



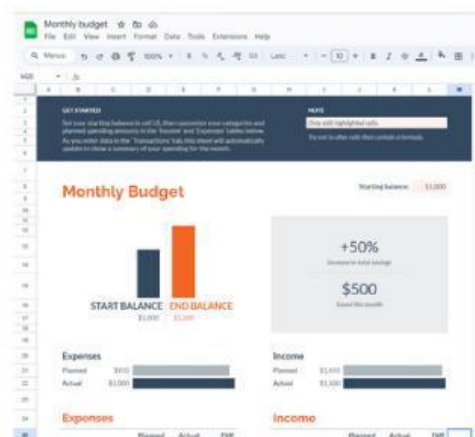
Name: \_\_\_\_\_

## Computer Studies

### Using Templates in Excel

Instructions: Look carefully at each template and then determine what each template is best used for.

a.



monthly budget  
to-do list

b.

|    | A             | B    | C                                                                                            |
|----|---------------|------|----------------------------------------------------------------------------------------------|
| 1  | To Do         |      |                                                                                              |
|    | 1/3 completed |      |                                                                                              |
| 3  | ✓             | Date | Task                                                                                         |
| 4  | ✓             | 7/9  | Type anything into column A to complete an item                                              |
| 5  | □             | 8/9  | Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web) |
| 6  | □             | 9/9  | Sort items using the drop-down arrows next to the heading name (on the web)                  |
| 7  | □             |      |                                                                                              |
| 8  | □             |      |                                                                                              |
| 9  | □             |      |                                                                                              |
| 10 | □             |      |                                                                                              |

travel planner  
to-do list

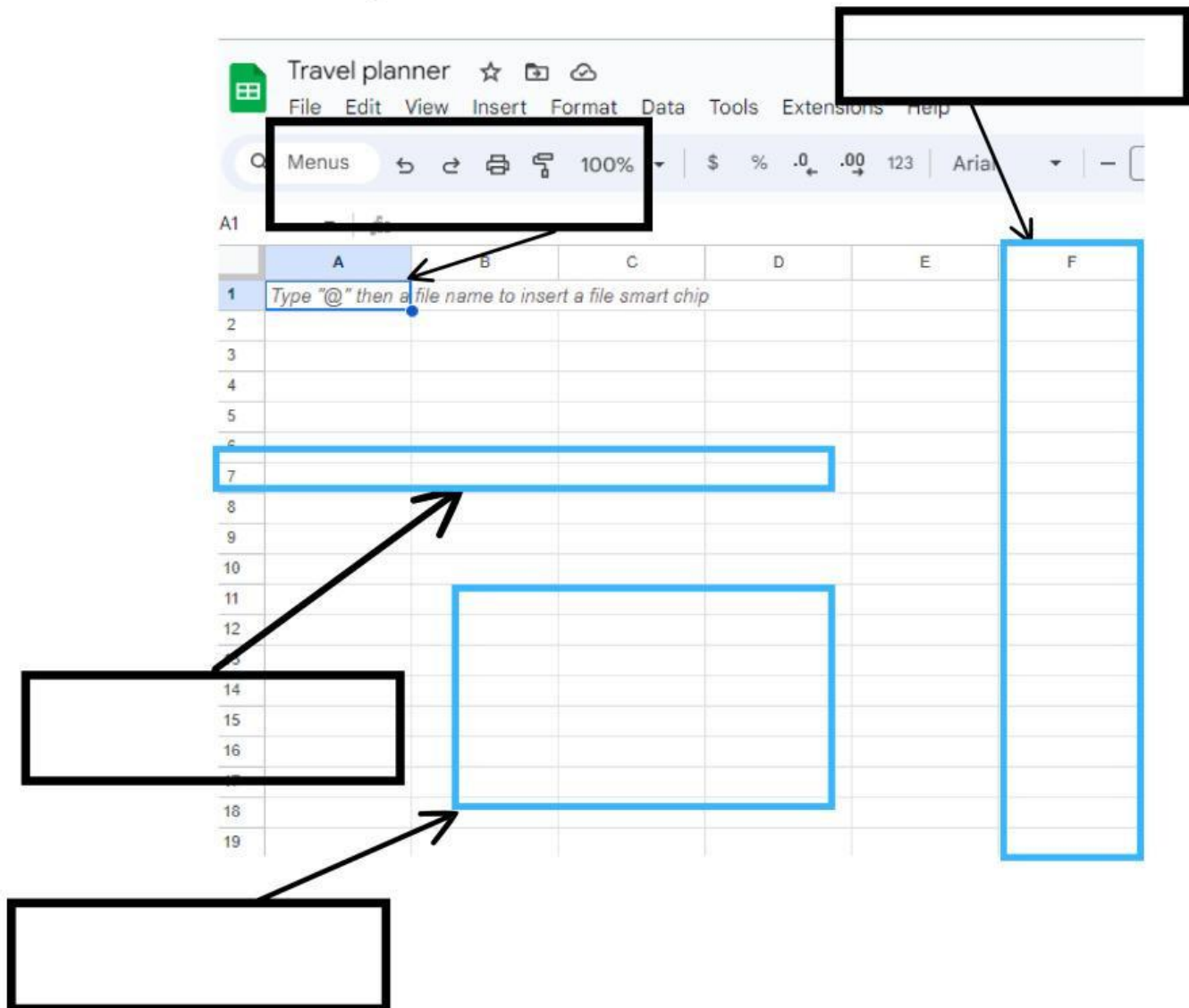
c.

to-do list  
wedding planner

d.

monthly budget  
travel planner

## 2. Label the parts of the excel sheet.



active cell

row

cells

column

3. What is the name of the active cell: \_\_\_\_\_