

Name: _____ Date: _____

TOPIC: USING FORMULAE

A. Fill in the blanks by dragging the answer from the word bank provided

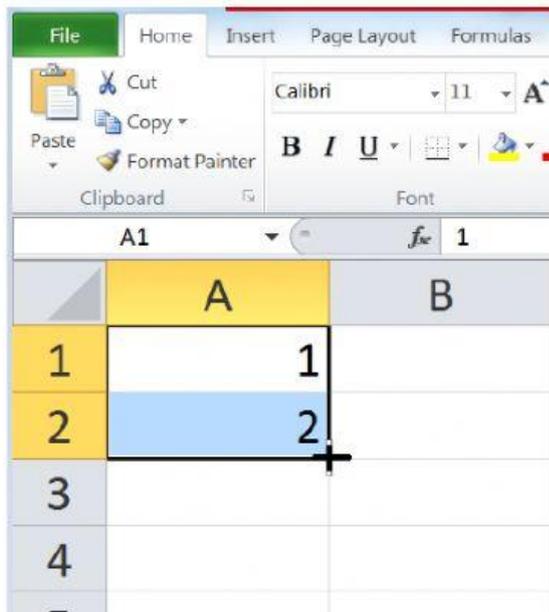
numbers	formulae	text	time	Bottom-right
tables	charts	instruction	selection	automatic formula

1. _____ are instructions that are typed into the cells

2. These _____ can change the _____

and _____ in cells to save _____ creating

_____ and _____



Example: Filling in number in sequence

STEP 1

Enter the first two numbers

STEP 2

Select them and drag the

_____ corner of the

	A	B
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11		
12		

Microsoft Excel uses

_____ to fill in the rest of
the data