

### Task



Hopefully, you took in as much of the information in this 18<sup>th</sup> module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

#### SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

#### Activity #1



10 minutes

This module discusses the spreadsheet program Excel. Write a paragraph describing how Excel is an important tool in the workplace.

Write or type your answer here

## Activity #2

 10 minutes

Briefly describe how to select cells within an Excel spreadsheet.

Write or type your answers here

### Activity #3

 10 minutes

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

To 1\_\_\_\_\_ cell contents, you need to right-click a selected cell then click 'Cut'. If you want to copy the cell contents, simply click 'COPY'. Right-click in a new 2\_\_\_\_\_ and then paste. If you want to paste a group of 3\_\_\_\_\_, right-click in the cell where the top left cell of the group is, then select 4\_\_\_\_\_.

If you want to 5\_\_\_\_\_ a new row in a spreadsheet, right click on a row then click 'INSERT.' Excel inserts a row above the row that you have 6\_\_\_\_\_ on. If you need to delete a row, then right-click on the row number and simply select 7\_\_\_\_\_.

Users may sometimes like to create a better 8\_\_\_\_\_ and improved clarity by transposing data in 9\_\_\_\_\_ rows. Retyping the data is a time-consuming and tedious option. What you can do instead is to use the 10\_\_\_\_\_ function in 'paste'.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



## Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

### Activity #1

#### Advice and Feedback

Microsoft Excel is an important and versatile program, which is utilised in various organisations worldwide. This program allows users to enter, edit and delete data into cells, columns and rows. Excel is an important tool for offices because it allows for effortless creation of spreadsheets, visual data, analysis of data and integration of other applications like Microsoft Office and cloud computing tools. With all these benefits, excel improves company productivity and decision making

### Activity #2

#### Advice and Feedback

There are a few different ways in which you can select cells in an Excel spreadsheet. First, you can select a single cell and click in it. Alternatively, you can select one or multiple rows and click the row numbers. Finally, you can select a column or a number of columns and select the column letters.

### Activity #3

#### Answers

1. Move 2. Location 3. Cells 4. Paste 5. Insert 6. Clicked 7. Delete 8. Display  
9. Various 10. Transpose

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## SUMMARY

Now that you have studied Module 18, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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