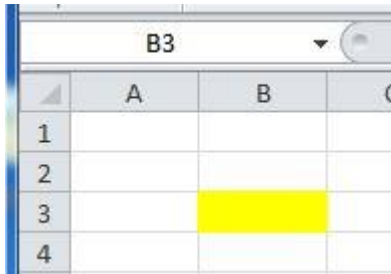


## ICT Instructions Week 1

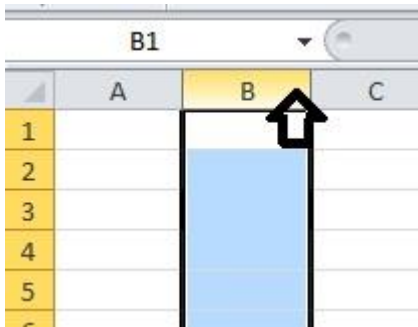
### L.I. To understand what a spreadsheet does.

Open Microsoft Excel. Excel helps us work with numbers, work out situations and create cool graphs.

This is a cell called b3. Can you identify other cell names?



This is a column. We can change the width of a column by moving the cursor between each column and left click hold and drag.



Can you highlight a row by left clicking on a number to the left? Can you change the height of a row by moving the cursor between the line between numbers and left click hold and drag?

### **Activity**

Open [spreadsort](#)

Can you un-muddle the spreadsheets....have fun!