Information Technology Test **Topic: Microsoft Excel**

Name:_____ **Class:** _____ **Date:** _____

a. Title Bar	b. Menu bar	c. Vertical Scroll bar	d. Cell	e. Tool bar	f. Rows
g. Formula bar	h. Worksheets	i. Horizontal Scroll bar	j. Name Box	k. Columns	m. Range
n. Active Cell	o. Cell Address	p. Row headings	q. Column Headings		

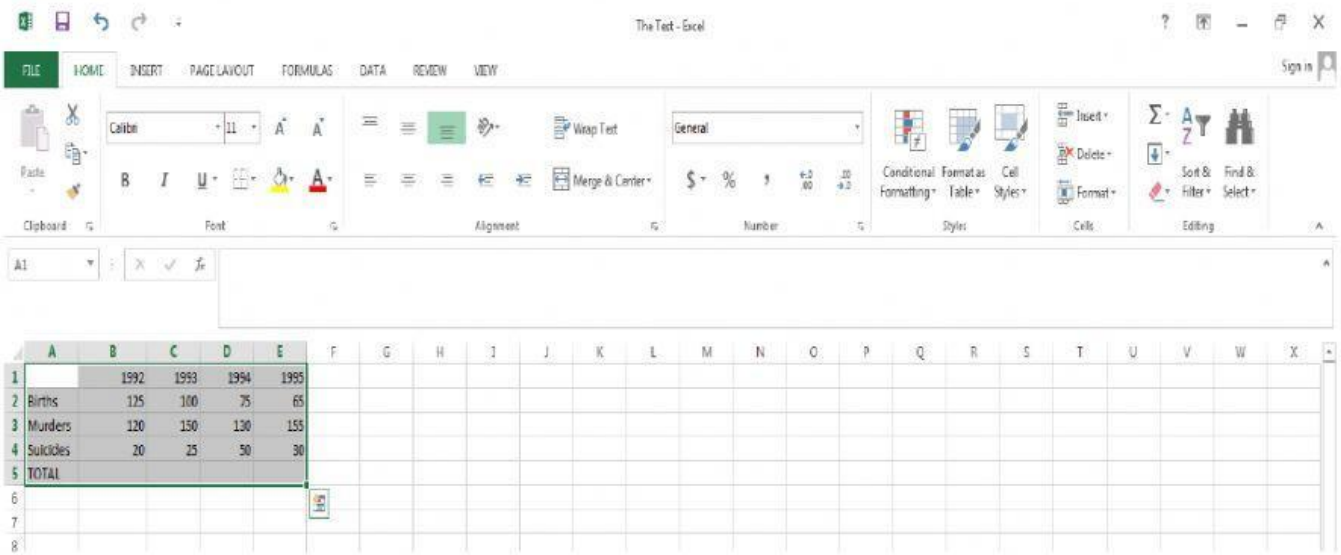
Part A: Use the words in the box above to fill in the blanks below.**Place only the letters on the line**

1) The _____ displays the content of the active cell.
2) In the _____ you can find the name of the application and the name of the file that you are working in.
3) The _____ allows the user to scroll through his page left to right
4) The _____ are the letters that are found at the top of each column.
5) The intersection of the row and the column is called a _____.
6) The cell that is highlight is called the _____.
7) The _____ is a bar at eh top of the screen that has menu options.
8) _____ run horizontally and _____ run vertically
9) The _____ is the location of the active cell and is shown in the name box.
10) A group of cells that are adjoining and treated as one unit is called a _____.
11) The _____ allows you to scroll through your document up and down.
12) The _____ shows a list of icons that re available in Excel.
13) The _____ are the different sheets in excel.
14) The _____ are the numbers that appear to the left of each row in excel.

PART B: True or False

1) _____ The formula bar shows the result of a formula.
2) _____ Each formula in excel must begin with an equal sign (=)
3) _____ A label can be used in a calculation.
4) _____ Value appears on the left hand side of cell
5) _____ When writing a cell address, we write the row heading then the column heading.
6) _____ The function MIN is used to find the lowest value in a range
7) _____ A spreadsheet software is ideal to create documents such as letters and memos
8) _____ Text is automatically aligned left
9) _____ The term BAS is a function that we have covered in excel.
10) _____ A worksheet is the individual sheet in a workbook.

PART C: Use the spreadsheet below to answer the following question



	A	B	C	D	E
1		1992	1993	1994	1995
2	Births	125	100	75	65
3	Murders	120	150	130	155
4	Suicides	20	25	50	30
5	TOTAL				

1) What is the name of the spreadsheet? **(2pts)**

2) What is the address for the word "TOTAL"? **(2pts)**

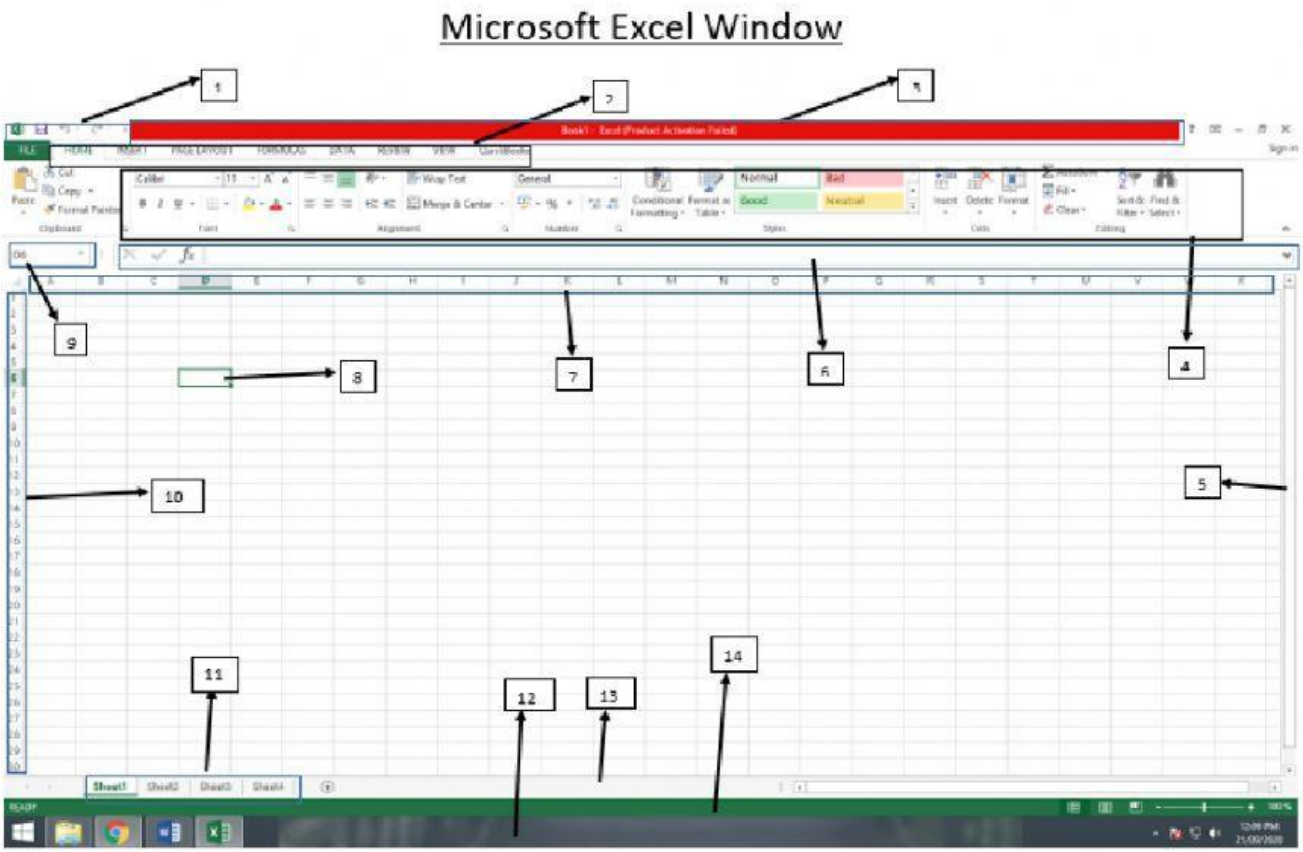
3) Write a formula to find the total for 1992. **(4pts)**

4) What is the address of the range that is highlighted? **(4pts)**

5) Rewrite the following if there is something wrong. If it is correct, rewrite it as it is. **(6pts)**

a. =125+140 b. SUM(Q2:Q22) c. =AVERAGE(W23…W45)

Part D: Label the following indicated by the arrows:



Label the following by placing the **NUMBER** on the line that matches the definition.

_____ Formula Bar

_____ Name Box

_____ Sheet Tabs

_____ Active cell

_____ Title Bar

_____ Row Headings

_____ Ribbon

_____ Status Bar

_____ Column Headings

_____ Title bar