Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Enhanced Microsoft Office 2013: Excel Chapter 1 – True/False

Instructions: Circle T if the statement is true or F if the statement is false.

1. The easiest way to select a cell (make it active) is to tap it or use the mouse to move the block plus sign pointer to the cell and then click.

T  
F

2. A number can contain only the following characters: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

T

F

3. The cell being copied is called the source area or copy area.

T  
F

4. You merge a worksheet to emphasize certain entries and make the worksheet easier to read and understand.  
T  
F

5. Common font faces include regular, bold, underline, and italic.

T  
F

6. Splitting cells involves creating a single cell by combining two or more selected cells.  
T  
F

7. To select any cell, tap or click the Name box and enter the cell reference of the cell you want to select.  
T  
F

8. Line charts show the contribution of each piece of data to the whole, or total, of the data.

T  
F

9. The sheet tabs at the bottom of the window allow you to view any worksheet in the workbook.  
T  
F

10. Pages printed in portrait orientation have the short (8½") edge at the top of the printout; the printed page is taller than it is wide.

T  
F