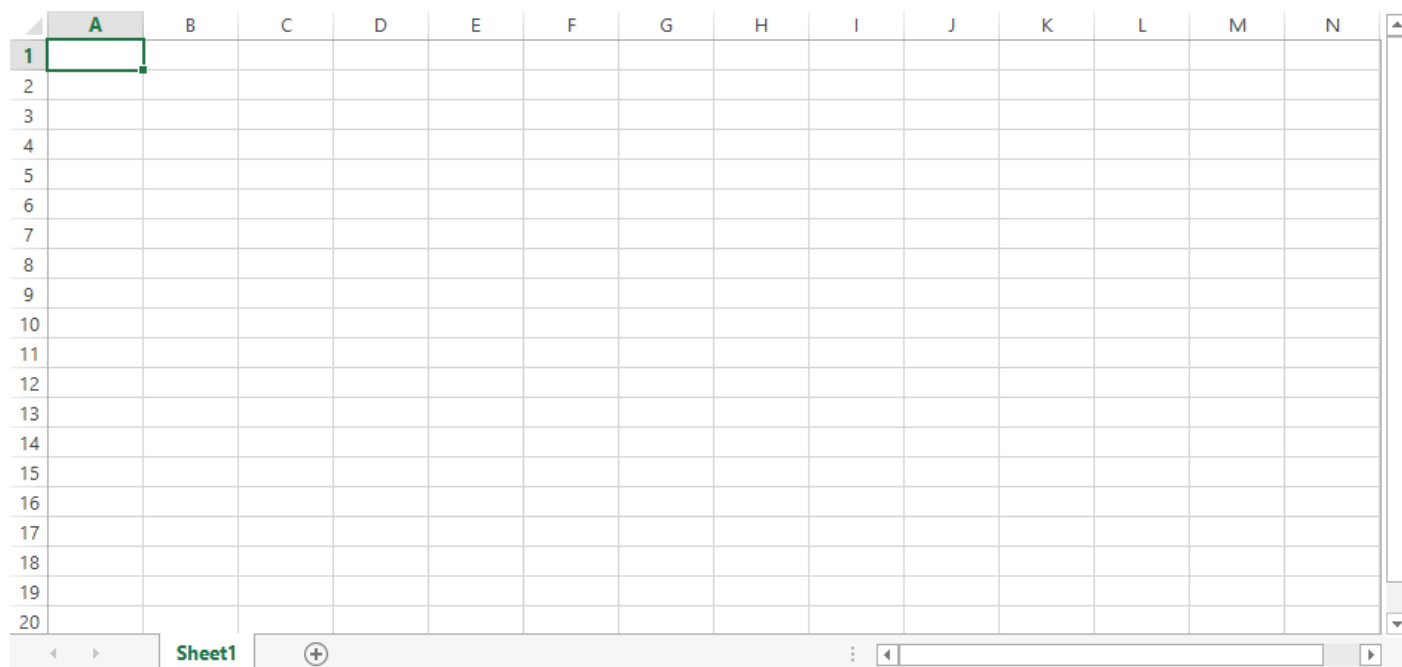# Lesson 10: Spreadsheet Activities

Lesson Objectives

In this lesson you will be introduced to the basic skills for working with a spreadsheet application. You will learn to enter and format data, navigate and manage worksheets, adjust the worksheet layout, create and modify charts and set printing options. When you have completed this lesson, you will be familiar with:

- ☐ basic spreadsheet terminology

- ☐ navigating a worksheet

- ☐ entering labels and numbers

- ☐ managing workbooks

- ☐ performing basic editing and formatting

- ☐ adjusting worksheet layout

- ☐ working with charts

- ☐ printing worksheets

Understanding Basic Terminology

IC3 **Objective 2-3.1, 2-3.2**

An Excel worksheet is similar to a very large sheet of paper divided into rows and columns. Rows are numbered from 1 to 1,048,576; columns are assigned letters or letter combinations from A to Z, and then AA to ZZ, then AAA to AZZ, and so on up to XFD.