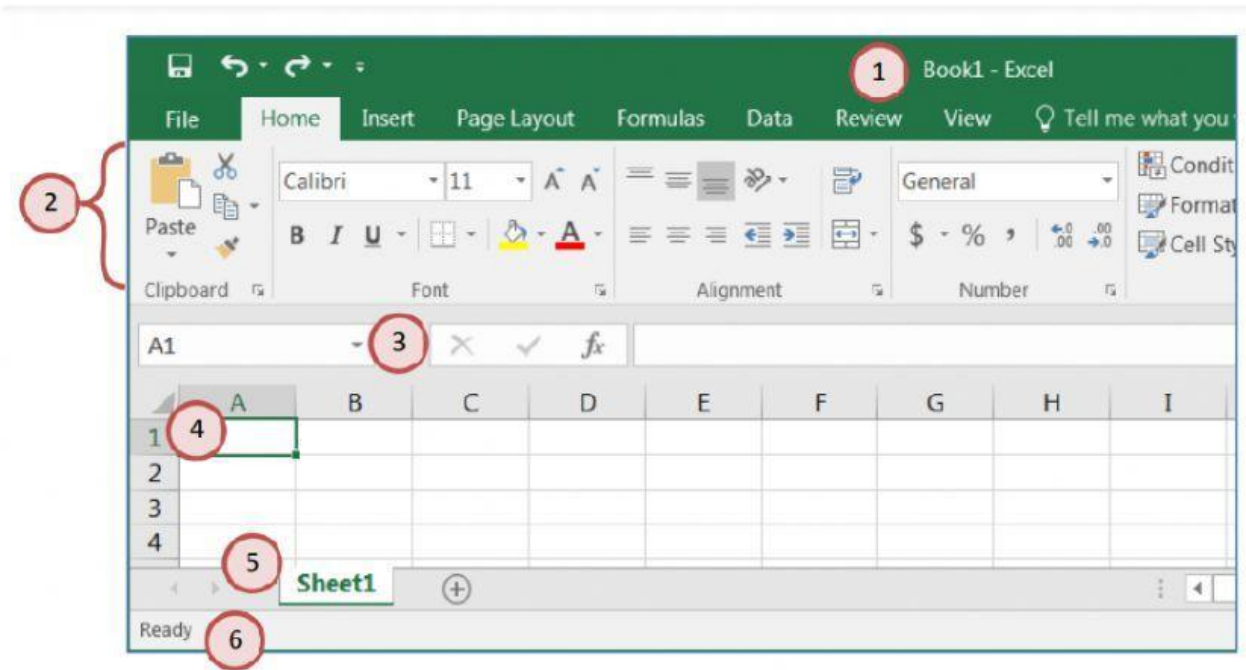


# SPREADSHEETS

## ACTIVITY 1: CHOOSE THE CORRECT ANSWER:

1. What is a spreadsheet?
  - a. An application that allows you to edit images
  - b. A software that lets you work with numbers and formulas
  - c. A program that record and play videos
2. Which one of these is NOT a spreadsheet?
  - a. Microsoft Excel
  - b. Open Office Calc
  - c. Scratch
3. What is the name of a document in Excel?
  - a. Presentation
  - b. Document
  - c. Book
4. How are the individual boxes called?
  - a. Cells
  - b. Tables
  - c. Rows
5. A group of vertical cells is called a...
  - a. Row
  - b. Label
  - c. Column
6. A group of horizontal cells is called a...
  - a. Column
  - b. Row
  - c. Scroll
7. A cell's name is form by...
  - a. A number and a letter
  - b. A letter and a number
  - c. A symbol and a letter
8. Can you change the size of a cell?
  - a. True
  - b. False

**ACTIVITY 2: LOOK AT THE EXCEL WINDOW, COMPLETE THE CHART BELOW WITH THE CORRECT NUMBERS**



	Name box (left) and formula bar (right)
	Worksheet tabs
	Title bar
	Status bar
	Columns and Rows Headings
	Ribbon