

MS Excel

Choose the correct answer and type the letter in the box provided.

1. MS Excel is a _____ software.
 - a. Word Processing
 - b. Spreadsheet
 - c. Presentation
 - d. Graphics


2. Each workbook can have as many _____ as needed.
 - a. Documents
 - b. Presentations
 - c. Worksheets
 - d. Publications


3. B8:B19 is known as a _____.
 - a. Cell reference
 - b. Range
 - c. Cell combination
 - d. formula


4. A cell with a dark outline around it is known as the _____.
 - a. Active cell
 - b. Selection cell
 - c. Cell
 - d. The chosen one


5. The combination of the column letter and row number is known as the _____.
 - a. Cell
 - b. Name box
 - c. Column
 - d. Cell address


6. Horizontal divisions in a spreadsheet are known as _____.
 - a. Columns
 - b. Cells
 - c. Rows
 - d. Formulas


7. A single excel file is known as a _____.
 - a. Workbook
 - b. Worksheet
 - c. Sheet
 - d. File


8. Functions used to calculate the values in a spreadsheet is known as _____.
 - a. Labels
 - b. Values
 - c. Formulas
 - d. Ranges


9. The display of the active cell can be found in the _____.
 - a. Name box
 - b. Formula bar
 - c. Active cell
 - d. Cell



10. What is the cell reference of row 6 and column B?

- a. 6B
- b. 6rowBcolumn
- c. B 6
- d. B6



11. A _____ will identify what type of information will be entered in a column or row.

- a. Name
- b. Explanation
- c. Label
- d. Value



12. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



13. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



14. The  symbol indicates _____

- a. Highlighting
- b. Moving
- c. Copying
- d. Adjusting



15. Vertical divisions in a spreadsheet are known as _____.

- a. Columns
- b. Cells
- c. Rows
- d. Formulas

