

Subject - Information & Communication Technology

Grade 10

Month - September

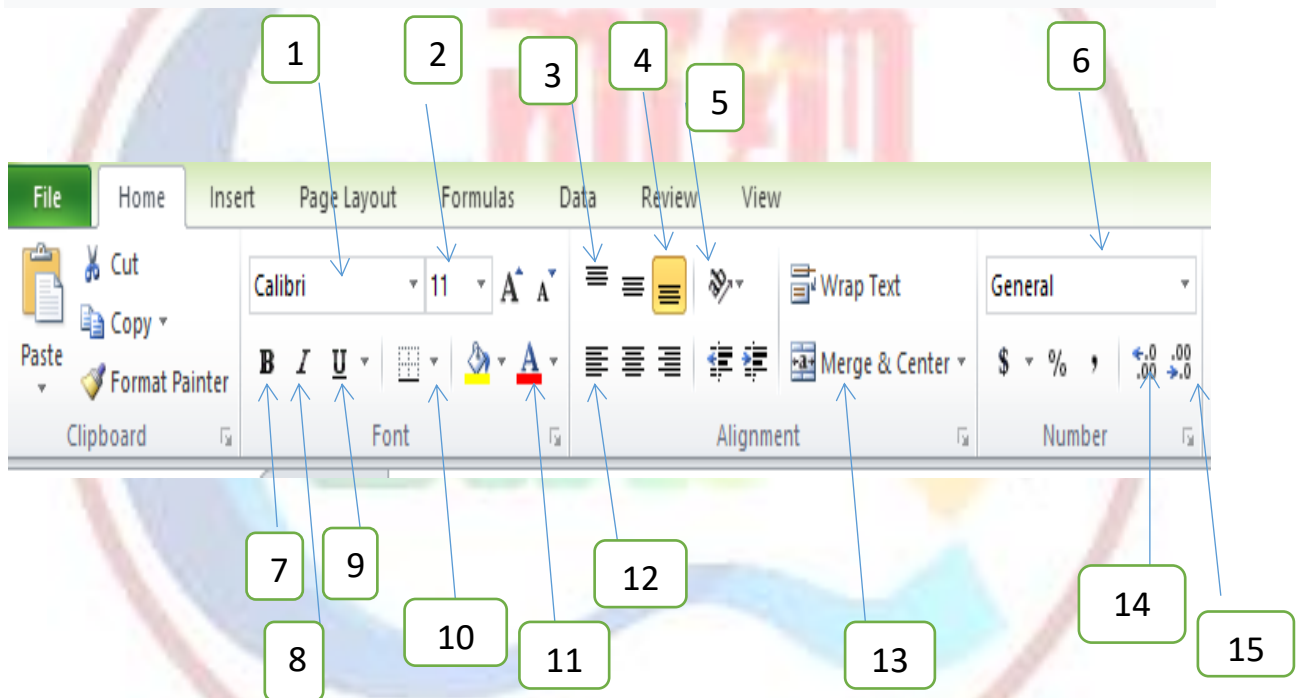
Week - 4

Competency 7 – Uses Spreadsheet to solve simple statistical problems.

Competency Level 7.5 – Formats a Worksheet.

Student Work

1. The image below shows the ribbon with the worksheet formatting tools. Write down the tasks that can be performed by the tools listed below.



Number	Tool	Function
1		
2		
3		
4		
5		
6		

7		
8		
9		
10		
11		
12		
13		
14		
15		

- Read and understand 219, 220, 221, and 222 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 219, 220, 221, and 222 in the reading book. Learning aids that can help with this lesson.

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

Learning Outcomes Available through this Lesson

- **Formats and aligns data in cells.**
- **Sets decimal places according to requirements**