

Name _____

Period _____

Excel 2013 Spreadsheet Basics Worksheet

Directions: From the shared drive, open the Excel 2013 Spreadsheet Basics PowerPoint. Use the presentation to help you answer the following questions. Save as: "Lastname Firstname Spreadsheet Basics Worksheet P#". Close the file and copy it to the Student Dropbox. Fill in your name and period on the grading sheet and turn it into the basket.

What is a Spreadsheet?

1. Spreadsheets are applications that track, analyze, and _____ numeric information.
2. Spreadsheets are used by business, industry, educational institutions, and _____ to make _____ decisions.
3. Spreadsheets are also called _____.
4. _____ is an electronic spreadsheet application.

The four major parts of Excel are:

5. _____-- enter, calculate, manipulate and _____ data such as numbers and text. The term _____ usually means the same thing as spreadsheet.
6. _____-- pictorially represent data. Create two- and three- _____ charts.
7. _____-- Sort data, search for specific data and select data that satisfy a criteria.
8. Web _____-- Save workbooks or worksheets in HTML format to be viewed and manipulated using a browser.
9. An Excel workbook contains individual pages called _____.
10. Each Excel workbook contains _____ worksheets, but more sheets can be added.
11. **Open Word and find the Excel 2010 Window Worksheet in the Shared drive and label the parts of the window. Save as: "Lastname Firstname Excel Window P#". Copy it to the Student Dropbox. You will not fill in an answer for number 11 on this worksheet.**
12. _____ are **horizontal** information, labeled 1, 2, 3, etc.
13. _____ are **vertical** information labeled A, B, C, etc.
14. A _____ is the coordinates of the intersecting column and row. A1, C13, F150 are all examples of cell addresses.
15. _____ are used in formulas.
16. _____ displays the active cell address.
17. _____ displays the active cell entry (whatever you have typed in the cell also is shown here).
18. Cells can contain: _____, _____, and formulas or _____.
19. A _____ is defined as a two or more cells or a group of cells. B3:D3