UNIT 3: SPREADSHEET
UNIT TEST

Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Instructions: The following questions will test your basic knowledge of Microsoft Excel. Good luck!

1. The bar that shows the data/formula/phrase in the cell selected is the ....

2. The cell/table selected is also called the ....

3. The cell that has been selected to input data is an ....

4. A rectangle box in a worksheet that contains data is a ....

5. Formulas built into Excel are called ....

6. A set of instructions for Excel to carry out is a ....

7. An Excel file (with one or several worksheets) is a ....

8. A single spreadsheet within an Excel workbook is known as a

   ....

9. A group of cells running horizontally and represented by numbers is a ....

10. A series of cells which are represented by letters and run vertically is a ....

11. Which of the following does Microsoft Excel produce? ....

   1.Worksheets   3. Tablets
   2.Formulas   4. Spreadsheets

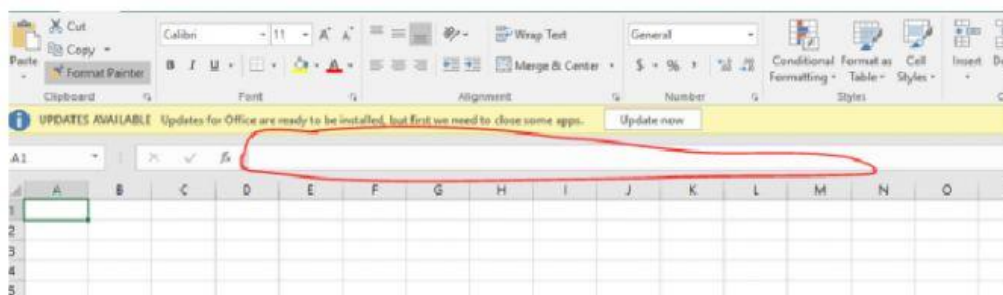12. Which of the following is the term for a single page or sheet in an Excel spreadsheet? ………………..

1. Workbook
2. Formula
3. Active Sheet
4. Worksheet

13. Which of the following terms describes the item circled in the picture below? ………………..

1. Auto Sum
2. Formula Bar
3. Equal sign
4. Name Box

14. What is the name for the function in Microsoft Excel that automatically enters the appropriate formula or function into your spreadsheet? ………………….
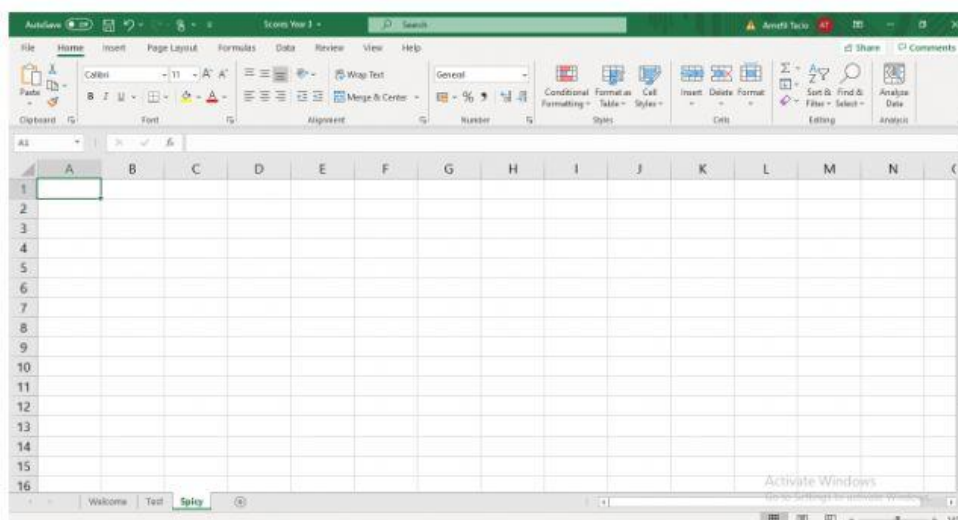
1. Auto Sum
2. Auto Size
3. Auto Fill
4. Auto Mobile

15. What is the name of sheet 3? ………………..

1. Test
2. January
3. Spicy
4. Welcome

16. What is missing in this formula? (A5+A7)/25 ....

    1.-
    2.+
    3.=
    4./

17. Which of the following formulas is written correctly for Excel?

    ....

    1.3A+4A
    2.=A3+A4
    3.A3+4A
    4.=A3+4A

18. What is the term that describes the address or location of a cell (ex. B3 or C4)? ....

    1.cell address
    2.cell reference
    3.cell
    4.cell location

19. A workbook can have more than one worksheet. ....

    1.True
    2.False

20. The .... will allow you to copy one cell's format to another cell.