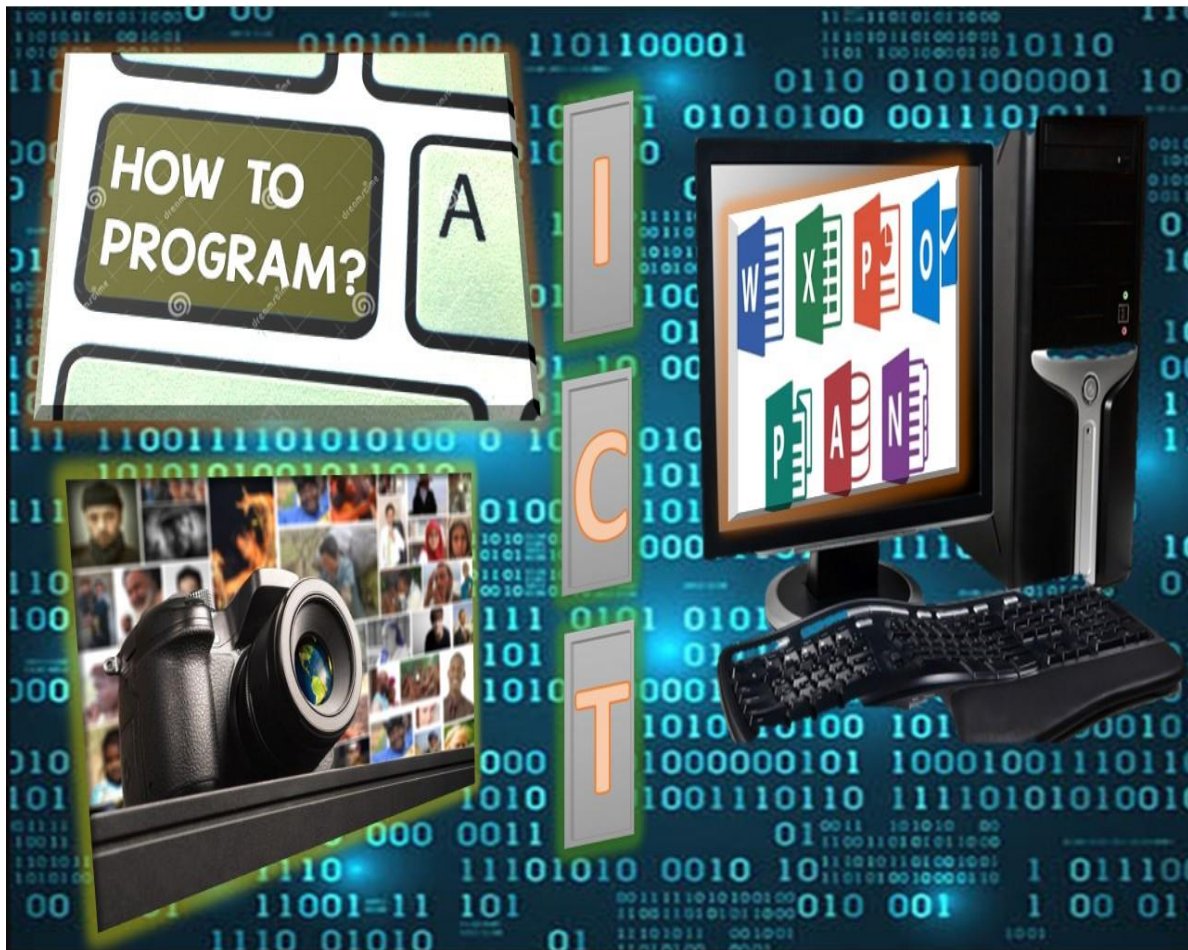




ICT 7 Activity Sheet

Quarter 3 | Week 2

Entering and Editing data contents in a Cell



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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

Entering and editing data contents in a cell

Learning Competency:

Demonstrate entering and editing data contents in a cell.

Support Competencies:

1. Demonstrate inserting and deleting rows and columns.
2. Perform copying cell contents.
3. Explain the use of Autofill.

Background Information for Learners

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain different types of **content**, including **text**, **formatting**, **formulas**, and **functions**.

In this lesson, you will learn how to work with cells such as adding, editing, inserting, copying, and deleting contents in a cell.

Activity 1. Working with cells.

To Add contents in a cell.

1. Open a blank workbook.
2. Enter the data below.

	A	B	C	D	E	F	G	H
1	LIST OF RENTAL SUMMARY							
2			Action	Comedy	Suspense	Horror	Laughter	Adventure
3	Video Outlets							
4	AR Video Shop		1500					
5	Magnetic Video Shop							
6	Magnatech Video							
7	3-R Video Shop							
8	Gomez Video Shop							
9	Arthur Video Shop							
10	Laser Video							
11	Hi-Tech Entertainment							

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. In this example, the selected or active cell is **A1**.

The content of the cell appears in the **formula bar**. You can also input and edit cell content in the formula bar.

To insert data in a row.

1. Select cell A7.
2. Right click the mouse and select **Insert** then **Entire Row**.
You can also select the **Insert** command from the **Home** tab on the **Ribbon**.
3. A new row is now added, type **MRP Video house** and press the **Enter** key.

	A	B	C	D	E	F	G
1	LIST OF RENTAL SUMMARY						
2			Action	Comedy	Horror	Laughter	Adventure
3	Video Outlets		1500				
4	AR Video Shop						
5	Magnatech Video Shop						
6	Magnatech Video						
7	MRP Video House						
8	3-R Video Shop						
9	Gomez Video Shop						
10	Arthur Video Shop						
11	Laser Video						
12	Hi-Tech Entertainment						

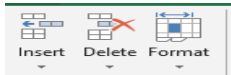
To delete data in a row

1. Select cell A5.
2. Right click the mouse and select **Delete** then **Entire Row**.
You can also select the **Delete** command from the **Home** tab on the **Ribbon**.

	A	B	C	D	E	F	G
1	LIST OF RENTAL SUMMARY						
2			Action	Comedy	Horror	Laughter	Adventure
3	Video Outlets		1500				
4	AR Video Shop						
5	Magnatech Video						
6	MRP Video House						
7	3-R Video Shop						
8	Gomez Video Shop						
9	Arthur Video Shop						

To insert data in a column.

1. Click column header A.
2. Right click the mouse and select **Insert**. You can also select the **Insert** command from the **Home** tab on the **Ribbon**.



3. Select A4, type **January** and press the **Enter** key.

	A	B	C	D	E	F	G	H	I
1		LIST OF RENTAL SUMMARY							
2				Action	Comedy	Suspense	Horror	Laughter	Adventure
3		Video Outlets							
4	January	AR Video Shop		1500					
5		Magnetic Video Shop							
6		Magnatech Video							
7		3-R Video Shop							
8		Gomez Video Shop							
9		Arthur Video Shop							
10		Laser Video							
11		Hi-Tech Entertainment							

To delete data in a column.

1. Click column header H.
2. Right click the mouse and select **Delete**.
The **Laughter** content is now deleted.

	A	B	C	D	E	F	G	H
1		LIST OF RENTAL SUMMARY						
2				Action	Comedy	Suspense	Horror	Adventure
3		Video Outlets						
4	January	AR Video Shop		1500				
5		Magnetic Video Shop						
6		Magnatech Video						
7		3-R Video Shop						
8		Gomez Video Shop						
9		Arthur Video Shop						
10		Laser Video						
11		Hi-Tech Entertainment						

To copy and paste cell contents

1. Select range A1: H11
Select A1 and use arrow right key to highlight range A1:H11.
2. Click **Copy** command in the **Home** tab or press **Ctrl+C** on your keyboard
3. Select A15, and click the **Paste** command in the Home tab or press **Ctrl+V** on your keyboard
4. The whole cell contents in range A1:F11 is copied to range A15:H25.
5. Press **Ctrl+Z** to undo.

To use fill handle

If you're copying cell content to adjacent cells in the same row or column, the **fill handle** is a good alternative to the copy and paste commands.

To copy the content in C3 to range C4:C11

1. Select cell C3, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.

D4								
	A	B	C	D	E	F	G	H
1		LIST OF RENTAL SUMMARY						
2				Action	Comedy	Suspense	Horror	Adventure
3		Video Outlets						
4	January	AR Video Shop		1500				
5		Magnetic Video Shop						
6		Magnatech Video						
7		3-R Video Shop						
8		Gomez Video Shop						
9		Arthur Video Shop						
10		Laser Video						
11		Hi-Tech Entertainment						

2. Click and drag the **fill handle** until all of the cells you want to fill are selected.

	A	B	C	D	E	F	G	H
1		LIST OF RENTAL SUMMARY						
2				Action	Comedy	Suspense	Horror	Adventure
3		Video Outlets						
4	January	AR Video Shop		1500				
5		Magnetic Video Shop						
6		Magnatech Video						
7		3-R Video Shop						
8		Gomez Video Shop						
9		Arthur Video Shop						
10		Laser Video						
11		Hi-Tech Entertainment						

3.Release the mouse to fill the selected cells.

	A	B	C	D	E	F	G	H
1		LIST OF RENTAL SUMMARY						
2				Action	Comedy	Suspense	Horror	Adventure
3		Video Outlets						
4	January	AR Video Shop		1500				
5		Magnetic Video Shop		1500				
6		Magnatech Video		1500				
7		3-R Video Shop		1500				
8		Gomez Video Shop		1500				
9		Arthur Video Shop		1500				
10		Laser Video		1500				
11		Hi-Tech Entertainment		1500				

To continue a series with the fill handle:

The fill handle can also be used to **continue a series**. Whenever the content of a row or column follows a sequential order, like **numbers (1, 2, 3)** or **days (Monday, Tuesday, Wednesday)**, the fill handle can guess what should come next in the series. In most cases, you will need to select **multiple cells** before using the fill handle to help Excel determine the series order.

To continue the series of months from January to August.

1. Select cell A4, then hover the mouse over the lower-right corner of the cell so the **fill handle** appears.
2. Click and drag the **fill handle** until all of the cells you want to fill are selected.
3. Release the mouse to **fill** the selected cells.

J14								
	A	B	C	D	E	F	G	H
1		LIST OF RENTAL SUMMARY						
2				Action	Comedy	Suspense	Horror	Adventure
3		Video Outlets						
4	January	AR Video Shop		1500				
5	February	Magnetic Video Shop		1500				
6	March	Magnetech Video		1500				
7	April	3-R Video Shop		1500				
8	May	Gomez Video Shop		1500				
9	June	Arthur Video Shop		1500				
10	July	Laser Video		1500				
11	August	Hi-Tech Entertainment		1500				

To change/ edit data in a cell

1. Select cell D1.
2. Press the delete key on your keyboard then type 3600 and press enter.
You can also edit cell contents in the formula bar by clicking the formula bar or press F2 key on your keyboard.

Insert your complete name, Grade and section in cell A12.

Save the workbook as Q3_App1_* (where *** is your family name)**

Activity 2. Perform the following instructions.

1. Open the workbook file **Q3_App1_*****
2. Change the data contents in the following cells:
D6 to 5000
D8 to 6500
D11 to 10400
3. Insert the data **Drama** between columns D and E.
4. Delete the data contents in columns G and H
5. Copy the data contents in range D4:11 to range E4:E11
6. Select F4 and type 4500.
7. Use Autofill to copy the data content in cell F4 to range F5:F11.
8. Use Autofill to complete the months from January to December in column A.
9. Save the workbook as **Q3_PT1_*****(where *** is your family name)

Activity 3. Answer the questions below.

1. What are the types of data you can input in a cell?
2. How do you copy the data contents from one cell to another cell? Give one example.
3. What is the purpose of Autofill? Give one example.

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Links and/or Other References

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

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