



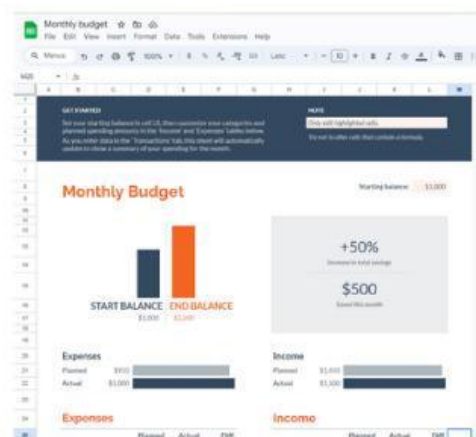
Name: _____

Computer Studies

Using Templates in Excel

Instructions: Look carefully at each template and then determine what each template is best used for.

a.



monthly budget
to-do list

b.

	A	B	C
1	To Do		
	1/3 completed		
3	✓	Date	Task
4	✓	7/9	Type anything into column A to complete an item
5	□	8/9	Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web)
6	□	9/9	Sort items using the drop-down arrows next to the heading name (on the web)
7	□		
8	□		
9	□		
10	□		

travel planner
to-do list

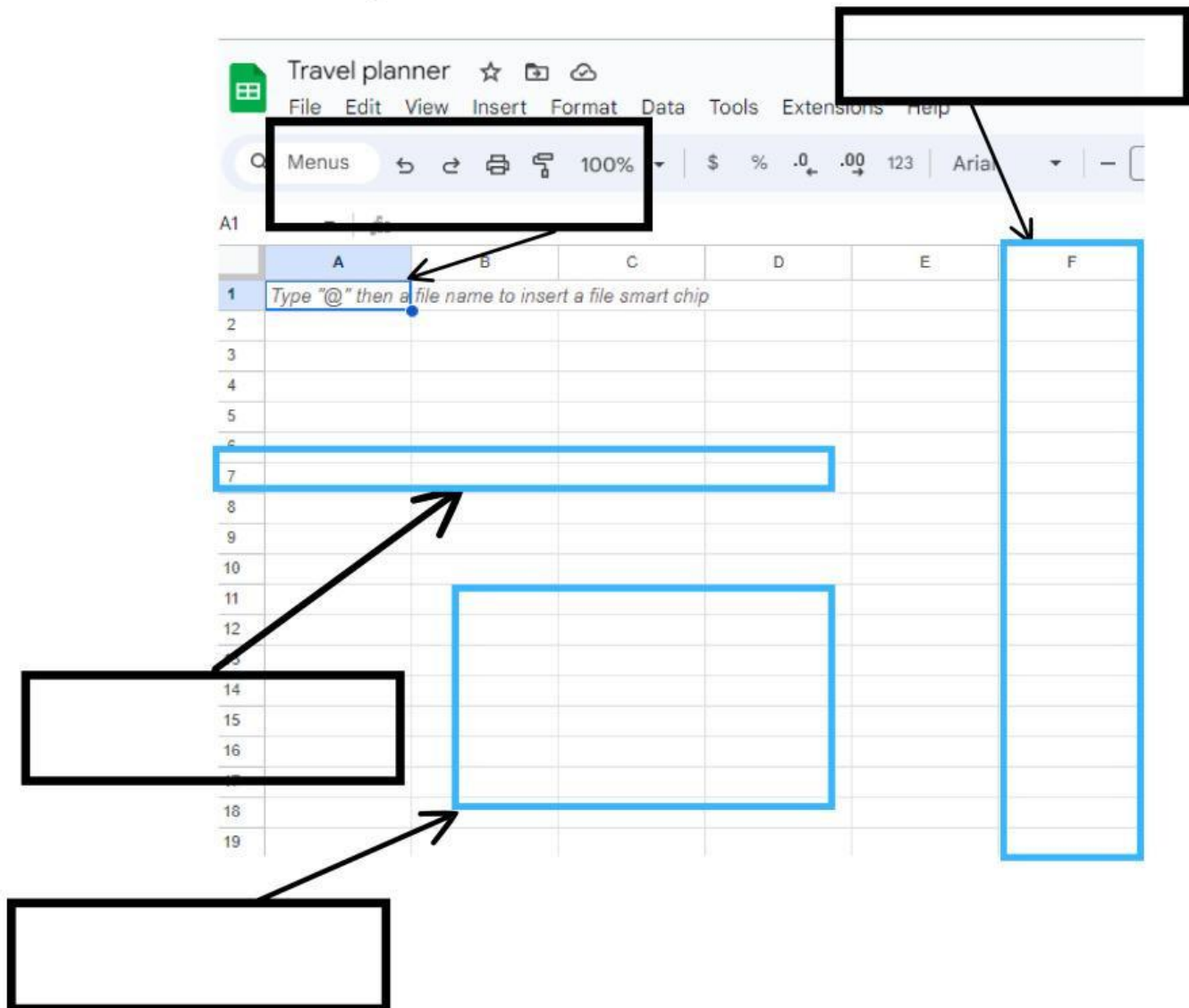
c.

to-do list
wedding planner

d.

monthly budget
travel planner

2. Label the parts of the excel sheet.



active cell

row

cells

column

3. What is the name of the active cell: _____