Topic-3 Name- Kyi zin Thant

Exercise-1; Advanced Feature and Function and Business Processes

PivotTables and charts

Evaluating website traffic data to identify popular pages, referral sources, and user behavior patterns.

Comparing employee performance metrics, such as sales figures, customer satisfaction ratings, and attendance records, to identify areas for improvement and reward top performers.

Template

Creating marketing materials, such as brochures and flyers, using pre-designed templates to save time and maintain brand consistency.

Developing training materials, such as lesson plans and quizzes, to ensure that employees receive consistent and thorough training.

Conditonal Formatting

Highlighting cells that meet certain criteria, such as sales figures that exceed a certain threshold or inventory levels that fall below a certain amount, to alert users to important trends.

Using icons to represent different types of data, such as checkmarks for completed tasks or warning signs for potential issues, to make information easier to understand at a glance.

Validation

Verifying that shipping and billing addresses are complete and accurate to ensure that orders are delivered to the correct location.

Ensuring that employee data, such as job titles and pay rates, are complete and accurate to avoid errors and discrepancies in payroll and benefits administration.

Logical function

Identifying overdue accounts by comparing the due date to the current date and flagging those that are past due.

Analyzing survey data to identify correlations and trends, such as customer satisfaction ratings and product usage patterns.