

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

spreadsheet

tables

rows

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Study the table below and fill in the blanks.

	A	B	C	D
1	NAME	SURNAME	AGE	ADDRESS
2	Amira	Mohamed	7	Port Louis
3	Christian	Ng	7	Curepie
4	Deven	Ramsamy	7	Coromandel
5	Pravin	Ramlall	7	Rose Hill
6	Rita	Burton	7	Reduit

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