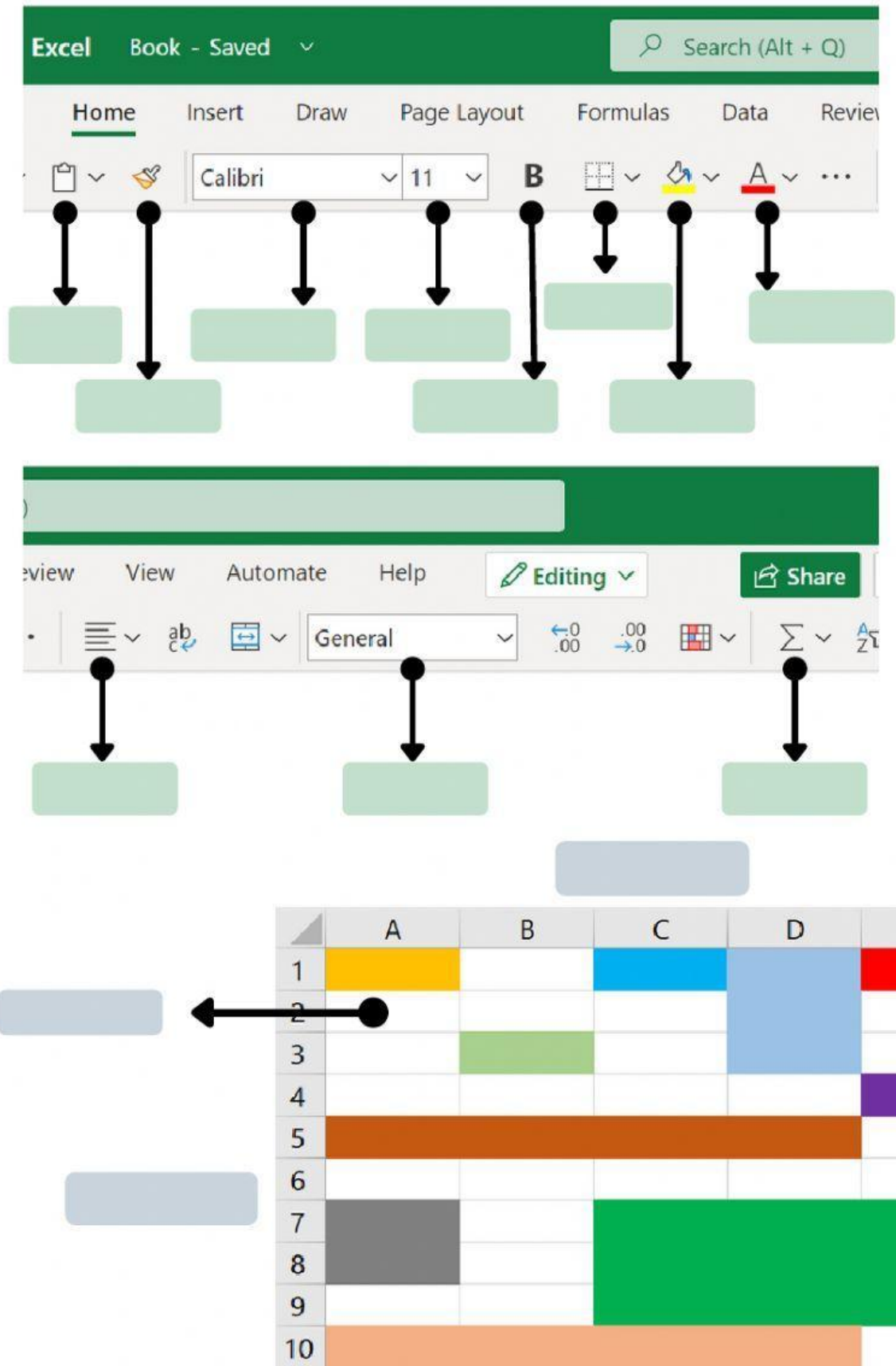


# Spreadsheet for a Purpose

## Grade 7 ICT

**Learning Objective:** Indicate the names and functions of the Excel interface components.



The image shows the Microsoft Excel interface with various components labeled for identification. The labels are represented by green boxes with arrows pointing to the corresponding parts of the interface.

**Top Ribbon (Excel - Book - Saved):**

- Excel**: The application name.
- Book - Saved**: The current workbook name.
- Search (Alt + Q)**: The search bar.

**Home Ribbon:**

- Font Face**: The font family (Calibri).
- Font Size**: The font size (11).
- Bold**: The bold button (B).
- Text Color**: The text color button (A).
- Background Color**: The background color button (yellow).
- Number Format**: The number format button (1234567890).
- Alignment**: The alignment button (left, center, right).
- Indentation**: The indentation button (left, right, top, bottom).

**Formulas Ribbon:**

- Formulas**: The formulas ribbon.
- AutoSum**: The auto-sum button (Σ).

**View Ribbon:**

- View**: The view ribbon.
- View Modes**: The view modes (Normal, Web, Print Layout, Full Screen).
- Zoom**: The zoom slider.
- Navigation**: The navigation buttons (Home, Back, Forward, Search, etc.).

**File Menu:**

- File**: The file menu.
- Save**: The save button (floppy disk).
- Print**: The print button (printer).
- Share**: The share button.

**Worksheet Grid:**

- Column Headers**: A, B, C, D, E.
- Row Headers**: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.
- Active Cell**: The cell currently selected (A1).
- Formula Bar**: The area for entering data or formulas.

Learning Objective: Construct formulas, including the use of built-in functions, and relative and absolute references.

Identify the function of the following symbols:

|                                                                                            |                                                                                            |                                                                                            |                                                                                            |                                                                                            |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| =                                                                                          | +                                                                                          | -                                                                                          | *                                                                                          | /                                                                                          |
| <div style="background-color: #d3d3d3; width: 100px; height: 30px; margin: 0 auto;"></div> | <div style="background-color: #d3d3d3; width: 100px; height: 30px; margin: 0 auto;"></div> | <div style="background-color: #d3d3d3; width: 100px; height: 30px; margin: 0 auto;"></div> | <div style="background-color: #d3d3d3; width: 100px; height: 30px; margin: 0 auto;"></div> | <div style="background-color: #d3d3d3; width: 100px; height: 30px; margin: 0 auto;"></div> |

Type the formula using the cell reference and choose the correct answer for each formula  
example: =A1+A2      =A1-A2

**B4:** formula to add first number and second number

**B5:** formula to subtract second number from first number

**B6:** formula to multiply first and second number

**B7:** formula to divide first number by second number

|   | A              | B                      | C |
|---|----------------|------------------------|---|
| 1 | First Number   | 10                     |   |
| 2 | Second Number  | 5                      |   |
| 3 |                |                        |   |
| 4 | Addition       |                        |   |
| 5 | Subtraction    |                        |   |
| 6 | Multiplication |                        |   |
| 7 | Division       | a. =B1/B2<br>b. =B1%B2 |   |

Multiple Choice Questions. (Tick the correct answer). Identify the result for the following formulas in spreadsheet.

|   | A           |
|---|-------------|
| 1 | 5           |
| 2 | 3           |
| 3 | 2           |
| 4 | =SUM(A1:A3) |

a. 2

b. 3

c. 5

d. 10

|   | A           |
|---|-------------|
| 1 | 5           |
| 2 | 8           |
| 3 | 10          |
| 4 | =MAX(A1:A3) |

a. 5

b. 8

c. 10

d. 23

|   | A           |
|---|-------------|
| 1 | 1           |
| 2 | 25          |
| 3 | 36          |
| 4 | =MIN(A1:A3) |

a. 25

b. 36

c. 1

d. none

|   | A      |
|---|--------|
| 1 | 10     |
| 2 | 5      |
| 3 | =A1*A2 |

a. 50

b. 15

c. 5

d. 10