**Topic 3**

**Exercise 1**

**Pivot table and charts:**

Sum of complete and incomplete Orders .

Relative average number of Users in Days of the week and Hours of the day.

**Templates:**

Receipts.

Email responding.

**Conditional formatting**:

Highlighting overdue or high-priority tasks in a project management spreadsheet.

Applying color-coding to a budget spreadsheet to quickly identify areas of overspending or underspending.

**Validation:**

Ensuring that only valid dates, phone numbers, or email addresses are entered into a contact database.

Requiring users to select from a predetermined list of options when filling out a form or survey.

**Logical Functions:**

Social media advertising and graphic design.