Prequiz on Excel Spreadsheet Experience

Name: _____

(Print your name)

Print out this document, fill it out, scan and submit it to the class website.

Circle True or False

1) I have use an Excel spreadsheet before.   TRUE   FALSE

2) I know how to use the "add a comment" feature in Excel. (see below)   TRUE   FALSE

This is a comment.

3) I know how to color a cell in Excel. (see below)   TRUE   FALSE

4) I know how to add borders to a cell in Excel. (see below)   TRUE   FALSE

5) I know how to enter a symbolic equation in Excel. (see below)   TRUE   FALSE

$$C=\sqrt{A^2+B^2} \text{ or } f_b=\frac{M}{S} \text{ or } x=\frac{-b\pm\sqrt{b^2-4\,a\,c}}{2\,a}$$

6) I know how to enter an formula in Excel. (see below)   TRUE   FALSE

=B17+C17

7) I know what "Absolute Reference" means in Excel. (see below)   TRUE   FALSE

A1

8) I know what "Absolute row (or column) Reference" means in Excel. (see below)   TRUE   FALSE

A$1 (or $A1)

9) I know what "Relative Reference" means in Excel. (see below)   TRUE   FALSE

A1

10) I know how to name a cell (or groups of cells) in Excel. (see below)   TRUE   FALSE

"Height" instead of A1

Total number TRUE	
Total number FALSE	

In this block write (*not typed*) a short statement about your computer usage.