

Intro to Excel Student PPT Worksheet

1. A spreadsheet is an _____ program for the computer.
2. _____ Each individual box on the spreadsheet
3. _____ One page of a spreadsheet
4. _____ The vertical reference on the spreadsheet
5. _____ The horizontal reference on the spreadsheet
6. _____ Identifies the worksheets in a workbook
7. A _____ is also called a spreadsheet.
8. The Title Bar displays the _____ of the application and the _____ of the spreadsheet.
9. Each Excel spreadsheet contains _____ columns.
10. Each spreadsheet contains _____ rows.
11. Each row is named by a _____.
12. The _____ shows the address of the current selection or active cell.
13. A cell is an intersection of a _____ and a _____.
14. Sheet tabs separate a workbook into specific _____.
15. An active cell is identified by a _____.
16. Column headings are referenced by _____.
17. Rows are referenced by _____.
18. A _____ is made up of _____ worksheets.
19. Each Excel worksheet is made up of _____ and _____.
20. The place where the columns and rows intersect is called _____.
21. Do cells have a name? Yes No
22. The name of a cell is made up of two parts, the _____ and the _____.
23. The _____ is the one that receives the data or command you give it.
24. A cell can be activated by pointing to a specific cell with the mouse and clicking? Yes No
25. The _____ is used to move up or down the spreadsheet.
26. The _____ is used to move left or right across the spreadsheet.
27. To move from one worksheet to another worksheet you simply have to click on the _____.