

Name: \_\_\_\_\_ File #: \_\_\_\_\_ Date: \_\_\_\_\_ Block: \_\_\_\_\_

## 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
- |  |               |
|--|---------------|
|  | a. sheet tabs |
|  | b. column     |
|  | c. worksheet  |
|  | d. cell       |
|  | e. row        |
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 \_\_\_\_\_.

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