



# Musaeus College

Rosmead Place, Colombo 7

## Information & Communication Technology Grade 9

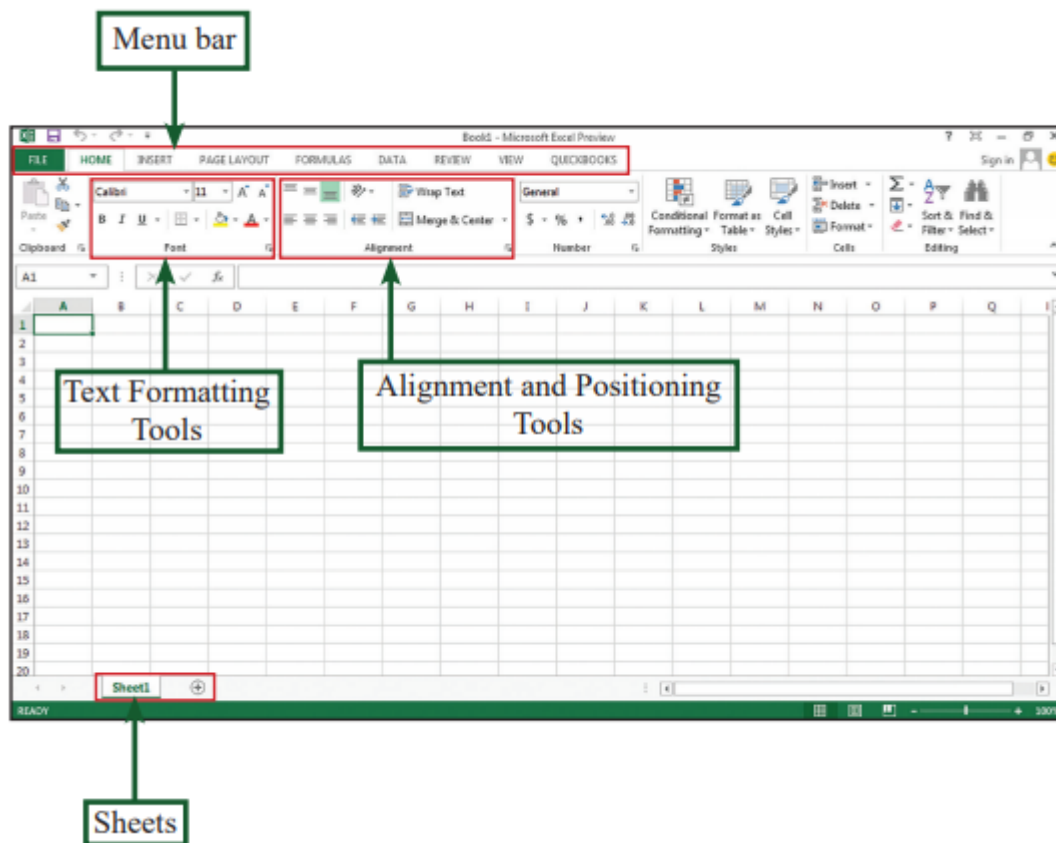
### Unit 2 – Electronic Spreadsheet

#### 2.1 - Describes basics of spreadsheet software

#### What is a spreadsheet?

A spreadsheet (or spreadsheet program) is software that permits numerical data to be used and to perform automatic calculations on numbers contained in a table.

#### Ms-Excel Graphical User Interface



#### Worksheet

A worksheet made up of a multitude of cells made by columns and rows on a two dimensional plane. Each worksheet is denoted by a sheet tab.

#### Workbook

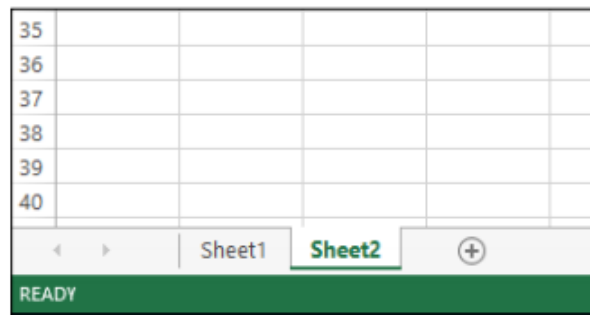
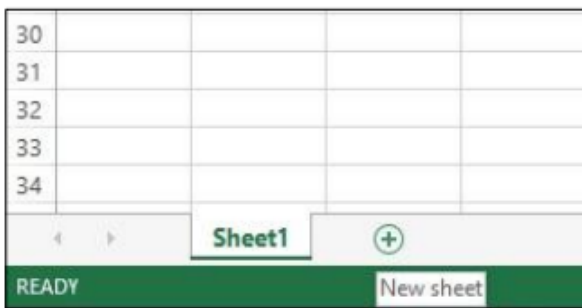
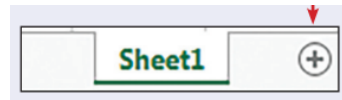
A spreadsheet file is known as a workbook. It is a collection of worksheets.

## Difference between workbook and worksheet

- A workbook can contain, at minimum, one worksheet, and up to a very large number of worksheets.
- Worksheets can be added, deleted or renamed within the workbook.
- Can also rename a workbook without affecting the name of any of the worksheets.
- Able to toggle between worksheets within the workbook by clicking the sheet tabs at the bottom of the window.

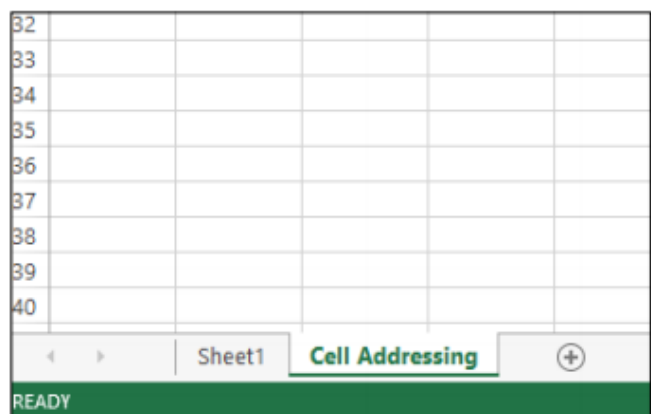
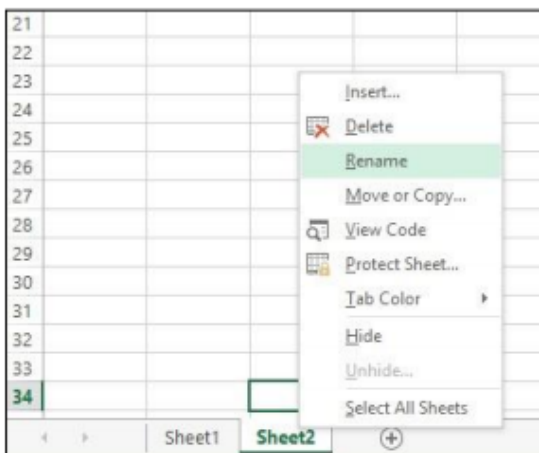
## Insert a new worksheet

Click on the circled plus sign next to the sheet tab.



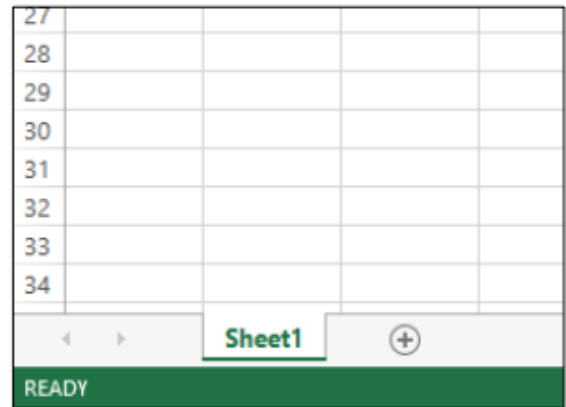
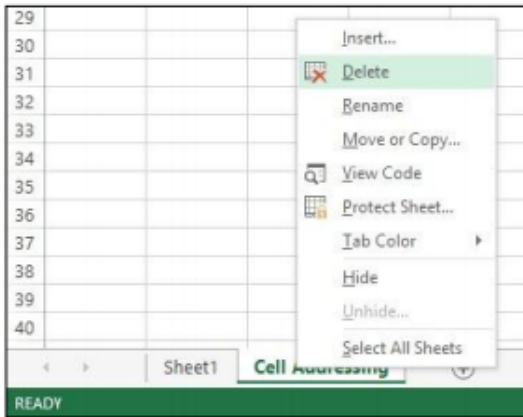
## Renaming a worksheet

1. Right click the mouse
2. Select the 'Rename' option from the list
3. A new sheet tab will be displayed
4. Type the name you want
5. Press the Enter key



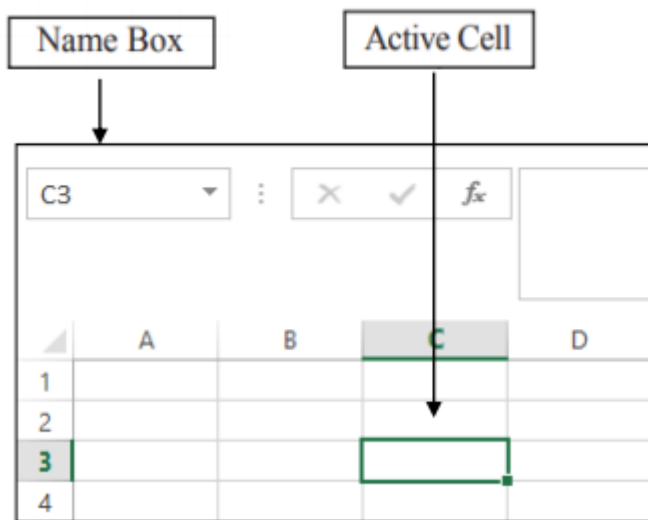
## Deleting a worksheet

- Select the sheet tab you want.
- Right click the mouse.
- Select the 'Delete' option from the list.



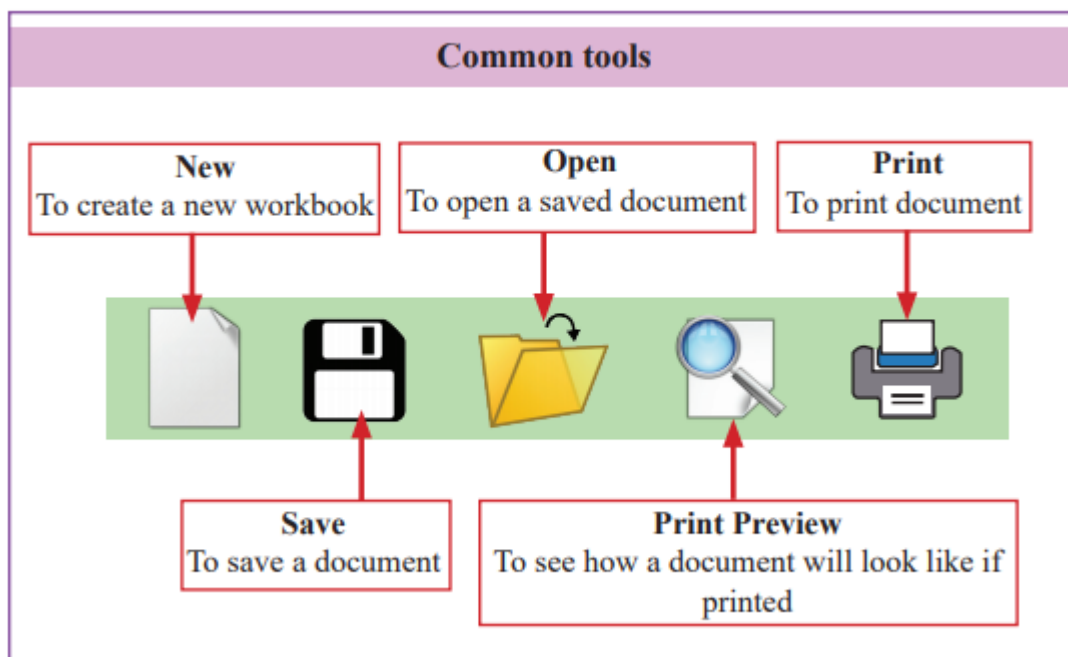
## Cell Addressing

A combination of a letter and a number that specifies the column and row in which a cell is located on a spreadsheet. A cell address is denoted first by the column letter and secondly by the row number. The address of the active cell is displayed in the name box.

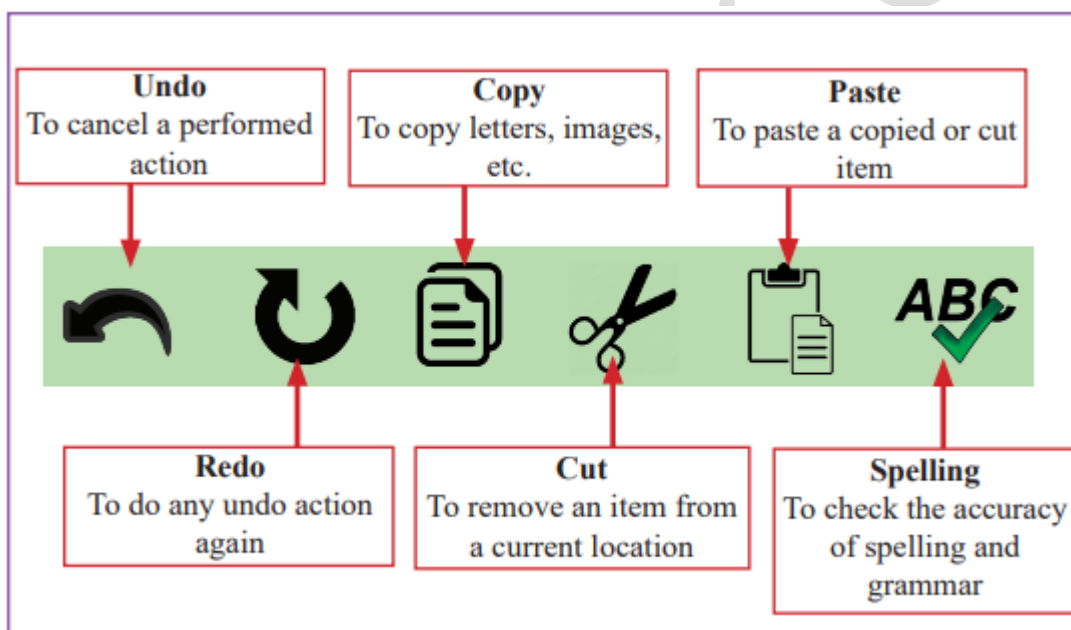


## Spreadsheet features

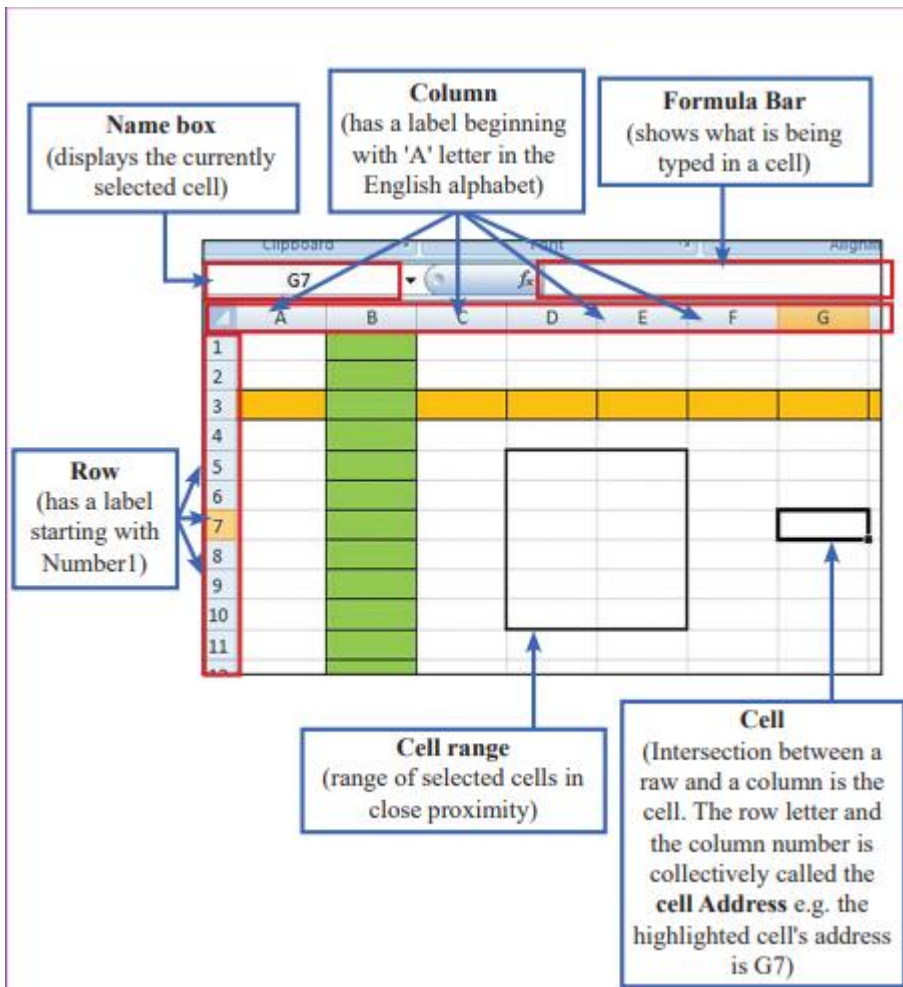
### Common tools



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## Special features of a spreadsheet



### Activities

1. Define the term 'Spreadsheet'

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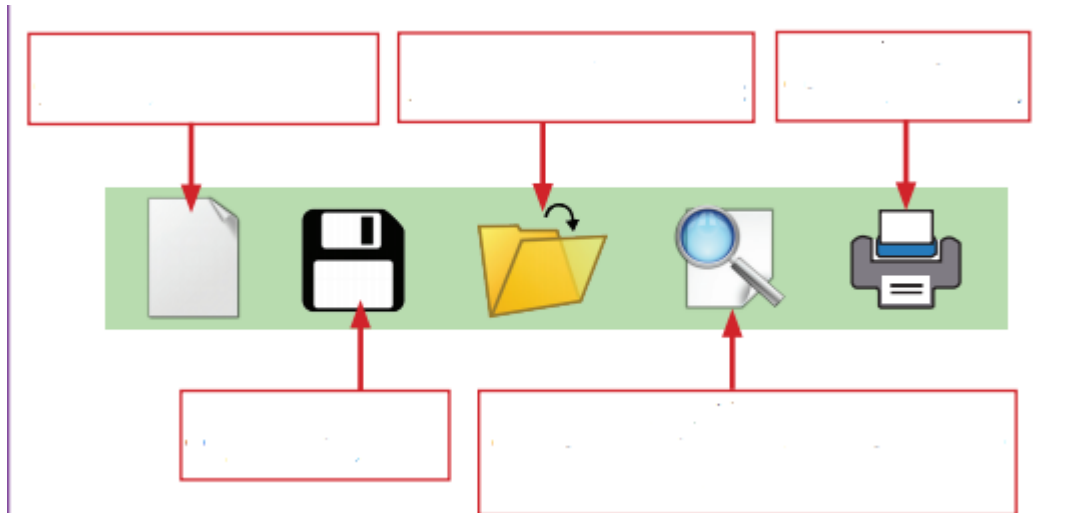
2. Write a difference between a worksheet and a workbook.

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.....

3. What is the cell address of the cell which is located in the 5<sup>th</sup> column and 7<sup>th</sup> row?

.....

4. Name the following tools.



5. Write the use of the following tools.

Undo - .....

Redo - .....

Spelling - .....

6. Following sentences describe about some of the features of a spreadsheet. Write the correct feature for the each sentence.

Displays the currently selected cell - .....

Range of selected cells in close proximity - .....

Intersection between a row and a column - .....