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## **Competency** 7 – Uses Spreadsheet to solve simple statistical problems.

## Competency Level 7.2 – Moves around the worksheet to gain hands on experience of data entry.

1. What is the first thing to do when entering data into a worksheet?

- 2. What is the function of the following keys?
  - 1. Arrow Keys
  - 2. Ctrl + Home
  - 3. Page up/ Page Down
  - 4. Ctrl + Arrow Keys
  - 5. Ctrl + End
  - 6. Home

3. What is a cell address?

4. Draw where the address of the active cell is displayed.

5. What is a cell range?

6. Draw a worksheet and colorize the cell ranges C3: C7, A2: D2, D4: E6