# MS Excel

Choose the correct answer and type the letter in the box provided.

1. MS Excel is a _____ software.
   a. Word Processing
   b. Spreadsheet
   c. Presentation
   d. Graphics
2. Each workbook can have as many _____ as needed.
   a. Documents
   b. Presentations
   c. Worksheets
   d. Publications
3. B8:B19 is known as a_____
   a. Cell reference
   b. Range
   c. Cell combination
   d. formula
4. A cell with a dark outline around it is known as the _____.
   a. Active cell
   b. Selection cell
   c. Cell
   d. The chosen one
5. The combination of the column letter and row number is known as the _____.
   a. Cell
   b. Name box
   c. Column
   d. Cell address
6. Horizontal divisions in a spreadsheet are known as _____.
   a. Columns
   b. Cells
   c. Rows
   d. Formulas
7. A single excel file is known as a _____.
   a. Workbook
   b. Worksheet
   c. Sheet
   d. File
8. Functions used to calculate the values in a spreadsheet is known as _____
   a. Labels
   b. Values
   c. Formulas
   d. Ranges
9. The display of the active cell can be found in the _____.
   a. Name box
   b. Formula bar
   c. Active cell
   d. Cell

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10. What is the cell reference of row 6 and column B?
    a. 6B
    b. 6rowBcolumn
    c. B 6
    d. B6

11. A _____ will identify what type of information will be entered in a column or row.
    a. Name
    b. Explanation
    c. Label
    d. Value

12. The ✥ symbol indicates _____
    a. Highlighting
    b. Moving
    c. Copying
    d. Adjusting

13. The + symbol indicates _____
    a. Highlighting
    b. Moving
    c. Copying
    d. Adjusting

14. The ✢ symbol indicates _____
    a. Highlighting
    b. Moving
    c. Copying
    d. Adjusting

15. Vertical divisions in a spreadsheet are known as _____.
    a. Columns
    b. Cells
    c. Rows
    d. Formulas

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