

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 \_\_\_\_\_.