



Department of Education Sabaragamuwa / Weekly School

Subject – ICT

Week – December – First Week
Revision

Grade – 9

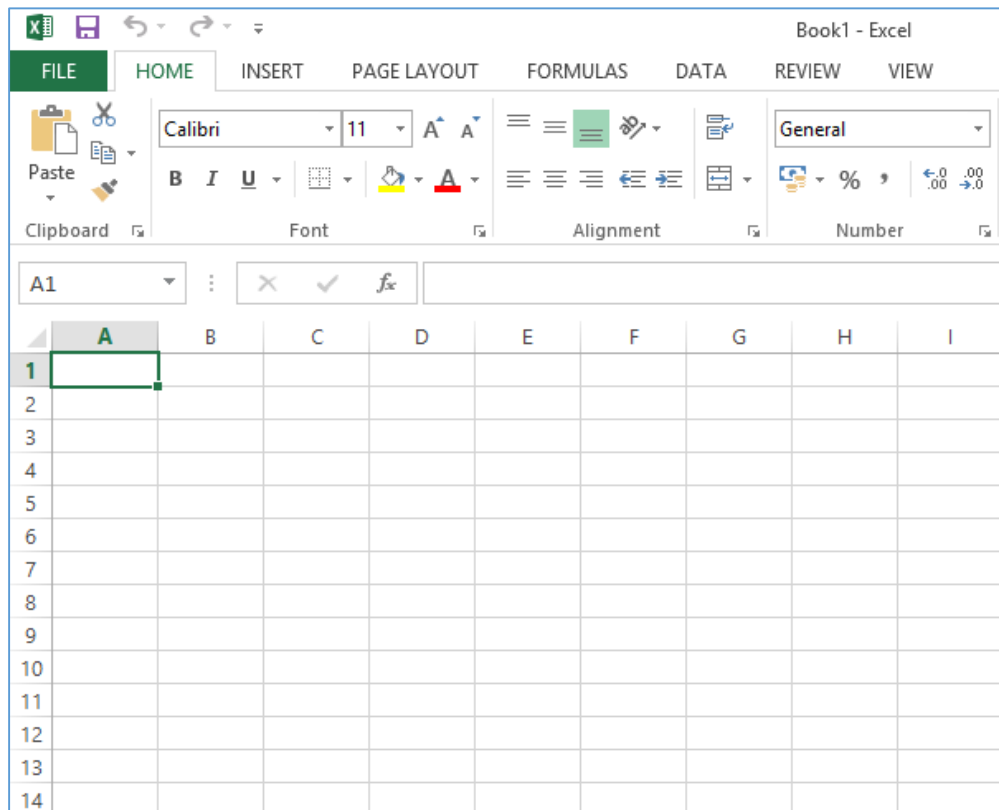
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- It is your responsibility to engage in academic activities while doing all the revisions related to every subject.
- You are given a week to complete this activity.
- Study the electronic spreadsheet lesson and engage in the following activities.
- Prepare a separate folder and attach your activity document after naming it as “First week – ICT –Your name and Grade”

01. Write down whether the following statements are true or false.

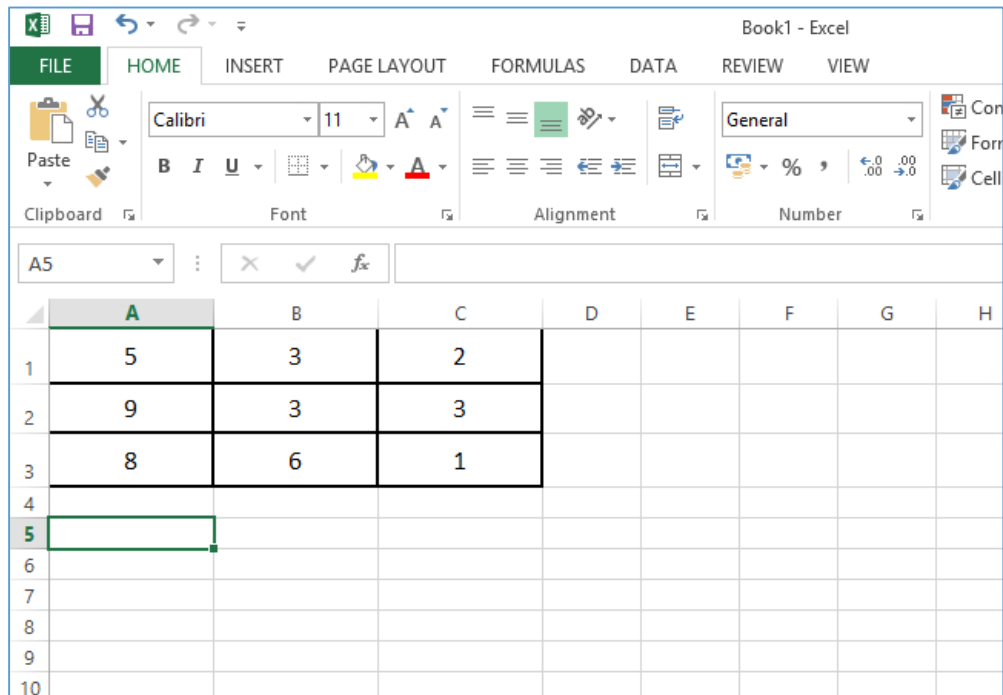
- i. Spreadsheet columns are named in English letters.
- ii. Only one new worksheet is available per book.
- iii. Take 75E as an example of a correct cell address.
- iv. It is mandatory to apply the = sign before starting a formula.
- v. +, -, *, / etc. can be used for calculations between cells.

02. Answer the questions using the following worksheet. (Mark all answers in the worksheet)



- i. Name cell A10 (1).
- ii. Find the name box and name it (2).
- iii. Draw the cell range C1:C5 and named it (3).
- iv. Name the formula bar (4).
- v. Select the font change tool and name it (5).

03. Solve the given formula using the spreadsheet below.



	A	B	C	D	E	F	G	H
1	5	3	2					
2	9	3	3					
3	8	6	1					
4								
5								
6								
7								
8								
9								
10								

- i. $= A1+A2$
- ii. $= A1+B1+C1$
- iii. $= C2-C1$
- iv. $= B2*C2$
- v. $= A1+B2-C2$

04. Write 2 example of electronic spreadsheet software you know.

05. List the tasks that can be done using electronic spreadsheets.