

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

a. Title Bar	b. Menu bar	c. Vertical Scroll bar	d. Cell	e. Tool bar	f. Rows
g. Formula bar	h. Worksheets	i. Horizontal Scroll bar	j. Name Box	k. Columns	m. Range
n. Active Cell	o. Cell Address	p. Row headings	q. Column Headings		

**Part A:** Use the words in the box above to fill in the blanks below. Place only the letters on the line

- 1) The \_\_\_\_\_ displays the content of the active cell.
- 2) In the \_\_\_\_\_ you can find the name of the application and the name of the file that you are working in.
- 3) The \_\_\_\_\_ allows the user to scroll through his page left to right
- 4) The \_\_\_\_\_ are the letters that are found at the top of each column.
- 5) The intersection of the row and the column is called a \_\_\_\_\_.
- 6) The cell that is highlight is called the \_\_\_\_\_.
- 7) The \_\_\_\_\_ is a bar at the top of the screen that has menu options.
- 8) \_\_\_\_\_ run horizontally and \_\_\_\_\_ run vertically
- 9) The \_\_\_\_\_ is the location of the active cell and is shown in the name box.
- 10) A group of cells that are adjoining and treated as one unit is called a \_\_\_\_\_.
- 11) The \_\_\_\_\_ allows you to scroll through your document up and down.
- 12) The \_\_\_\_\_ shows a list of icons that are available in Excel.
- 13) The \_\_\_\_\_ are the different sheets in excel.
- 14) The \_\_\_\_\_ are the numbers that appear to the left of each row in excel.

#### **PART B: True or False**

- 1) \_\_\_\_\_ The formula bar shows the result of a formula.
- 2) \_\_\_\_\_ Each formula in excel must begin with an equal sign (=)
- 3) \_\_\_\_\_ A label can be used in a calculation.
- 4) \_\_\_\_\_ Value appears on the left hand side of cell
- 5) \_\_\_\_\_ When writing a cell address, we write the row heading then the column heading.
- 6) \_\_\_\_\_ The function MIN is used to find the lowest value in a range
- 7) \_\_\_\_\_ A spreadsheet software is ideal to create documents such as letters and memos
- 8) \_\_\_\_\_ Text is automatically aligned left
- 9) \_\_\_\_\_ The term BAS is a function that we have covered in excel.
- 10) \_\_\_\_\_ A worksheet is the individual sheet in a workbook.

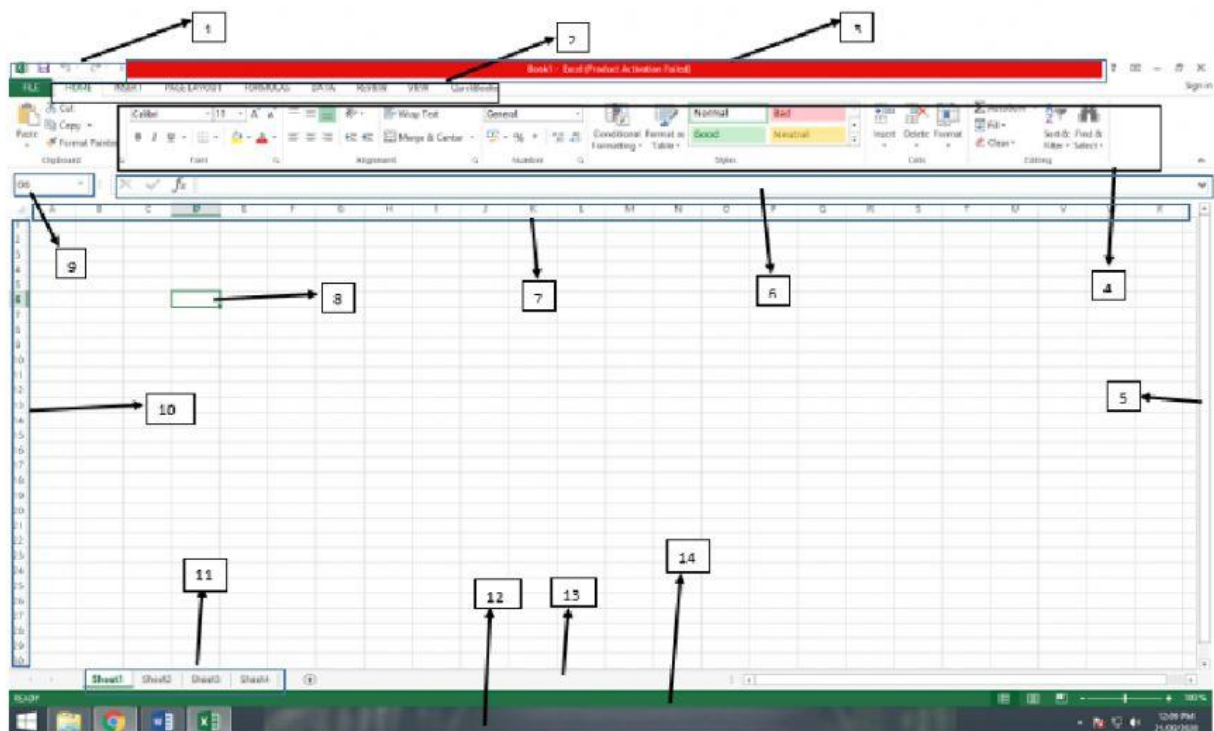
**PART C: Use the spreadsheet below to answer the following question**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1		1992	1993	1994	1995																			
2	Births	125	100	75	65																			
3	Murders	120	150	130	155																			
4	Suicides	20	25	50	30																			
5	TOTAL																							
6																								
7																								
8																								

- 1) What is the name of the spreadsheet? **(2pts)**
- 2) What is the address for the word “TOTAL”? **(2pts)**
- 3) Write a formula to find the total for 1992. **(4pts)**
- 4) What is the address of the range that is highlighted? **(4pts)**
- 5) Rewrite the following if there is something wrong. If it is correct, rewrite it as it is. **(6pts)**
  - a. =125+140
  - b. SUM(Q2:Q22)
  - c. =AVERAGE(W23...W45)

Part D: Label the following indicated by the arrows:

### Microsoft Excel Window



Label the following by placing the **NUMBER** on the line that matches the definition.

- |                   |                  |                       |
|-------------------|------------------|-----------------------|
| _____ Formula Bar | _____ Name Box   | _____ Sheet Tabs      |
| _____ Active cell | _____ Title Bar  | _____ Row Headings    |
| _____ Ribbon      | _____ Status Bar | _____ Column Headings |
| _____ Title bar   |                  |                       |