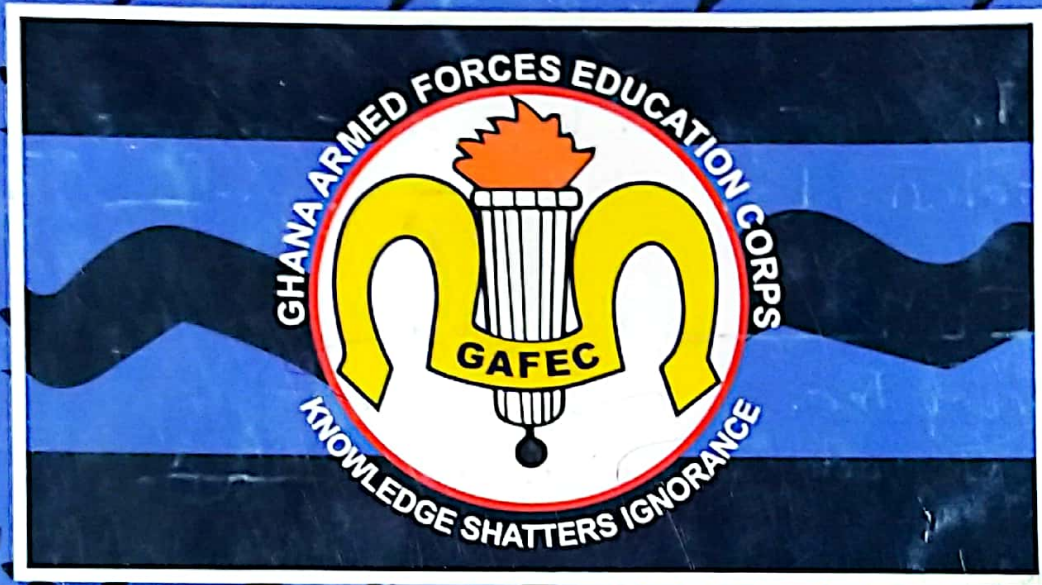


# GHANA ARMED FORCES SCHOOLS



## NOTE 1

Name: Kopoanya Fredrick Konotey  
Class: 7 Form: 1  
Subject: I.C.T. Cx  
Date Commenced: \_\_\_\_\_  
Date Completed: \_\_\_\_\_



1. List the steps in performing the following action

1. Highlight on the cell
2. Go to the delete options and click on delete

3. The pop up menu will appear, and you will click on delete

b Moving a cell

a Highlight on the cell

b. ~~Press~~ Put the cursor on the cell a:

8. Press and hold to move the text to where you want

3. List four features of the Microsoft Excel

a Name box

b Zoom

c Quick Access ~~+~~ Quick Access Quick Access

d Toolbar

## Exercise 3

14th February, 2021

1. List the steps in performing the following action

1. Highlight on the cell
2. Go to the delete options and click on delete

3. The pop up menu will appear, and you will click on delete

b Moving a cell

a Highlight on the cell

b. Press Put the cursor on the cell a

B: Press and hold to move the text to where you want

3. List four features of the Microsoft Excel

a Name box

b Zoom

c Quick Access + Quick Access Quick Access

d Toolbar



1. List the steps in performing the following action

1. Highlight on the cell
2. Go to the delete options and click on delete

3. The pop up menu will appear, and you will click on delete

b Moving a cell

a Highlight on the cell

b. ~~Press~~ Put the cursor on the cell a1

B. Press and hold to move the text to where you want

2. List four features of the Microsoft Excel

- a Name box
- b Zoom
- c Quick Access Toolbar
- d Quick Access

c. Mesh topology  
Advantages

a. There are no data traffic ~~to # issues~~ as there is a dedicated link between ~~between~~ to devices

b. Mesh topology is reliable and robust as the failure of one link doesn't affect other link and the communication between other devices on the network

