

Subject - Information & Communication Technology

Grade 10

Month - September

Week - 1

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.

Student work

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
 - Read and understand 205, 206, and 208 in your reading book.
 - Take and learn lesson-related lessons from the online or printed learning aids listed here.
 - If you have a computer, do activities 205, 206, and 208 in the reading book.

Learning aids that can help with this lesson.

- Guru gedara - <https://www.youtube.com/GUNOFJ-YrX4>
- e-nenapiyasa - <https://www.enenapiyasa.lk>

Learning Outcomes Available through this Lesson

- **Identifies components of a worksheet.**
- **Enters and edits data.**