Name: _____

Unit: Chapter 3 Worksheet

Subject: Computer Year 5

Microsoft Excel

Handling Data S. B P. 36-39

Choose the correct answer

1. A Spreadsheets is a type of computer software used to process number information.

   a) True b) False

2. Spreadsheets are not used by businesses to keep track of money matters.

   a) True b) False

3. The biggest spreadsheet error of all time happened at a company called Fidelity Magellan.

   a) True b) False

4. Spreadsheets contains two types of data:

   a. columns and rows b. values and labels

   c. numbers and words d. none

5. **Values** are numbers used in calculation.

   a) True b) False

6. **Values** are displayed on ....

   a. the right of the cell b. the left of the cell

   c. top of the cell d. none

7. **Labels** are text used to organise your spreadsheet and make it easier to understand.

   a) True b) False

8. **Labels** are displayed on ....

   b. the right of the cell b. the left of the cell

   c. top of the cell d. none

9. In spreadsheet, **Format** means the style or organisation of something.

   a. True b. False

10. Which of these is not a format?

    a. Currency b. Date and time

    c. Names d. Percentages