

UNIT 4

SPREADSHEET; MICROSOFT EXCEL



| | | | |
|-----------|--------------|-------|---|
| Yr Level: | Subject: ICT | Unit: | - |
| Name : | | Date: | |

Fill in the blanks with the words given below.

- A spreadsheet consists of _____ and columns.
- Spreadsheets are used to represent information in the form of _____.
- Microsoft Office Excel is an example of a _____ program.
- To make a cell active in a Microsoft Office Excel I _____ on it.

WORD BANK

click
tables

spreadsheet
rows

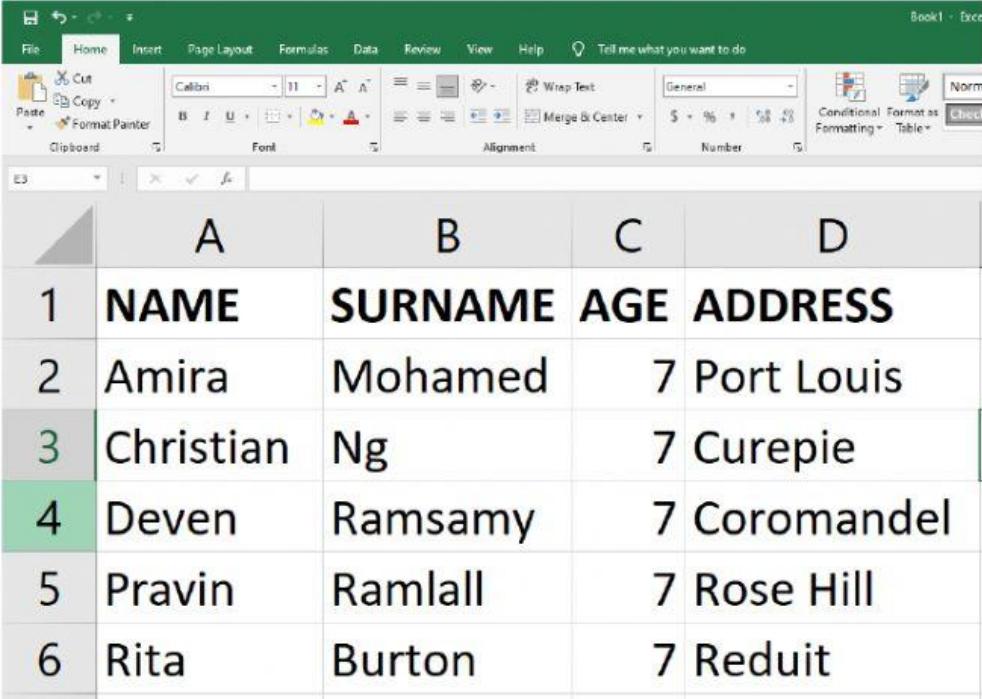
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Study the table below and fill in the blanks.



A screenshot of a Microsoft Excel spreadsheet titled "Book1 - Excel". The spreadsheet contains a table with 6 rows and 5 columns. The columns are labeled A, B, C, and D. The rows are numbered 1 to 6. The data in the table is as follows:

| | NAME | SURNAME | AGE | ADDRESS |
|---|-----------|---------|-----|------------|
| 1 | Amira | Mohamed | 7 | Port Louis |
| 2 | Christian | Ng | 7 | Curepie |
| 3 | Deven | Ramsamy | 7 | Coromandel |
| 4 | Pravin | Ramlall | 7 | Rose Hill |
| 5 | Rita | Burton | 7 | Reduit |

- What is the surname of Deven? _____
- Christian lives at _____
- Burton is the _____ of Rita.
- Who lives at Reduit? _____