Name: _____ Grade: 9 Date:_____

INTRODUCTION TO EXCEL

Using the notes discussed and provided, answer the following questions. (20 points)

1. What is the purpose of Microsoft Excel? (2 points)

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_____
_____

2. What is a Spreadsheet? (2 points)

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_____
_____

3. There are 4 ways in which you can open MS Excel, list them and the way they are used. (8 points)

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_____
_____

4. Match the following commonly used terms (A) with the correct definition (B), by writing the letter of the correct term at the end of each definition. (6 points)

Terms	Definition
a) Title bar	This displays the contents of the active cell, if any._____
b) Name box	This is the gray-colored column located on the left side of column 1 in the worksheet which contains the numbers._____
c) Row heading	This displays the cell reference of the active cell._____
d) Column heading	This is where the name of the file is displayed. _____
e) Cell reference	This is the coloured row of letters used to identify each column within the sheet, or workbook. _____
f) Formula bar	This gives you the location of a cell. _____

5. Name two functions of a spreadsheet. (2 points)

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