

Name: _____

Grade: _____

Date: _____

Introduction to Excel Review

Instructions: Complete the following by writing or circling the best possible answer

1. When you open up MS Excel it is identified as a
 - a. Green X
 - b. Blue E
 - c. Green E
 - d. Blue X
2. Columns are headed in which direction.
 - a. Left and Right
 - b. Up and Down
3. Rows are headed in which direction.
 - a. Left and Right
 - b. Up and Down

Instructions: Complete the following sentences by filling in the blank with the words provided. Words can be used once, or not at all.

Letters	Cell	Worksheets	Workbook
Microsoft Excel	Book 1	Spreadsheet	name box
Active Cell	Cell reference		

- a) _____ is the intersection of a row and column.
- b) Columns are represented by _____.
- c) _____ is an example of a spreadsheet software.
- d) A cell that is selected is called an _____.
- e) _____ shows the cell reference of the active cell.