## 116937 Workplace assignments

### Research assignment

1. Find out what spreadsheets are used for at work.
	1. Explain at least 3 different uses of spreadsheets at work.

### Reflexive questions

1. What benefits do spreadsheets have for the people who use them?

### Work sample

1. Produce a spreadsheet for your department. This could be to show sales figures, hours of attendance or absenteeism, fuel usage of vehicles, etc.
	1. Your spreadsheet must contain at least two formulas
	2. Use text, numbers and dates in your spreadsheet
	3. Format your spreadsheet
	4. Mail the spreadsheet to sakhisisizwe

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