

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

### **Introduction to Excel Review**

*Instructions: Complete the following by writing or circling the best possible answer*

1. When you open up MS Excel it is identified as a
  - a. Green X
  - b. Blue E
  - c. Green E
  - d. Blue X
2. Columns are headed in which direction.
  - a. Left and Right
  - b. Up and Down
3. Rows are headed in which direction.
  - a. Left and Right
  - b. Up and Down

*Instructions: Complete the following sentences by filling in the blank with the words provided. Words can be used once, or not at all.*

Letters	Cell	Worksheets	Workbook
Microsoft Excel	Book 1	Spreadsheet	name box
Active Cell	Cell reference		

- a) \_\_\_\_\_ is the intersection of a row and column.
- b) Columns are represented by \_\_\_\_\_.
- c) \_\_\_\_\_ is an example of a spreadsheet software.
- d) A cell that is selected is called an \_\_\_\_\_.
- e) \_\_\_\_\_ shows the cell reference of the active cell.