

Student Name

Date

## Five Features of Excel

Here are the five features in Excel that will help me analyze my poll data:

Feature	What It Does	Why I Will Use It
Formulas	Lets you calculate numbers.	I can make changes to my numbers and all the sums will update when I use a formula.
Functions and Ranges	Calculate sums, averages, and counts on the numbers in cells.	I can use a range within a function to make the math simpler.
AutoFormat	Makes your spreadsheet look good automatically by selecting colors, borders, fonts, and formats.	I can design the way my data looks so it is easier to read.
Toolbars	Gives you shortcuts to menu options.	I can click on toolbars options faster than finding the menu option so I have more time to analyze my numbers.
Chart Wizard	Creates a chart of the numbers in the spreadsheet quickly.	I can create charts that show a visual image of the numbers from my poll and make the relationships of the numbers easier to understand.