A fast way to add up this column of numbers is to click on the cell below the numbers and then:

1. Click Subtotals on the Data menu.
2. View the sum in the formula bar.
3. Click the AutoSum button on the Standard toolbar, then press ENTER.

The advantage of using a spreadsheet is:

1. Calculations can be done automatically.
2. Changing data automatically updates calculations (as long as Excel is not set to calculate manually).
3. More flexibility.
4. All of the above.

When you are typing a formula into a cell the first thing that must be entered is:

1. The first cell referenced.
2. Parenthesis.
3. Quotation marks.
4. An equal sign.

The cell labeled F5 refers to:

1. Row F column 5.
2. Column F row 5.
3. Functions available in cells.
4. Function key F4

There are three types of data found in a spreadsheet:

1. Data, words, numbers
2. Equations, data, numbers
3. Words, numbers, labels
4. Numbers, formulas, labels

The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is _____.

1. B1-G10
2. B1.G10
3. B1;G10
4. B1:G10

To select several cells or ranges that are not touching each other, you would _____ while selecting

1. Hold down the CTRL key
2. Hold down the SHIFT key
3. Hold down the ALT key
4. Hold down CTRL+SHIFT