# Topic 3

# Exercise 1

* PivotTables and charts

1. Summarize, analyze
2. Explore and present summary data

* Templates

1. Quickly set up the same tasks
2. Creates repeatable workflows and saves time

* Conditional formatting

1. Makes particular cells easy to identify
2. Changes the appearance of the cell range based on a condition

* Validation

1. Ensures a product.
2. Enables you to reasonably predict whether people will buy your service or product, and whether your business will be profitable.

* Logical functions

1. It is used in spreadsheets to test whether a situation is true or false.
2. It is sed to compare more than one condition.

# Exercise 3

1. Yes, I think that their application could be improved by applying interface design elements, such as text, image, sound or color.
2. By using the above interface design elements, users feel more comfortable and are able to get things done more quickly.

# Exercise 4

* Provide information or warnings on the consequences of the user’s actions.

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