

Example Sheet 1: Basic Budgeting (Spreadsheet Functionality)

Layout:

- **Column A (A2 to A6):** Categories like "Rent," "Utilities," "Groceries," "Entertainment," "Others"
- **Column B (B2 to B6):** Budgeted Amount for each category, for example, \$1000 for "Rent," \$200 for "Utilities," etc.
- **Column C (C2 to C6):** Actual Amount spent
- **Column D (D2 to D6):** Difference

Formulas:

- In **Column D**, you'd place a formula like **=B2-C2** to find out the difference between the budgeted and actual amounts.

Advanced Usage:

- You could apply conditional formatting rules in Column D to highlight cells that have a negative value, indicating you've gone over budget.

Example Sheet 2: Sales Data (Data Sorting & Filtering)

Layout:

- **Column A (A2 to A101):** Date of sale
- **Column B (B2 to B101):** Salesperson
- **Column C (C2 to C101):** Customer
- **Column D (D2 to D101):** Sales Amount

Data Sorting:

- Go to **Data > Sort & Filter** to sort the data by Sales Amount (Column D), either in ascending or descending order.

Data Filtering:

- Use the filter to view sales data for a particular salesperson, or to see sales over a particular amount.
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Example Sheet 3: Monthly Revenue Chart (Data Visualization)

Layout:

- **Column A (A2 to A13):** Months (January, February, etc.)
- **Column B (B2 to B13):** Revenue

Data Visualization:

- Highlight the data and go to **Insert > Charts** and select a **Bar Chart** or **Line Chart** to visualize the monthly revenue.
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Example Sheet 4: Product Inventory (PivotTables)

Layout:

- **Column A (A2 to A101):** Product ID
- **Column B (B2 to B101):** Product Name
- **Column C (C2 to C101):** Quantity in Stock
- **Column D (D2 to D101):** Supplier

PivotTable:

- Highlight the data, then go to **Insert > PivotTable**. Here you can summarize products by supplier, or show the total quantity in stock for each product type.
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Example Sheet 5: Macros Example (Macros and VBA)

Layout:

- **Column A (A2 to A11):** Tasks
- **Column B (B2 to B11):** Status (To-Do, In Progress, Done)

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Macros:

- Go to **View > Macros > Record Macro** to create a macro. For example, the macro could update the status of selected tasks to "Done."
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Example Sheet 6: Team Collaboration (Collaboration Features)

Layout:

- **Column A (A2 to A21):** Task
- **Column B (B2 to B21):** Assigned To
- **Column C (C2 to C21):** Deadline
- **Column D (D2 to D21):** Status

Collaboration:

- For comments, right-click on the cell and select **Insert Comment**. This is helpful for team discussions.
- Save the workbook to OneDrive to enable real-time collaboration.