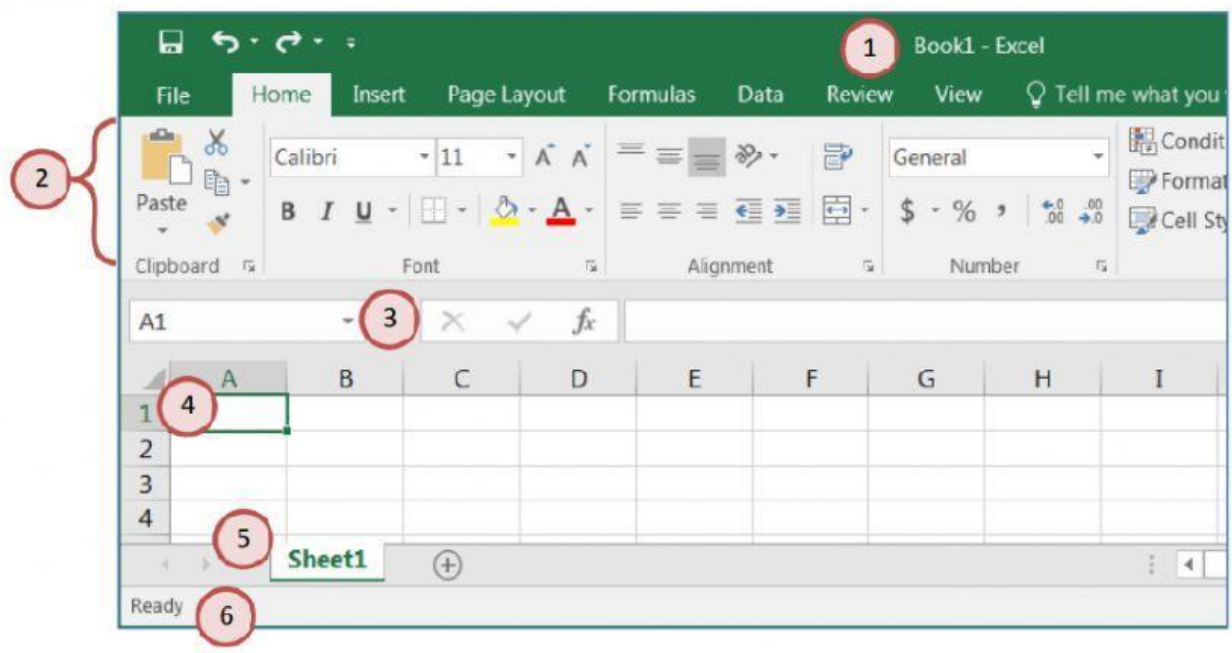


SPREADSHEETS

ACTIVITY 1: CHOOSE THE CORRECT ANSWER:

1. What is a spreadsheet?
 - a. An application that allows you to edit images
 - b. A software that lets you work with numbers and formulas
 - c. A program that record and play videos
2. Which one of these is NOT a spreadsheet?
 - a. Microsoft Excel
 - b. Open Office Calc
 - c. Scratch
3. What is the name of a document in Excel?
 - a. Presentation
 - b. Document
 - c. Book
4. How are the individual boxes called?
 - a. Cells
 - b. Tables
 - c. Rows
5. A group of vertical cells is called a...
 - a. Row
 - b. Label
 - c. Column
6. A group of horizontal cells is called a...
 - a. Column
 - b. Row
 - c. Scroll
7. A cell's name is form by...
 - a. A number and a letter
 - b. A letter and a number
 - c. A symbol and a letter
8. Can you change the size of a cell?
 - a. True
 - b. False

ACTIVITY 2: LOOK AT THE EXCEL WINDOW, COMPLETE THE CHART BELOW WITH THE CORRECT NUMBERS



	Name box (left) and formula bar (right)
	Worksheet tabs
	Title bar
	Status bar
	Columns and Rows Headings
	Ribbon