

## State two advantages of electronic spreadsheets over manual worksheets.



### Merits of electronic spreadsheets over manual worksheets

1. An electronic spreadsheet has automatic built-in functions and formulae for doing calculations thus:
  - a. Enhancing accuracy
  - b. Enhancing speed
  - c. Enhancing efficiency
2. Any changes on individual cells can be automatically recalculated thus saving time.
3. Electronic spreadsheets have complex editing and formatting features as compared to manual worksheets.
4. Electronic spreadsheets produce neat work because editing is done before printing.
5. Electronic spreadsheets have a large virtual sheet to work on as compared to the limited in space of a manual worksheet.
6. Electronic spreadsheets have ability to adjust column and row width.
7. Electronic spreadsheets have features that enable automatic sorting and filtering of data in cells.
8. It is easier to customize printing with electronic spreadsheets, or printing of a subset of data.
9. Electronic spreadsheets have data validation features that ensures the right data is entered and in the right format.
10. Electronic spreadsheets have automatic features for charts and graphs.
11. It is easier to produce duplicates with electronic spreadsheets.
12. Merging sheets in electronic spreadsheets is possible.
13. Electronic spreadsheets can easily predict the outcome, 'what if' analysis