

Name: _____

Grade: _____

Date: _____

Introduction to Excel Review

Instructions: Complete the following by writing in the correct answer in the blank or circling the best possible answer

1. Microsoft Excel is an example of what kind of software? _____
2. When you open up MS Excel it is identified as a
 - a. Green X
 - b. Blue E
 - c. Green E
 - d. Blue X
3. Columns and rows collectively are called _____.
4. Define what is a CELL _____

5. How do you know when a cell is active?

6. What is the name of the box that identifies the active cell? _____
7. Columns are headed in which direction.
 - a. Left and Right
 - b. Up and Down
8. Rows are headed in which direction.
 - a. Left and Right
 - b. Up and Down
9. What is the difference between a column heading and row heading?

10. Name two instances in which Microsoft Excel can be used.
 - a) _____
 - b) _____