

MS Excel

Choose the correct answer and type the letter in the box provided.

1. MS Excel is a _____ software.
a. Word Processing
b. Spreadsheet
c. Presentation
d. Graphics
2. Each workbook can have as many _____ as needed.
a. Documents
b. Presentations
c. Worksheets
d. Publications
3. B8:B19 is known as a _____.
a. Cell reference
b. Range
c. Cell combination
d. formula
4. A cell with a dark outline around it is known as the _____.
a. Active cell
b. Selection cell
c. Cell
d. The chosen one
5. The combination of the column letter and row number is known as the _____.
a. Cell
b. Name box
c. Column
d. Cell address
6. Horizontal divisions in a spreadsheet are known as _____.
a. Columns
b. Cells
c. Rows
d. Formulas
7. A single excel file is known as a _____.
a. Workbook
b. Worksheet
c. Sheet
d. File
8. Functions used to calculate the values in a spreadsheet is known as _____.
a. Labels
b. Values
c. Formulas
d. Ranges
9. The display of the active cell can be found in the _____.
a. Name box
b. Formula bar
c. Active cell
d. Cell

10. What is the cell reference of row 6 and column B?

- a. 6B
- b. 6rowBcolumn
- c. B 6
- d. B6



11. A _____ will identify what type of information will be entered in a column or row.

- a. Name
- b. Explanation
- c. Label
- d. Value



12. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



13. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



14. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



15. Vertical divisions in a spreadsheet are known as _____.

- a. Columns
- b. Cells
- c. Rows
- d. Formulas

