivot tables. PivotCharts complement PivotTables by adding visualizations to the summary data in a PivotTable, and allow you to easily see comparisons, patterns, and trends. Both PivotTables and PivotCharts enable you to make informed decisions about critical data in your enterprise.
2. **Template** - Project planning and Meeting agendas.
3. **Conditional formatting** - Highlighting important data , Scheduling and deadline tracking.
4. Validation – Payment processing , Employee data.
5. Logic Function - IF function , (And, OR, Not Function).