Name   **Date**

Chapter 11 Worksheets
Lessons 72–75   **Grade Level**

True / False

1. One reason to use spreadsheet software is that when a number in a problem is changed, all related answers are changed for you.
a. True
b. False

ANSWER:
REFERENCES: Chapter opener

2. Columns in a worksheet are identified by numbers, and rows are identified by letters.
a. True
b. False

ANSWER:
REFERENCES: 72A

3. The active cell of a worksheet changes when you move the insertion point from cell to cell.
a. True
b. False
ANSWER:

REFERENCES: 72C

4. To enter data in a worksheet, go to the desired cell, key the data, then tap the ESC key.
a. True
b. False

ANSWER:
REFERENCES: 72D

5. Before you print a worksheet, use Print Preview to see how it will look.
a. True
b. False

ANSWER:
REFERENCES: 73A

6. You can use the Custom Margins option to open the Page Setup dialog box with the Margins tab active.
a. True
b. False

ANSWER:
REFERENCES: 73B

7. Center worksheet tables vertically on a page or set a 2" top margin.
a. True
b. False

ANSWER:
REFERENCES: 73C

8. When you first enter numbers in a worksheet cell, the default number format is General.
a. True
b. False

ANSWER:

REFERENCES: 74A

9. In a worksheet formula, calculations outside parentheses are done before those inside parentheses.
a. True
b. False

ANSWER:
REFERENCES: 74B

10. When editing cell contents, you can modify text in the cell or in the Formula bar.
a. True
b. False

ANSWER:
REFERENCES: 75A