



 Microsoft Excel

Number Values and Labels S. B P. 38-39

Choose the correct answer

1. In Microsoft Excel, you create a
 - a. Spreadsheet
 - b. document
 - c. Presentation
 - d. none
2. A spreadsheet is a grid of
 - a. columns and rows
 - b. values and labels
 - c. numbers and words
 - d. none
3. Where a column crosses a row, it makes a
 - a. value
 - b. cell
 - c. label
 - d. none
4. The **cell reference** is the name of a cell.
 - a) True
 - b) False
5. The **cell reference** is made of the column letter and the row number
 - a) True
 - b) False



6. **Values** are numbers and calculation.

- a) True b) False

7. **Values** are displayed on

- a. the right of the cell b. the left of the cell
c. top of the cell d. none

8. **Labels** are all other content other than numbers, usually words.

- a. True b. False

9. **Labels** are displayed on

- b. the right of the cell b. the left of the cell
c. top of the cell d. none

10. If a label is too big it will spill into the cell next to it.

- a. True b. False