



# Sarasas Witaed Suvarnabhumi School

## Intensive English Programme –Worksheet - Semester 2

Name: \_\_\_\_\_

Grade: Y4 / \_\_\_\_\_

student # \_\_\_\_\_

Subject: Computer

Date: \_\_\_\_\_

Write **TRUE** if the statement is correct and **FALSE** if it is incorrect.

1. Spreadsheet is used to create videos.
2. We use spreadsheet to organize data.
3. People can calculate big numbers in spreadsheets using formula.
4. Teachers use spreadsheet.
5. There are columns and pictures in spreadsheet.
6. Microsoft Excel is an example of a spreadsheet programme.
7. We can create spreadsheet file in Ethercalc.
8. Spreadsheet is a computer programme.
9. Columns are the vertical series of cells in a spreadsheet.
10. Rows are the horizontal series of cells in a spreadsheet.

cell	rows	columns	names of rows
names of columns		bars	formula

Excel ribbon menu:

- Edit
- Format
- Sort
- Audit
- Comment
- Names
- Clipboard
- Form
- Graph
- MENU

Toolbar icons:

Search sheet... button

Grid view of cells A1 to J13. The first row (A1 to J1) is highlighted with a red border. The first column (A1 to A13) is highlighted with a red border. The cell A1 is highlighted with a green background. The cell G7 is highlighted with a yellow background.

Annotations:

1. Points to the green highlighted cell A1.
2. Points to the yellow highlighted cell G7.
3. Points to the yellow highlighted cell G7.
4. Points to the green highlighted cell A1.
5. Points to the vertical scroll bar on the right.