

Name _____

Ladyville Technical High School

Class _____

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Information Communication Technology

Based on lesson one, introduction to spreadsheet. Read the slides and correctly answer all the questions below.

1. People and businesses use _____ to capture and calculate accounting, financial and statistical data.
2. The intersection of a row and column is a _____.
3. A spreadsheet is a table consisting of _____ and _____.
4. Before the use of Microsoft Excel _____ were used to keep track of records.
5. A collection of worksheets are called _____.
6. A single spreadsheet is also known as a _____.
7. To open an Excel file the user must _____.
8. The _____ tells the name of the selected cell.
9. By using the _____ is one manner through which you can enter and edit formula.
10. To perform all the common task in Excel you need to access the _____.