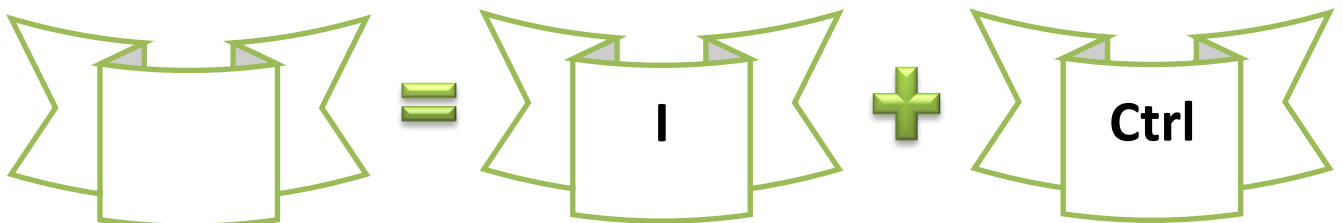
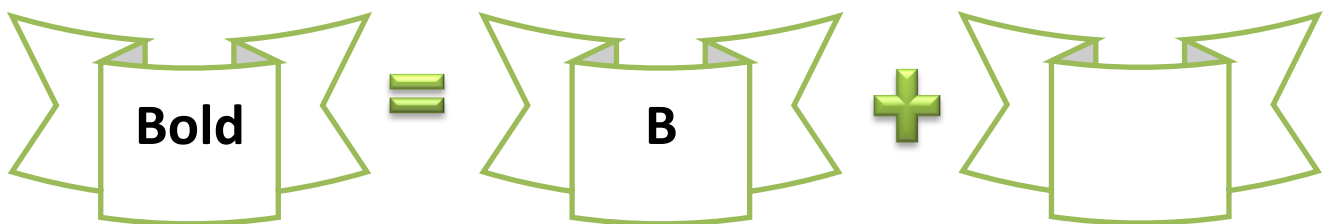
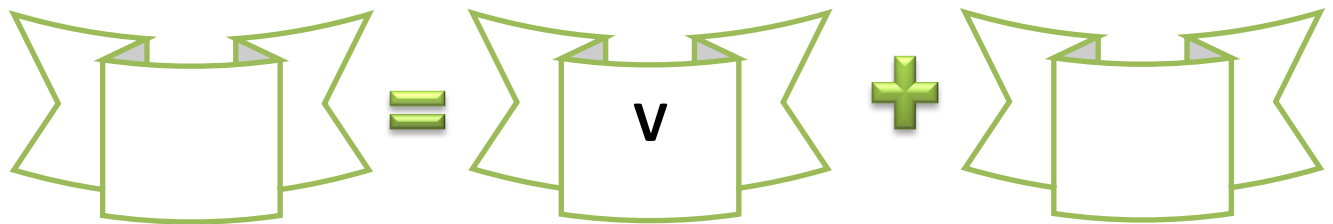
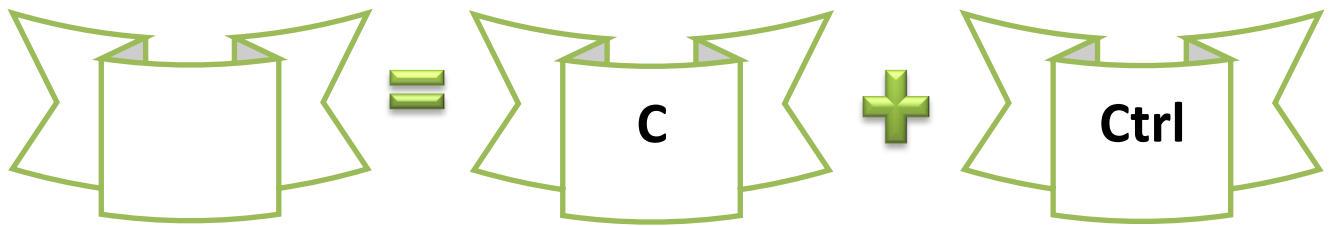


* *Worksheet for computer material for Sixth grade ...*

* *Work sheet area ...*

* *Name : Date :*

* *Fill in the following spaces ...*



* *Worksheet for computer material for Sixth grade ...*

* *Work sheet area ...*

* *Name : Date :*

* *Write the shortcuts of the following commands ...*

● *Copy :*

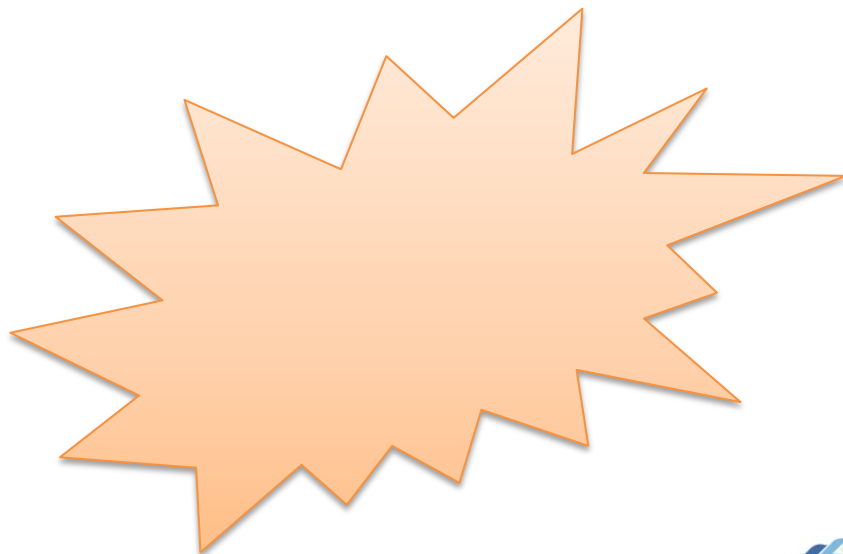
● *Cut :*

● *Italic :*

● *Bold :*

● *Underline :*

● *Create table :*



** Worksheet for computer material for Sixth grade ...*

** Home ...*

** Name : Date :*

** Write the commands that a font group contains in the word processor program ...*

1).....

2).....

3).....

4).....

5).....

6).....

7).....

8).....

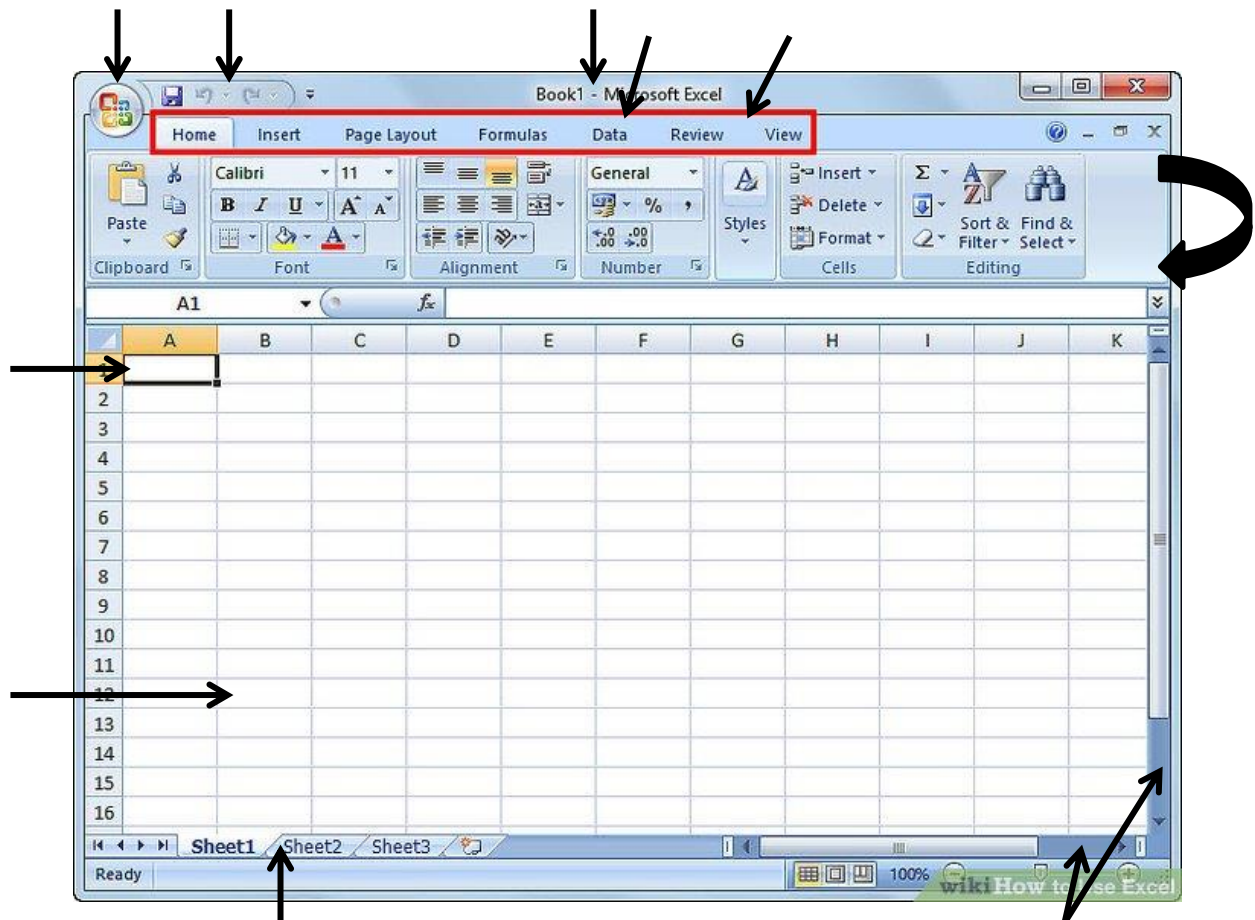


* *Worksheet for computer material for Sixth grade ...*

* *Starting Microsoft office excel ...*

* *Name : Date :*

* *Write the Excel window components that are referred to as shares ...*



- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

* *Worksheet for computer material for Sixth grade ...*

* *Starting Microsoft office excel ...*

* *Name : Date :*

* *Correct the words beneath the line ...*

1) *We will use the **Save command** to save a workbook with a new name .*

(.....)

2) *You **can't** preview the workbook before you print it .*

(.....)

3) *The **title bar** contains quick access tools such as Save, Undo and Redo.*

(.....)

4) *We **can't** add new commands to the Quick Access Toolbar .*

(.....)

5) *The **toolbar** shows the program name and the name of the open workbook.*

(.....)

6) *The **menu bar** contains the Program Close button, minimize button, restore button and maximize button.*

(.....)

7) *The active cell is **not surrounded** by a black frame .*

(.....)

8) *The active cell is selected by pointing to it with the mouse pointer and clicking on it with the **right** mouse button.*

(.....)

9) The horizontal range is a set of consecutive cells in one column .

10) The horizontal range is a set of consecutive cells in one column .

11) When you open the Microsoft excel program , the program automatically opens a worksheet under the name of book 2 and activates the first cell in the workspace is A2 .

(.....), (.....)

12) When you drag the cell handle horizontally or vertically , the program applies another formula in the cell drawn to the other cells .

(.....)

13) The vertical range is the width and height of the cell, which expresses the width of the column and the row height that form the cell .

(.....)

14) (ctrl + c) is an application shortcut command Paste .

(.....)

15) (ctrl + v) is an application shortcut command Copy .

(.....)

16) (ctrl + b) is an application shortcut command Italic .

(.....)

17) (ctrl + I) is an application shortcut command Bold .

(.....)

18) The application of all orders is active on inactive cells

(.....)

* *Worksheet for computer material for Sixth grade ...*

* *Microsoft office excel ...*

* *Name : Date :*

* *Activity ...*

* *Enter the following data in the worksheet ...*

<i>The value</i>	<i>Computer</i>
1250	<i>Screens</i>
8000	<i>Printers</i>
4500	<i>Hard disks</i>
500	<i>Floppy disks</i>
	<i>Total sales</i>

* *Save the worksheet as Sales ...*

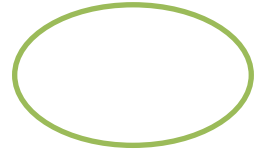
* *Worksheet for computer material for Sixth grade ...*

* *Microsoft office excel ...*

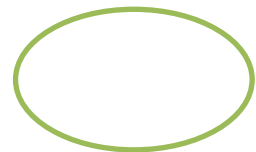
* *Name : Date :*

* *Sort the menus in the menu bar :*

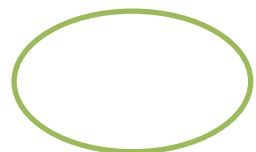
Data



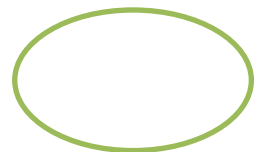
View



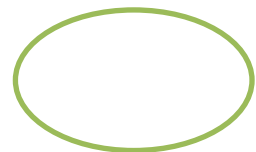
Home



Review



Insert



Formula



Page layout



* *Worksheet for computer material for Sixth grade ...*

* *Microsoft office excel , Active cell ...*

* *Name : Date :*

* *Name the following cells :*



fx											
K	J	I	H	G	F	E	D	C	B	A	
											1
											2
											3
											4
											5
											6
											7
											8
											9
											10

(.....)



L8 fx												
L	K	J	I	H	G	F	E	D	C	B	A	
												1
												2
												3
												4
												5
												6
												7
												8
												9

(.....)



I	H	G	F	E	D	C	B	A		
										1
										2
										3
										4
										5
										6
										7
										8

(.....)

* *Worksheet for computer material for Sixth grade ...*

* *Home ...*

* *Name :*

Date :

* *Arrange the groups in the home bar :*

Alignment



Number



Cells



Clipboard



Editing



Font



Styles



* *Worksheet for computer material for Sixth grade ...*

* *Work Sheet Area ...*

* *Name : Date :*

* *Write the code of the following vertical range :*

The screenshot shows an Excel spreadsheet with a table of data. The columns are labeled 'السنة' (Year), 'المدينة' (City), and 'الاسم' (Name). The rows are numbered 1 to 10. The vertical range B1:B7 is highlighted in blue.

السنة	المدينة	الاسم
2012	عمان	أحمد
2012	الزرقاء	ابراهيم
2013	عمان	وليد
2013	الزرقاء	جمال
2013	عجلون	خالد
2014	عمان	كمال

(.....)

* *Write the code of the following horizontal range :*

The screenshot shows the same Excel spreadsheet as above. The horizontal range C5:E5 is highlighted in blue.

السنة	المدينة	الاسم
2012	عمان	أحمد
2012	الزرقاء	ابراهيم
2013	عمان	وليد
2013	الزرقاء	جمال
2013	عجلون	خالد
2014	عمان	كمال

(.....)

* *Worksheet for computer material for Sixth grade ...*

* *Microsoft Office Excel ...*

* *Name : Date :*

* *Arrange the names of the groups in the toolbar in Microsoft Office Excel :*

