Your Name:_____

Instructions:

Place the letter with the correct answer on the answer line. Eg. a, b, or c.

Spreadsheet Assessment

1. Each page on a spreadsheet is called what?

a) A book

b) A worksheet

c) A sheet

ANSWER_____

2. Write a formula to work out the lowest possible number in the Total Cost of ingredients column.

	A	B	C	D
1				
2	Shape Shifter Potion			
3	Ingredient	Cost Each	Number	Total Cost
4	Spiders Leg	£ 0.02	£ 6.00	£ 0.12
5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER_____

3. Complete the sentence using the correct word from the list below.

a) Program

b) Search

ANSWER **A spreadsheet can** _____ **for particular items of data**

4. The lines on a spreadsheet are called what?

a) Gridlines

b) Borders

c) Sheet lines

	A	B	C	D	E
1	Your Names				
2	Form/Class				
3					
4					
5					
6					
7	Team Name	Won	Lost	Drawn	Played
8	Sheffield United	7	4	2	
9	Sheffield Wednesday	6	1	5	
10	Liverpool	5	2	5	
11	Newscastle United	5	3	2	
12	Manchester United	3	5	6	
13	Arsenal	2	6	5	
14	Everton	2	7	4	
15	Chelsea	1	6	6	
16	Manchester City	0	9	3	

ANSWER_____

5. Complete the following sentence using the correct word from the list below.

a) Program

b) Process

ANSWER - A formula tells the computer to ..... data held in specific cells

6. What do rows start with?

a) Letters

b) Numbers

c) Nothing

ANSWER

7. Write the formula to work out the total cost of the spell. Use the SUM function.

	A	B	C	D
1				
2	Shape Shifter Potion			
3	Ingredient	Cost Each	Number	Total Cost
4	Spiders Leg	£ 0.02	£ 6.00	£ 0.12
5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER

8. Choose the correct formula to work out the total cost of the human eyeball

a) =B6*C6

b) B6*C6

c) =SUM(B6:C6)

	A	B	C	D
1				
2	Shape Shifter Potion			
3	Ingredient	Cost Each	Number	Total Cost
4	Spiders Leg	£ 0.02	£ 6.00	£ 0.12
5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER

9. What does merging cells do?

a) It links up two different cells together

b) It combines the selected cells together to form o ne big cell

c) It copies and pastes the information from one cell to another

ANSWER_____

10. When you click on a cell that cell is then called the?

a) Active cell

b) Inactive cell

c) Highlighted cell

ANSWER_____

14. Choose the correct formula to work out the total cost of the spell in the Harry Potter spreadsheet.

a) =SUM(B4:B8)

b) =SUM(D4:D8)

c) =SUM(C4:C8)

d) =Sum(D4:D8)

	A	B	C	D
1				
2	Shape Shifter Potion			
3	Ingredient	Cost Each	Number	Total Cost
4	Spiders Leg	£ 0.02	£ 6.00	£ 0.12
5	Beard Hair	£ 0.05	£ 10.00	£ 0.50
6	Eyeball (human)	£ 12.00	£ 1.00	£ 12.00
7	Human Toe Nail	£ 0.07	£ 2.00	£ 0.14
8	Blood	£ 2.00	£ 1.00	£ 2.00
9			Total Cost	£ 14.76

ANSWER_____

15. What is the symbol for multiplication?

a) +

b) /

c) *

ANSWER_____