

PASIG CATHOLIC COLLEGE
GRADE SCHOOL DEPARTMENT
A.Y. 2015-2016

Second Quarter
Computer 6
Activity No. 1

Name: _____
Section : _____ Date : _____

Subject Matter : Microsoft EXCEL

Learning Objectives : Identify what is an excel and its features
Gives his/her best in everything they do

Reference : Computer Fundamentals , Digititans6

Author/s : Jemma Development Group, Avancena

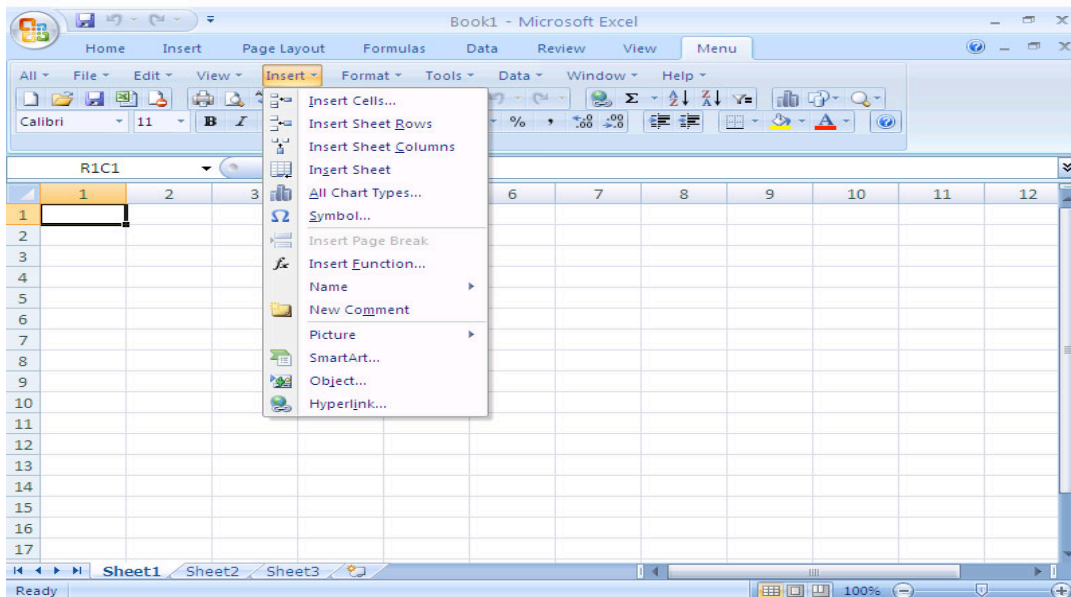
Page/s : 144, 67-68

Concept Notes :

Excel is a computerized worksheet. It derives from the word "cell" which is the basic part of a spreadsheet.

- Cell
- can hold a data which can be letters or numbers.
is referenced by its row number and column letter.
 - Is surrounded by grid lines which do not appear when printed unless the boarder properties are changed.

Excel also lets you insert pictures, graphics, make text box, put hyperlinks, has freeze/unfreeze function and open "tab" delimited special files and graph data from database.



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Class Number

Second Quarter
Computer 6
Activity No. 2

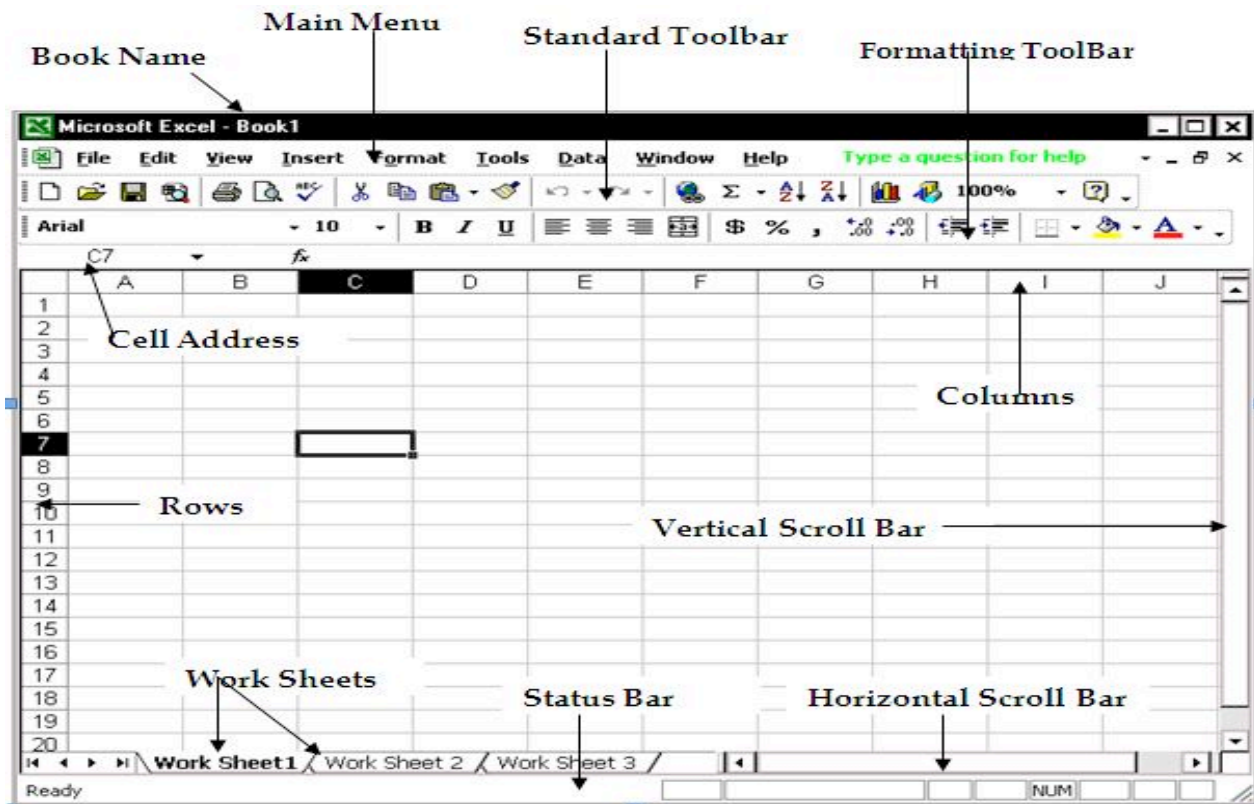
Concept Notes _____
Activities _____

Name: _____
Section : _____ Date : _____

Subject Matter : MS Excel Windows

Learning Objectives : Identify the parts of an excel windows and its functions
Follow the instructions correctly.
Plan and support the Pondo ng Pinoy of the school

Reference : Computer Fundamentals
Author/s : Jemma Development Group
Page/s : 146-147
Concept Notes :



1. Menu bar- is at the top of the workbook.
2. Standard toolbar- displays the frequently used tasks.
3. Formatting toolbar- displays the frequently used formatting tasks.

4. Formula bar- displays the Name Box and cell reference for the active cell.
5. Cell- is the rectangular area where a column and a row intersect.
6. Active cell- a cell that is selected.
7. Range- A group of selected cell.
8. Workbook- is a file that contains one or more worksheets.
9. Sheet tabs- is located at the bottom of the worksheet.
10. Drawing toolbars- contains the tools to draw shapes, lines, arrows , insert WordArt, ClipArt, pictures, textbox.
11. Task bar- shows the start button and the name of open program and files.
12. Scroll Bars- used to easily go to the top or bottom, left or right of the worksheet.
13. Resizing buttons- allows you to minimize and maximize the window.
14. Close- Closes the open MS Excel program.
15. Close Window- Closes the open file while leaving the MX Excel program active.

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Class Number _____

Second Quarter
Computer 6
Activity No. 3

Concept Notes _____
Activities _____

Name: _____
Section : _____ Date : _____

Subject Matter : Functions, Text, Values, Formulas

Learning Objectives : Apply some functions and commands of excel correctly.

Follow the instructions correctly.

Inspire others to support the school's program in helping the
poor

Reference : Computer Fundamentals

Author/s : Jemma Development Group

Page/s : 148-149

Concept Notes :

The Microsoft Excel program contains many formulas and functions that you can use to easily add, subtract, multiply, divide and do other computations.

1. TEXT- are letters, symbols, numbers and spaces.
2. VALUE- is a number you enter into a cell that may use in a formula bar.
3. FORMULA- is used to calculate values.
4. Function- built-in formulas

ARITHMETIC OPERATION AND CORRESPONDING KEYBOARD SIGN

1. + addition
2. - subtraction
3. * multiplication
4. / division
5. ^ exponentiation

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Class Number _____

Second Quarter
Computer 6
Activity No. 4

Concept Notes _____
Activities _____

Name: _____
Section : _____ Date : _____

Subject Matter : Typing Exercise

Learning Objectives : Practice typing home keys correctly honestly and responsibly

Reference : Computer Fundamentals

Author/s : Jemma Development Group

Page/s : 88-93

Concept Notes :

HOME KEYS ----Left hand fingers - a, s, d, f
 ----Right hand fingers-j, k, l, ;
Thumbs -----space bar

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Class Number

Second Quarter
Computer 6
Activity No. 5

Concept Notes _____
Activities _____

Name: _____
Section : _____ Date : _____

Subject Matter : Formatting Worksheets

Learning Objectives : Format the data creatively

Follow the instructions properly and finish the task on time

Reference : Computer Fundamentals

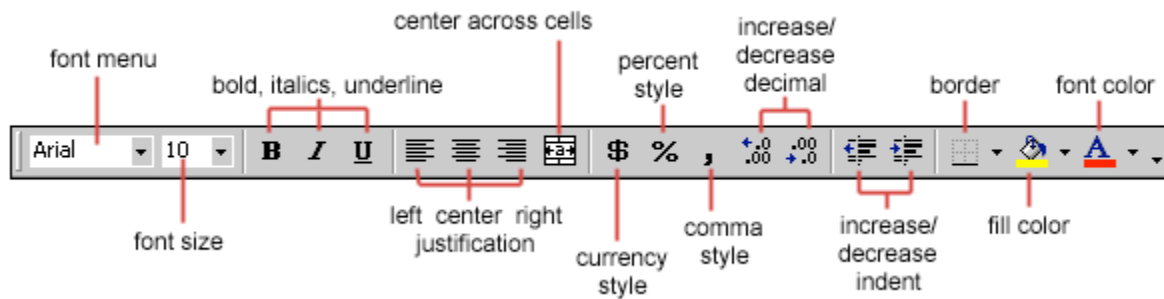
Author/s : Jemma Development Group

Page/s : 175-176

Concept Notes :

Formatting is the process of changing the appearance of the data in worksheet cells. It does not change the text or numbers in the cell.

The formatting toolbars are:



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Computer 6
Activity No. 6-7

Concept Notes _____
Activities _____

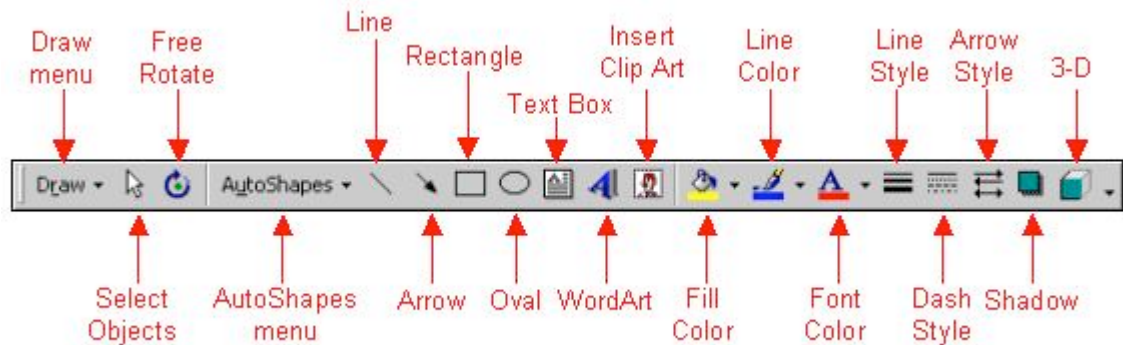
Name: _____
Section : _____ Date : _____

Subject Matter : Drawing Toolbar Commands (Designing Worksheets)
Project Making

Learning Objectives : Design the worksheet creatively
Show perseverance in finishing one's work

Reference : Computer Fundamentals
Author/s : Jemma Development Group
Page/s : 184-194
Concept Notes :

You can add objects and images on your worksheets to emphasize an item or to add interest to your worksheet.



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Class Number _____

Second Quarter
Computer 6
Activity No. 8

Concept Notes	_____
Activities	_____

Name: _____
Section : _____ Date : _____

Subject Matter : Home keys (Typing Exercises)
Learning Objectives : Practice typing the home keys honestly
Reference : Learning with Computers
Author/s : Trabel, Hoggatt
Page/s : 8
Concept Notes : a,s,d,f,j,k,l,;

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Class Number _____

Second Quarter
Computer 6
Activity No. 9

Concept Notes	_____
Activities	_____

Name: _____
Section : _____ Date : _____

Subject Matter : Keyboarding (e and n emphasis)
Learning Objectives : Show ergonomics at all times
Practice typing correctly (e and n emphasis)
Reference : Learning with Computers
Author/s : Trabel and Hoggatt
Page : 8
Concept Notes :
E and n emphasis

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Class Number _____

Second Quarter
Computer 6
Activity No. 10

Concept Notes	_____
Activities	_____

Name: _____
Section : _____ Date : _____

Subject Matter : Keyboarding (o and t emphasis)
Learning Objectives : Show ergonomics at all times
Practice typing correctly (o and t emphasis)
Reference : Learning with Computers
Author/s : Trabel and Hoggatt
Page : 8
Concept Notes :
O and T emphasis