MAKERERE HIGH SCHOOL, MIGADDE
Information and Communications Technology
Senior Two
End Of Term 1 Assessment
Theme: Data management and sharing   **Topic: Spreadsheets 1**
Time: 1 Hour : 30 Mins

Name: ……………………………………………………………   Stream:………………………

1) You often use a calculator to perform calculations in mathematics and other subjects. When you use Microsoft excel, you don't need a calculator because the program itself was designed with function and formulas. Microsoft excel and google sheets are the most commonly used spreadsheet software.

   a. Apart from the two named spreadsheets above, identify any other *four* spreadsheet software that can be used to calculate figures.

   ………
   ………
   ………
   ……….

   b. Suggest any *three* places where spreadsheets are used and explain how they are used. Put all your findings in the table below.

	Place	**Use**
1	School	Grading students' marks
2		
3		
4		

2) A *spreadsheet* file is also referred to as a *workbook*.

   a. With clear *written descriptions/guidelines*, help your friend who doesn't offer ICT to launch a spreadsheet file using Microsoft excel program.

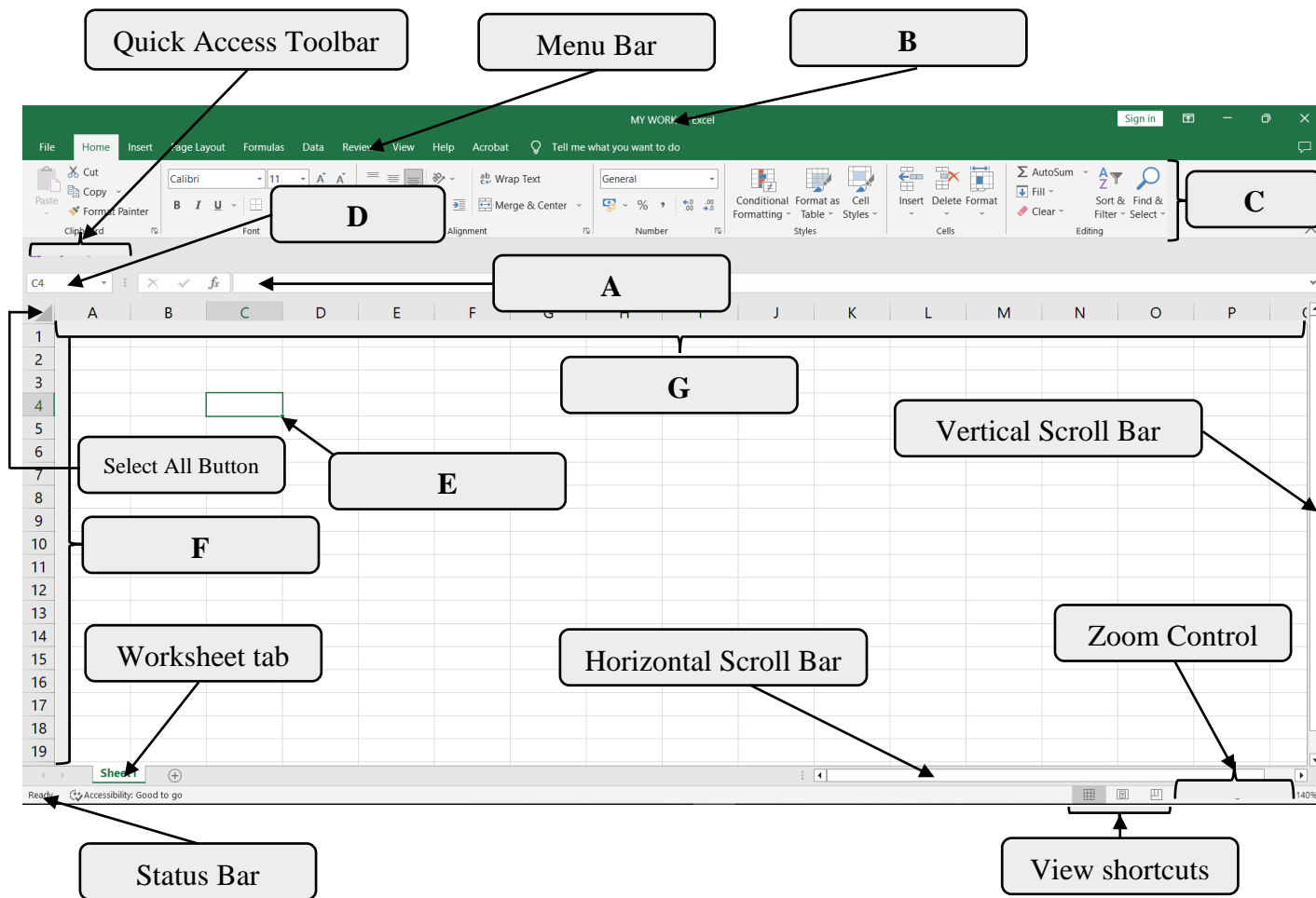   ………
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The figure below shows the various parts of a Microsoft excel window. Study it carefully and answer the questions that follow.

b. Identify the parts labelled **A - G**.

…A……

…B……

…C……

…D……

…E……

…F……

…G……

3) It's a good practice to keep saving your work because power may go off when you haven't saved the necessary changes. Different computer users use different methods when saving their files.

a. Describe *one* method you can use to save a newly created Microsoft excel file in an existing folder on the desktop. Please consider: File name is "**Home budget**".

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b. The Microsoft excel worksheet is made up thousands of rectangles called cell. A cell is an intersection of a row and a column. In other words where rows and columns meet. As a student offering ICT, help a friend using Microsoft excel for the first time to understand the difference between a *row* and a *column*.

………
………
………
………

c. Carefully study the screenshot below and there after answer the questions that follow.

(i) Identify the contents of cell C4.

………

(ii) List the contents of the cells in the range A2:B5

………

(iii)Identify the *formula* or *function* that can be used to return the *total cost* for bread in cell D3.

………

END

Happy Holiday