G.C.E. O/L Grade 10 ICT · Lesson 7

7.2 The Worksheet: Cells, Rows, Columns and Data Entry

A worksheet is a grid. **Columns** go down and are named by letters; **rows** go across and are numbered. Where a column and a row meet is a **cell**, named by its **cell address** such as **C4**. A block of cells is a **range** such as **A1:C5**. In this note you will move around a sheet quickly, enter **labels, numbers and formulae**, edit with **F2** and the formula bar, and copy data with the **fill handle** and **AutoFill**.

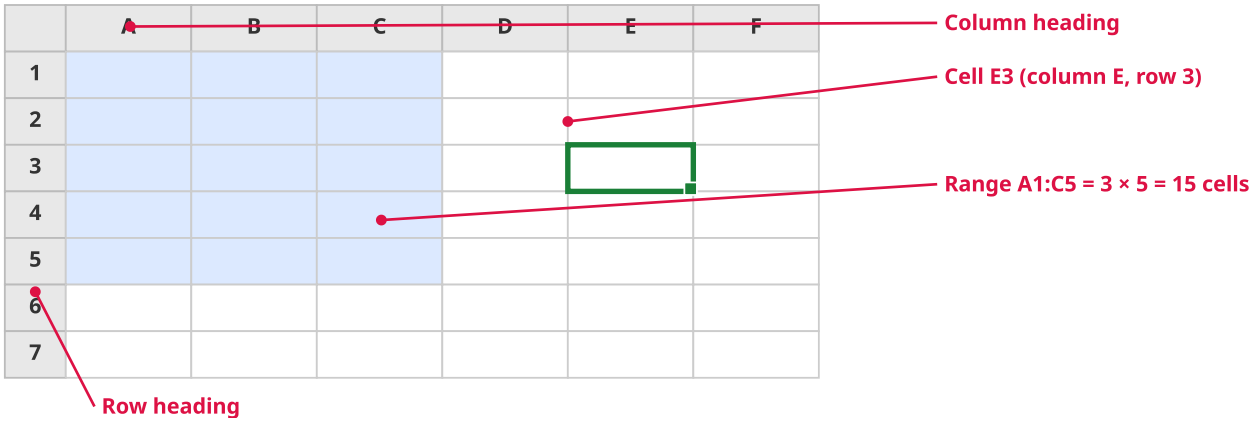
1. Columns, rows, cells and addresses

Column
Vertical; named A, B, … Z, AA, AB …

Row
Horizontal; numbered 1, 2, 3 …

Cell address
Column letter first, then row number: E3, B12.

Range
First cell : last cell, e.g. A1:C5.



Cell E3 is in column E, row 3. The range A1:C5 has 3 columns × 5 rows = 15 cells.

Counting cells in a range: **columns × rows**. B2:D5 has 3 columns (B, C, D) × 4 rows (2–5) = **12** cells. A1:D5 has 4 × 5 = **20** cells. A range in one column, e.g. **B2:B6**, has 5 cells.

2. Moving around the worksheet

Key	Moves to
Arrow keys ← → ↑ ↓	One cell in that direction
Tab / Shift+Tab	One cell right / left
Enter / Shift+Enter	One cell down / up (after typing)
Ctrl+Home	Cell A1

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Ctrl+End	Last used cell
Ctrl+arrow	Edge of the data block in that direction
Page Up / Page Down	One screen up / down
Name Box or Ctrl+G / F5 (Go To)	Type an address such as K250 and press Enter

3. Data entry: labels, numbers and formulae

Type	Example	Notes
Label (text)	Name, Sinhala, Nimal	Left-aligned by default; not used in sums
Number (value)	72, 3.5, 120	Right-aligned by default; can be calculated
Formula	=B2+C2, =SUM(B2:E2)	Always starts with = ; the cell shows the result

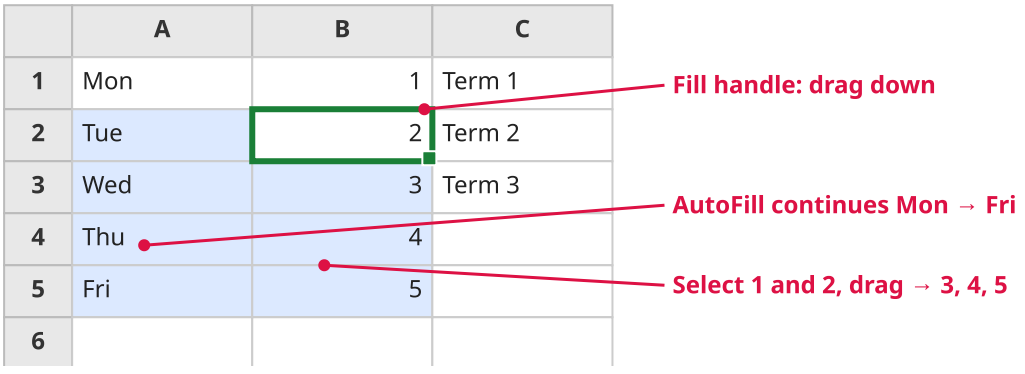
Example: in the mark sheet, typing **=B2+C2** in F2 shows **137** (72 + 65). If you type **B2+C2** without =, the cell just shows the text 'B2+C2'.

> 💡 Phone numbers like 0771234567 lose the first 0 if entered as numbers. Type them as text: start with an apostrophe ' or format the cells as Text first.

4. Editing data

- **Overwrite:** select the cell and type – the old content is replaced.
- **F2** (or double-click) edits inside the cell; **Esc** cancels; **Enter** confirms.
- Click in the **formula bar** to edit a long formula.
- **Delete** clears the content; Ctrl+Z undoes a mistake.

5. Fill handle and AutoFill



Drag the fill handle (small square at the bottom-right of the selection) to copy or continue a series.

- Mon → Tue, Wed, Thu, Fri; Jan → Feb, Mar ...; Term 1 → Term 2, Term 3.
- Select **1** and **2**, then drag → 3, 4, 5 (step 1). Select **5** and **10** → 15, 20 (step 5).
- Dragging a **formula** copies it and changes the cell addresses (see 7.6).
- Google Sheets may offer **Smart Fill / autocomplete** suggestions – accept only if correct.

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Key Words

Column – Vertical line of cells named by a letter.	**Row** – Horizontal line of cells named by a number.
Cell – Box where a column and a row meet.	**Cell address** – Column letter + row number, e.g. C4.
Range – Block of cells written first:last, e.g. A1:C5.	**Label** – Text entry such as a heading or name.
Value – A number that can be used in calculations.	**Formula** – A calculation that starts with =.
F2 – Key to edit the active cell.	**Ctrl+Home** – Shortcut that jumps to cell A1.
Fill handle – Small square at the corner of a selection used to drag-copy.	**AutoFill** – Continues a series such as Mon, Tue… or 1, 2, 3.

Sample Q&A

1. What is a cell address?

> **Answer:** The column letter followed by the row number, e.g. D7.

2. How many cells are in the range B2:D5?

> **Answer:** 3 columns × 4 rows = 12.

3. Which key goes straight to A1?

> **Answer:** Ctrl+Home.

4. How does a spreadsheet know that an entry is a formula?

> **Answer:** It starts with the = sign.

5. Give two ways to edit a cell without retyping all of it.

> **Answer:** Press F2 (or double-click) or edit in the formula bar.

6. What does AutoFill do with ‘Jan’?

> **Answer:** Continues the months: Feb, Mar, Apr…

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MCQ

1. The cell in column D, row 8 is…

A. R8D
B. D8
C. 8D
D. D:8

2. How many cells are in A1:C5?

A. 53
B. 10
C. 8
D. 15

3. How many cells are in B2:D5?

A. 12
B. 15
C. 9
D. 7

4. Which shows a range correctly?

A. A1/C5
B. A1:C5
C. A1-C5
D. A1;C5

5. Ctrl+Home moves to…

A. A1
B. The next sheet
C. The last row
D. The formula bar

6. Pressing Tab after typing moves…

A. One cell down
B. To the next sheet
C. One cell right
D. To A1

7. To jump to cell K250 quickly, type it in the…

A. Name Box
B. Status bar
C. Title bar
D. Sheet tab

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8. Which entry is a formula?

A. 137
B. B2+C2
C. Total
D. =B2+C2

9. By default, numbers in a cell are aligned…

A. Left
B. Right
C. Justified
D. Centre

10. If F2 contains =B2+C2 with B2=72 and C2=65, F2 shows…

A. 137
B. 7
C. 7265
D. =B2+C2

11. The key to edit the active cell is…

A. F12
B. F7
C. F2
D. F4

12. Dragging the fill handle from ‘Mon’ down 4 cells gives…

A. Jan, Feb, Mar, Apr
B. 1, 2, 3, 4
C. Tue, Wed, Thu, Fri
D. Mon, Mon, Mon, Mon

13. Select 5 and 10 and drag the fill handle. The next two are…

A. 50, 500
B. 15, 20
C. 11, 12
D. 10, 10

14. The column after Z is…

A. ZA
B. A2
C. Z1
D. AA

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15. Esc while editing a cell…

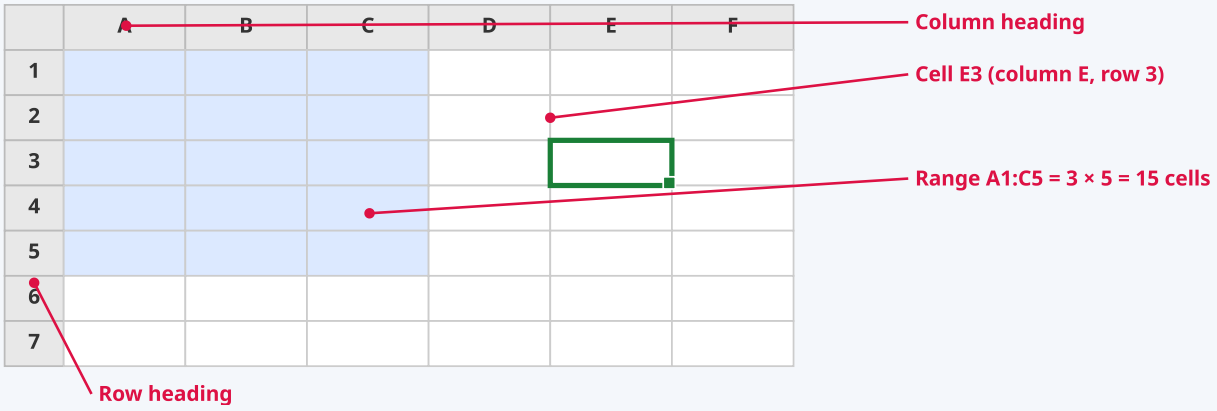
A. Saves the file
B. Moves to A1
C. Cancels the change
D. Deletes the row

Structured Questions

1. (i) What is a cell address? Give an example. (2 marks)
(ii) How many cells are in the range C3:F7? (2 marks) *(4 marks)*

> (i) Column letter + row number, e.g. C4. (ii) 4 columns (C–F) × 5 rows (3–7) = 20.

2. Shade the range A1:C5 on a grid and mark cell E3. *(3 marks)*

> See diagram: A1 to C5 shaded (15 cells), E3 boxed.
>
> 
>
>
> Model answer.

3. Classify as label, number or formula: (a) Total (b) 4500 (c) =SUM(B2:B6) (d) 2026 (e) Colombo. *(5 marks)*

> (a) label (b) number (c) formula (d) number (e) label.

4. Write the key or method to: (i) go to A1 (ii) move right (iii) edit a cell (iv) go to Z100. *(4 marks)*

> (i) Ctrl+Home (ii) Tab or → (iii) F2 (iv) type Z100 in the Name Box / Ctrl+G.

5. Explain how to enter the numbers 1 to 30 in A1:A30 quickly. *(2 marks)*

> Type 1 in A1 and 2 in A2, select both and drag the fill handle down to A30 (AutoFill).

Summary

- Columns = letters, rows = numbers, cell = where they meet.

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- Cell address: column then row, e.g. E3.
- Range first:last, e.g. A1:C5; cells = columns × rows.
- Move with arrows, Tab, Enter, Ctrl+Home, Ctrl+arrow, Name Box/Go To.
- Labels are text; numbers are values; formulae start with =.
- Edit with F2, double-click or the formula bar; Esc cancels.
- Fill handle copies; AutoFill continues series.
- Type phone numbers as text to keep the leading 0.

MCQ answer key – 7.2

1. **B** – Letter then number.
2. **D** – 3 × 5 = 15.
3. **A** – 3 × 4 = 12.
4. **B** – Colon.
5. **A** – Home = A1.
6. **C** – Tab = right.
7. **A** – Or Go To (Ctrl+G/F5).
8. **D** – Starts with =.
9. **B** – Numbers right, text left.
10. **A** – 72+65.
11. **C** – F2 = edit.
12. **C** – AutoFill series.
13. **B** – Step 5.
14. **D** – AA, AB …
15. **C** – Esc = cancel.

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