



Module 3 - Recap card

Spreadsheet software

Spreadsheet software is used to organise, analyse and calculate data in the form of tables, graphs and charts. The most popular are Microsoft Excel, Google Sheets and LibreOffice Calc.

The main features and benefits

- Spreadsheet software is **versatile software** that offers many essential features for a variety of **data management tasks**, whether for personal or professional use.
- One of the key features of spreadsheet software is its ability to **organise data** in a structured way in tables, where each cell can contain numbers, text, dates, formulas and so on.
- Spreadsheet software can be used to create **graphs** and **charts** from data, which can also be sorted and filtered.