

## **INFORMATION TECHNOLOGY SKILLS FOR BUSINESS (PRACTICAL)**

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1. Create spreadsheet functions using IF, SUMIF, COUNTIF, AVERAGEIF, to analyze and manipulate data effectively.
2. Apply logical functions such as AND, OR, NOT, and IFERROR to make informed decisions and handle errors in data.
3. Utilize Lookup and reference functions like VLOOKUP, HLOOKUP, INDEX, and MATCH to search and retrieve specific information from a dataset.
4. Demonstrate proficiency in Advanced Financial functions to perform complex calculations and analysis.
5. Implement Text functions for data manipulation to format and extract information from text strings efficiently.
6. Develop Array formulas for handling large datasets and performing intricate calculations.
7. Record macros to automate repetitive tasks and streamline processes in spreadsheet applications.