**Name Homeroom**

***Reflect upon the following questions. Try to make your responses as detailed as possible.***

1. How is Excel different from other pieces of software such as Word or Publisher?
2. What kind of tasks do Spreadsheets perform well?
3. Where do you think a Spreadsheet might be used outside of school and what for?
4. Why do we have to enter data accurately? What might happen if we don't?
5. What features does Excel have that makes organising data easy? How does it make it easier?
6. What features does Excel have for presenting information? Why is it useful to be able to present information in this manner?
7. When would you choose Excel rather than Word or Publisher?
8. What is the difference between a Formula and a Function?
9. Was there anything you found difficult about Excel?
10. What did you particularly like about Excel?
11. In the box below list the things you can now do using Excel?

***E.g. I can use the Autosum Function to add up rows of data***