**Spreadsheet for Business**

Upon successful completion of this course, students will be able to:

1. Identify and demonstrate basic text and cell formatting techniques in spreadsheets.
2. Utilize Freeze Pane feature to keep certain rows and columns visible while scrolling.
3. Apply the SUM function to quickly calculate the total of a range of cells.
4. Implement the MIN and MAX functions to find the smallest and largest values in a dataset.
5. Utilize the COUNT function to count the number of cells within a range that contain numerical values.
6. Calculate the average of a range of values using the AVERAGE function.
7. Utilize the IF function to perform conditional calculations based on specified criteria.
8. Apply text functions such as LEN, TRIM, PROPER, UPPER, LOWER, and CONCATENATE to manipulate and format text in spreadsheets effectively.