Name:_____ **Class:**_____

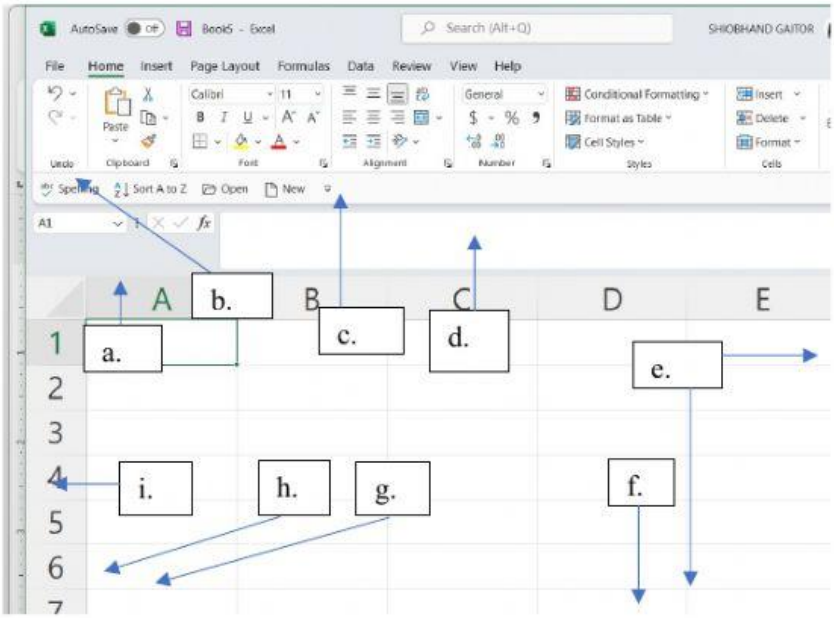
Date:_____

Grade 8

Excel Review

The Excel Window

LABEL THE EXCEL WINDOW ON THE LINES PROVIDED.



WORD BANK

Column
Name box
Active Cell
Row
Active Sheet
Formula bar
Scroll bar
New Sheet
Page layout

a. _____ b. _____

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

i. _____ j. _____

LIVEWORKSHEETS

COMPLETE THE SENTENCES BELOW BY FILLING IN THE BLANKS.

1. An Excel file is called a [ ]. The file name in the workbook is displayed in the [ ]. The name [ ] is the temporary name given to the workbook until it is saved.

2. A single spreadsheet in Excel is called a [ ].

3. Each new [ ] contains [ ] worksheets. [ ] are used to organize data. Each worksheet is made up of [ ]s and [ ]ows go across (from left to right) and begins at row 1, while columns go up and down (north to south), beginning at column A.

4. The [ ] of a row and a column is called a [ ] Each cell stores a single item of data. The selected cell is called the [ ] and is displayed with a bold border.

5. The [ ] tells the [ ] of a cell. It is sometimes referred to as the [ ] and is made up of [ ] and a [ ]. For example, C5 where [ ] represents the [ ] and [ ] presents the row number.

6. The [ ] displays the location or nae of the active cell.

7. The [ ] displays the contents of the active cell. This means, whatever is typed into the active cell is also displayed in the formula bar.

WORD BANK

name box
formula bar
C
column letter
5
cell reference
active cell
cell
worksheet
location
workbook
three
cell address
Worksheets
columns and **rows**
intersection
column letter
row number
cell
active cell
workbook
title bar
Book1
intersection

LIVEWORKSHEETS