

This note summarises the key areas which were discussed during the day. Student may use this list as guidance for self study if he/she was absent.

<u>Date</u>	26 th June 2010	0730 to 1330
<u>Lesson</u>	5	Presentation of Data
<u>Areas</u>	5.16	
<u>Questions</u>	5.17	
<u>Home Work</u>	5.18	
<u>Special Instructions</u>	NA	

1. Meaning of a pareto distribution and how to establish pareto compatibility using a distribution
2. Examples of business situations where pareto analysis can be helpful
3. Students were advised to complete all questions from the text book

<u>Date</u>	26 th June 2010	0730 to 1330
<u>Lesson</u>	10	Spreadsheets
<u>Areas</u>	10.10	
<u>Questions</u>		
<u>Home Work</u>	10.11	
<u>Special Instructions</u>	Most of the discussion and illustrations were to explain the practical use of excel. Students should practise such to get familiar with excel.	

1. How to create a simple macro and how it can be used.
2. Illustration of how values are filled in different series
3. Use of formatting options and the meaning of 'Cell Category'
4. Use of accounting category numbers and the meaning of numbers with brackets, commas
5. Currency type cells and selecting the relevant currency type
6. Adding comments to an excel cell, showing and hiding the same
7. How to develop large formula using a different parts of a larger calculation
8. Simplified formula to be used if discounts, taxation is applicable in a product purchase
9. Change in the formula when it is copied and pasted
10. Use of absolute and relative cell references when developing a formula