Microsoft Excel

Instructions: Answer the questions below by choosing the correct letter (a, b, c, or d).

1) Which of the following pictures is the icon for Microsoft Excel?

a)  b)  c)  d) 

2) Microsoft Excel is used by people who want to:
   a) Calculate
   b) Draw
   c) Make a presentation
   d) Type a letter

3) Choose the careers of people that frequently use Microsoft Excel (choose all that apply).

a) Accountant c) Bus Driver e) Inventory Clerk

b) Teacher d) Pilot f) Fisherman

4) Explain the difference between horizontal and vertical.

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