Department of Education, Sabaragami Provincial Department of Education Province West Department of Education, Sabaragami	epartment of Ed	ucation – We	eek School	y School Department ( Education,Sabaragamuw Province/ Weekly School
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Department of Education, Sabaragamuwa Province/ Weekly Information & Communication Technology	_	Translated By	y: Mrs. S.M.C.N. Samp	aya

**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