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.

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.

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.

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)

Macros:

- Go to **View > Macros > Record Macro** to create a macro. For example, the macro could update the status of selected tasks to "Done."

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.