



VIDURA COLLEGE – COLOMBO

GRADE - 5

Computer Studies-2022

2nd Term – MICROSOFT EXCEL

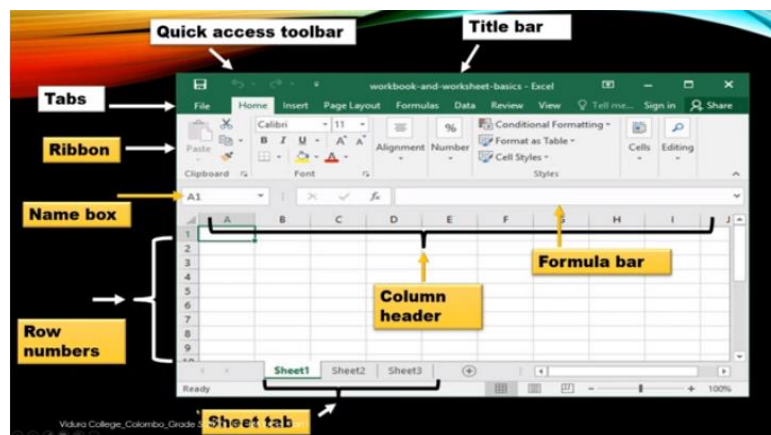
Part – I

MS Excel

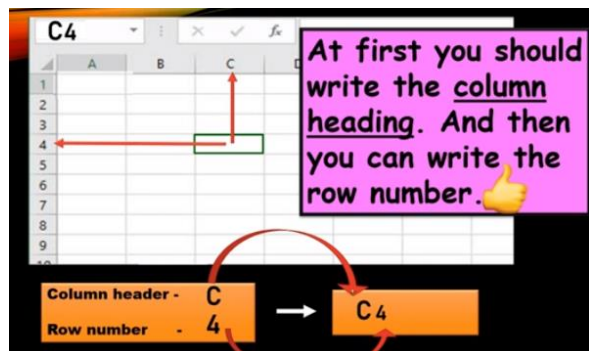
Student Note

- Cell - The smallest part of a spread sheet, and an intersection of a row and a column.
- Row - a horizontal series of cells on a spread sheet.
- Column - a vertical series of cells on a spread sheet.
- Range - a collection of cells on a spread sheet.

Components of Excel

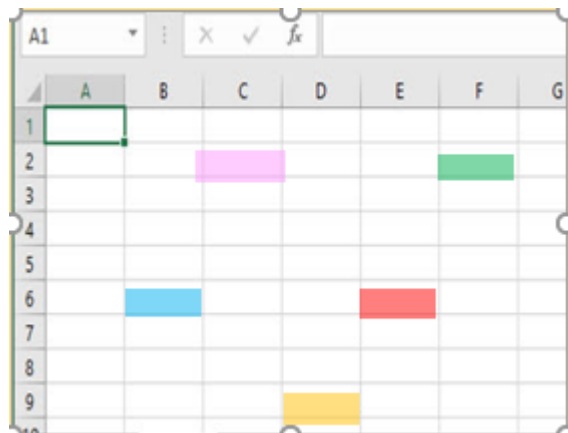


How to name a cell



➤ Activity 1

Copy down the given spread sheet and answer the following questions



1. What is the Active cell on this spread sheet?

2. Write the names of the highlighted cells in each color.

Ex - Pink -

- Blue -
- Yellow -
- Red -
- Green -