

Your Name: _____

Instructions:

Place the letter with the correct answer on the answer line. Eg. a, b, or c.

Spreadsheet Assessment

1. Each page on a spreadsheet is called what?

- a) A book
- b) A worksheet
- c) A sheet

ANSWER _____

2. Write a formula to work out the lowest possible number in the Total Cost of ingredients column.

	A	B	C	D
1				
2	Shape Shifter Potion			
3	Ingredient	Cost Each	Number	Total Cost
4	Spiders Leg	£ 0.02	£ 6.00	£ 0.12
5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER _____

3. Complete the sentence using the correct word from the list below.

- a) Program
- b) Search

ANSWER A spreadsheet can _____ for particular items of data

4. The lines on a spreadsheet are called what?

- a) Gridlines
- b) Borders
- c) Sheet lines

	A	B	C	D	E
1	Your Names				
2	Form/Class				
3					
4					
5					
6					
7	Team Name	Won	Lost	Drawn	Played
8	Sheffield United	7	4	2	
9	Sheffield Wednesday	6	1	5	
10	Liverpool	5	2	5	
11	Newcastle United	5	3	2	
12	Manchester United	3	5	6	
13	Arsenal	2	6	5	
14	Everton	2	7	4	
15	Chelsea	1	6	6	
16	Manchester City	0	9	3	

ANSWER _____

5. Complete the following sentence using the correct word from the list below.

- a) Program
- b) Process

ANSWER - A formula tells the computer to data held in specific cells

6. What do rows start with?

- a) Letters
- b) Numbers
- c) Nothing

ANSWER

7. Write the formula to work out the total cost of the spell. Use the SUM function.

	A	B	C	D
1				
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5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER

8. Choose the correct formula to work out the total cost of the human eyeball

- a) $=B6*C6$
- b) $B6*C6$
- c) $=SUM(B6:C6)$

	A	B	C	D
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ANSWER

9. What does merging cells do?

- a) It links up two different cells together
- b) It combines the selected cells together to form one big cell
- c) It copies and pastes the information from one cell to another

ANSWER

10. When you click on a cell that cell is then called the?

- a) Active cell
- b) Inactive cell
- c) Highlighted cell

ANSWER

14. Choose the correct formula to work out the total cost of the spell in the Harry Potter spreadsheet.

- a) =SUM(B4:B8)
- b) =SUM(D4:D8)
- c) =SUM(C4:C8)
- d) =Sum(D4:D8)

	A	B	C	D
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9			Total Cost	£ 14.76

ANSWER

15. What is the symbol for multiplication?

- a) +
- b) /
- c) *

ANSWER
