Software	Category	Main functions	Advanced/specific functions
Excel	Calculations	Arithmetic formula	
		Automatic functions, 'Statistical' and 'Logical' category	Category functions 'Maths and trig' / 'Financial'
	Lists of data	Simple sorting	Multiple criteria sorts
		Simple formatting	Conditional formatting
		Automatic, text, digital filters	Advanced filters
		Status bar statistics	Database functions
		Pivot tables	Pivot tables (to summarize data)
	Graphs	Graphs such as histograms, pie charts and line graphs	Other types of graphs and Sparkline graphs (inserted into a cell)
	Printing	Printing selection / print area	Customized layout

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Jane Calabria, Dorothy Burke

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