# Topic 3

* 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.