

ICT Revision sheet for ongoing 2 exam term2

Grade 3

Microsoft Excel



General information:

- 1- In MS Excel , the names of pages are called **Sheets**.
- 2- **The cell name is written by typing the Name of column capital letter first followed by the row number**

Example :

Cell name in column B and row number 6 is **B6**

- 3- The place where the row meets with the column is called **Cell**
- 4- The little blocs in the worksheet are called **Cells**
- 5- The numbers 1,2,3,4 On the side of the worksheet indicate **Rows**
- 6- The letters A,B,C,D on the top of the worksheet indicate **Columns** .
- 7- MS Excel is also called as a **Chart** .
- 8- In MS Excel , the name of the pages are called **sheet**

Q: fill the data in correct cell:

A1= 100 , C3= Ahmed , F6= Good

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

THE ANSWER IS :

	A	B	C	D	E	F
1	100					
2			Ahmed			
3						
4						
5						
6					Good	
7						
8						
9						