

## ICT

1. Explain the following concepts
  - a. Data
  - b. Information
  - c. Spreadsheet
  - d. Data Editing
  - e. Applications
2. Explain the following terms as related to Microsoft Excel
  - a. Formula
  - b. Cell
  - c. Column
  - d. Rows
3. Identify each of the Microsoft Excel shortcut key below
  - a. CTRL+A
  - b. CTRL+B
  - c. CTRL+C
  - d. CTRL+D
4. Mention five parts of a computer hardware.
5. List any two types of a computer softwares.