



ICT 7 Activity Sheet Quarter 3 | Week 1

Basic Operations in Excel Environment



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Introductory Message

Welcome to ICT 7!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.

For learning facilitator:

The **ICT 7 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.

For the learner:

The **ICT 7 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

Name of Learner: _____ Grade and Section: _____
School: _____ Date: _____

ICT- 7 ACTIVITY SHEET

Basic Operations in Excel Environment

Learning Competency:

Perform basic operation in Excel

Support Competencies:

1. Identify the different parts of the Excel Window.
2. Demonstrate in opening and closing workbooks.
3. Explain the basics of a cell in a worksheet
4. Demonstrate in adding worksheets.

Background Information for Learners

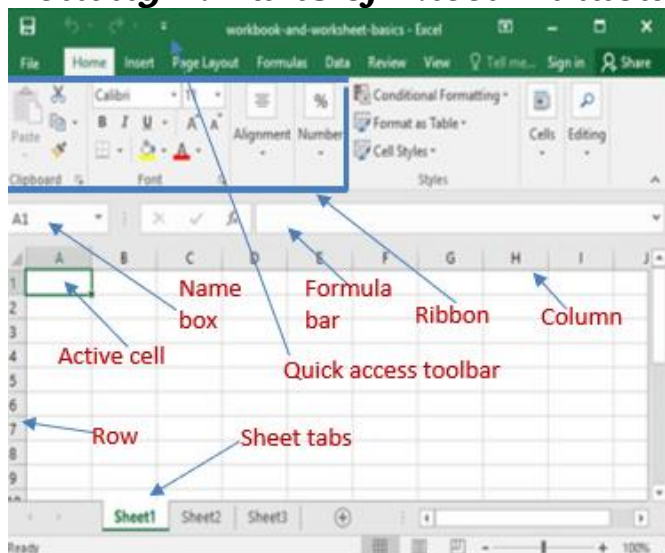
Excel is a spreadsheet program that allows you to store, organize, and analyze information.

Excel files are called workbooks. Whenever you start a new project in Excel, you'll need to create a new workbook.

In this lesson, you will learn the different parts of Excel window, demonstrate on how to open and close workbooks, explain the basics of a cell in a worksheet and demonstrate on how add worksheets.

Activity Proper.

Activity 1. Parts of Excel Window



Quick Access Toolbar lets you access common commands no matter which tab is selected. You can customize the commands depending on your preference.

Ribbon contains all of the commands you will need to perform common tasks in Excel. It has multiple tabs, each with several groups of commands.

The active cell is identified by a black border or outline surrounding the cell. The **active cell** is also known as the current cell or the cell that is in focus.

When an action takes place in the spreadsheet - such as data entry, formatting, or deleting data - it is the active cell that is affected.

The **Name Box**. It displays the cell reference of the active cell. It will also show the name assigned to a cell or range of cells. It can also be used to assign names to cells or ranges of cells.

The **formula bar**. It displays the data or formula stored in the active cell. It can be used to enter or edit a formula, a function, or data in a cell.

In Excel, the **column** header is the grayish - colored row containing the letters (A, B, C) used to identify each column in the worksheet.

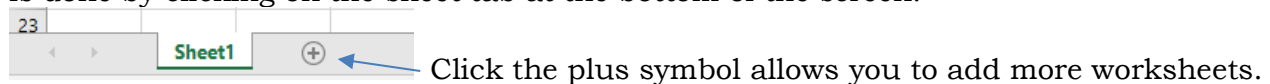
Rows run horizontally in an Excel worksheet. They are identified by a number (1,2,3) in the row header.

In Excel 2019 , there are **10,048, 576 rows** in each worksheet.

The intersection point between a row and a column is a **cell**. Cells are the basic storage unit for data in a spreadsheet.

A **worksheet** is a single page or sheet in a spreadsheet program such as Excel.

By default, in Excel 2019 there is one worksheet per file. Switching between worksheets is done by clicking on the sheet tab at the bottom of the screen.



Identify the parts of the Excel window labelled 1,2,3,4,5, 6, 7 in figure 1. Write the answer in your pad paper.

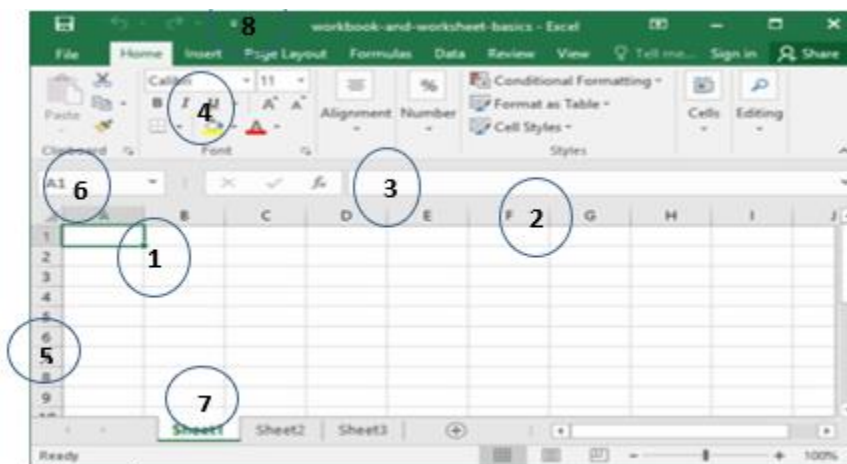
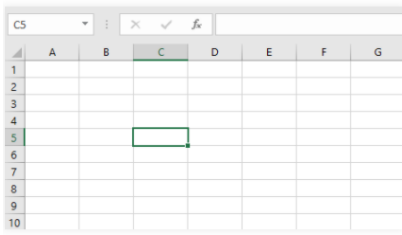


Figure 1

Activity 2. Working with Excel environment.
Demonstrate the following instructions:

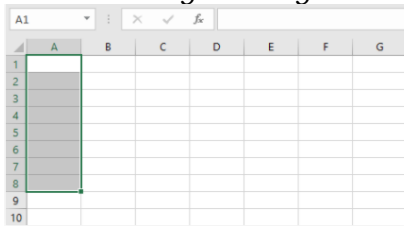
1. Start Excel
Double click the Microsoft Excel icon on the desktop.
2. Select File tab.
Click File tab, Select New, then click Blank workbook.

3. Select a cell
Click on cell c5.



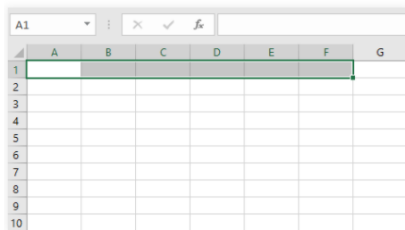
Note that the cell address also appears in the **Name box** in the top-left corner, and that a cell's **column** and **row headings** are **highlighted** when the cell is selected.

4. Select multiple cells
a. Select cell range A1:A8. Select A1, press and hold Shift key and press ↓ key on your keyboard until you reach row 8.

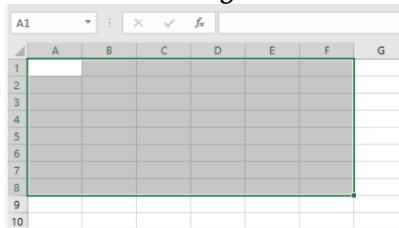


You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.


- b. Select cell range A1:F1



- c. Select cell range A1:F8



5. Open a new worksheet

Click  on the sheet tab. A new worksheet will appear.

6. Move to the last row in a worksheet
Press the **Ctrl** key, then the ⇨ key
7. Move to the last column in a worksheet
Press the **Ctrl** key, then the ⇩ key
8. Move to cell A1
Press the **Ctrl** key, then the **Home** key
9. Close Microsoft Excel
Select any of the following:
1. Click on **File Tab**, then select **Close**
 2. Press **Alt-F**, then press X
 3. Click on the X button in the upper right corner of the screen
 4. Press **Alt-F4**

Activity 3. Answer the questions below. Write the answer in your pad paper.

- I. Fill in the blanks.

1. Excel consist of _____ rows.
2. B1, A10, D15 is an example of a _____.
3. A cell is an intersection of _____ and _____.
4. A _____ is a single page or sheet in Excel.

5. A _____ box displays the cell reference of the active cell.
6. A cell with black border or outline surrounding the cell is identified as the _____.
7. A group of cells is known as _____.

	A	B	C	D	E	F	H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

II. Cell range shading. Copy the worksheet above and shade the following cell range.

Number 8 is done for you.

8. H3: H14
9. D5:F15
10. B10:E14
11. A15:H15

Reflection.

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Links and/or Other References

Caperig, Sr. Milagros, OP., Handouts in Microsoft Excel

<https://edu.gcfglobal.org/en/excel/getting-started-with-excel/1/>

<https://www.deskbright.com/excel/workbook-and-worksheet-basics/>

