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      .

1. is an electronic spreadsheet application.

**The four major parts of Excel are:**

1. -- enter, calculate, manipulate and       data such as numbers and text. The term       usually means the same thing as spreadsheet.

1. -- pictorially represent data. Create two- and three-       charts.

1. -- Sort data, search for specific data and select data that satisfy a criteria.
2. Web      -- Save workbooks or worksheets in HTML format to be viewed and manipulated using a browser.
3. An Excel workbook contains individual pages called      .
4. Each Excel workbook contains       worksheets, but more sheets can be added.
5. **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**.

1. are **horizontal** information, labeled 1, 2, 3, etc.

1. are **vertical** information labeled A, B, C, etc.
2. A             is the coordinates of the intersecting column and row. A1, C13, F150 are all examples of cell addresses.

1. are used in formulas.

1. displays the active cell address.

1. displays the active cell entry (whatever you have typed in the cell also is shown here).
2. Cells can contain:      ,      , and formulas or      .
3. A       is defined as a two or more cells or a group of cells. B3:D3