Computer Department

AL-Manar Model Secondary school2

Name :----------

4th grade

The second Semester 2017/2018

WORKSHEET (lesson 1+2)

Question1 :- Arrange the following steps:-

ALL PROGRAM 1.---------- 3.----------

MS- OFFICE 2.---------- 4.----------

START

MS- EXCEL

QUESTION2:Write (YES) or (NO):-

1. Formula data is found on the formula bar (----------).
2. Numerical data contains numbers and alphabets (----------).
3. After you have made the shortcut icon you can click on it to open MS-Excel(----------).
4. Numerical data is used for mathematical operations (----------).
5. Alphabetical data contains Arabic and English alphabets (----------).