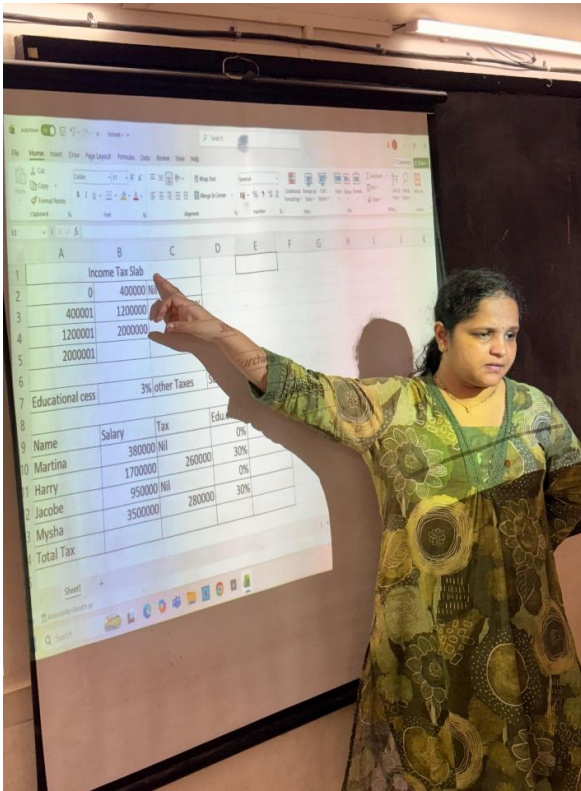




Developing basic skills in using formulas, creating tables, performing calculations, analysing data, and presenting information.