

TASK 0

Common Text Alignment Feature between MS Word and MS Excel

- Alignments (left, right, top, bottom)

In both MS Word and Excel, alignment gives text its place.

- Font color (font color in Word and Excel paints expressions into information.)
- Wrap text (both apps allow text to wrap to a new line within the cell or paragraph area)
- Margins (Margins act as quiet protectors of layout)

What is Pivot Table?

A pivot Table is like a smart mirror in Excel that instantly reflects complex data into clear patterns, summaries and insights without manual effort.

Examples

1. List of products, regions and sales amounts.
2. Pivot Table shows total sales for each region.