

Name:_____ **Class:**_____

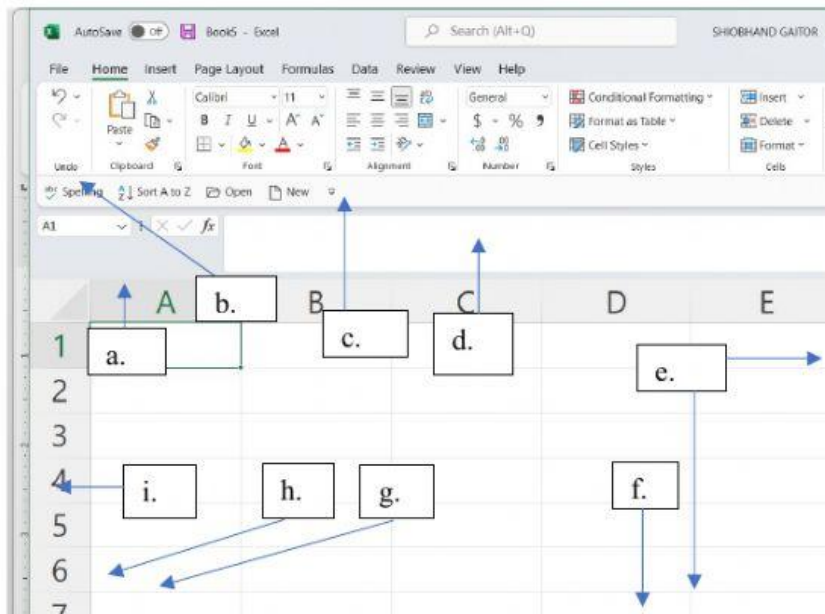
Date:_____

Grade 8

Excel Review

The Excel Window

LABEL THE EXCEL WINDOW ON THE LINES PROVIDED.



WORD BANK

Column
Name box
Active Cell
Row
Active Sheet
Formula bar
Scroll bar
New Sheet
Page layout

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

i. _____

j. _____

COMPLETE THE SENTENCES BELOW BY FILLING IN THE BLANKS.

1. An Excel file is called a . The file name in the workbook is displayed in the . The name is the temporary name given to the workbook until it is saved.
2. A single spreadsheet in Excel is called a .
3. Each new contains worksheets. are used to organize data. Each worksheet is made up of and rows go across (from left to right) and begins at row 1, while columns go up and down (north to south), beginning at column A.
4. The of a row and a column is called a . Each cell stores a single item of data. The selected cell is called the and is displayed with a bold border.
5. The tells the of a cell. It is sometimes referred to as the and is made up of and a . For example, C5 where represents the and presents the row number.
6. The displays the location or name of the active cell.
7. The displays the contents of the active cell. This means, whatever is typed into the active cell is also displayed in the formula bar.

WORD BANK

name box
formula bar
C
column letter
5
cell reference
active cell
cell
worksheet
location
workbook
three
cell address
Worksheets
columns and rows
intersection
column letter
row number
cell
active cell
workbook
title bar
Book1
intersection