



Provincial Department of Education – Week School

Grade 10

Information & Communication Technology

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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

