

Lesson 1: Google Sheets Tour

1. Describe each of the following spreadsheet items. Also, include how they are identified or addressed (e.g. letters or numbers or both):

a. Column:

b. Row:

c. Cell:

2. What can a cell contain?

3. What is the cell's address?

Lesson 2: Selecting Cells, Rows, Columns and Formatting

1. How do you select a row or column in a spreadsheet?

2. How would you format a number of cells so that they could contain numbers?

3. How do you merge cells?

4. How do you change the size of a row or column?

5. How can I insert a new row or column?

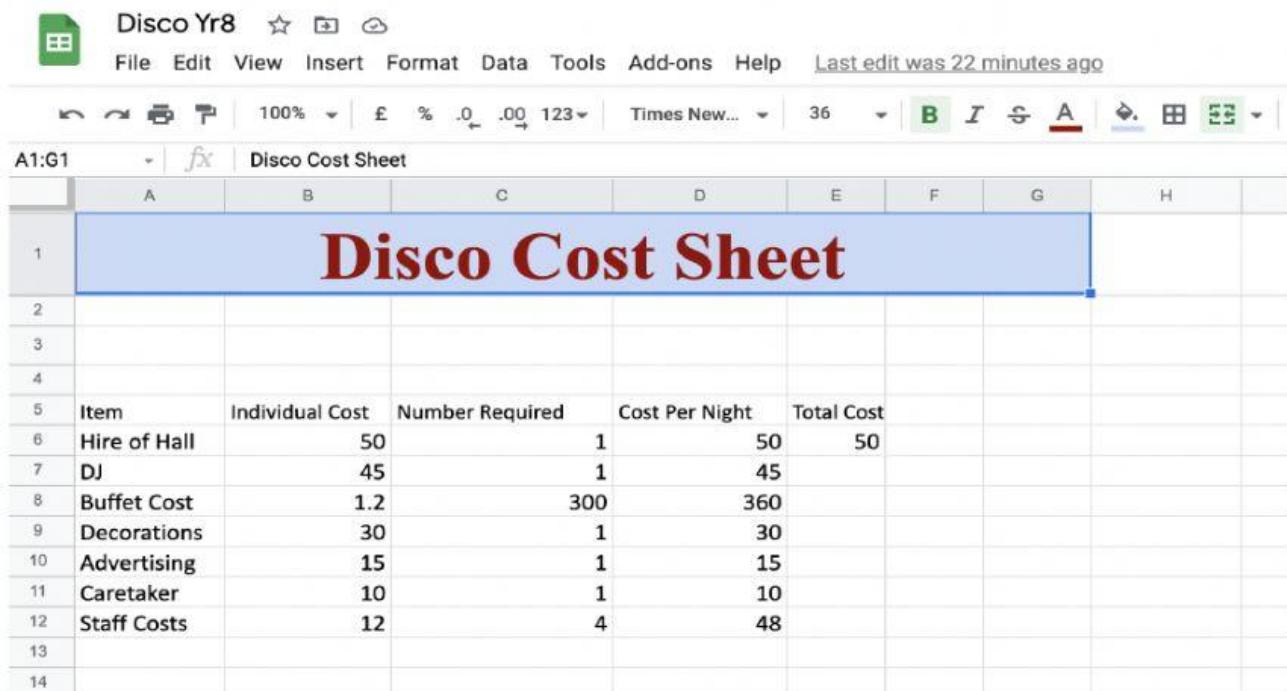
6. What must all formulas begin with?

7. Which method is the most common way to select multiple cells?

4.

Label the following on the Google Sheet below:

Menu
Quick Access Toolbar
Formula Bar
Column
Row
Worksheet
Cell Reference H11
Font Size
Font Type
Color a cell
Change a font color



The screenshot shows a Google Sheets document titled "Disco Yr8" with a single sheet named "Disco Cost Sheet". The title "Disco Cost Sheet" is centered in cell A1. The table below contains the following data:

Item	Individual Cost	Number Required	Cost Per Night	Total Cost
Hire of Hall	50	1	50	50
DJ	45	1	45	
Buffet Cost	1.2	300	360	
Decorations	30	1	30	
Advertising	15	1	15	
Caretaker	10	1	10	
Staff Costs	12	4	48	