

Full Name _____

Period _____

Date _____

Introduction To Computers Spreadsheet Test

Directions: Fill in the blank with the correct word or words from the list below.

label
row, number
column, letter
spreadsheet
SUM

Cell name
functions
Gridlines
Pie
value

Page orientation
Rows, columns
AVERAGE
Cell Referencing
bar

1. _____ are the lines that appear around each cell or range of cells.
2. When you enter words into a cell, the spreadsheet considers this data as a _____ .
3. A _____ is a tool used to organize and analyze information.
4. Information in a _____ is arranged horizontally and is identified by a _____.
5. _____ and _____ are used to organize information in a spreadsheet.
6. A _____ or address is a combination of the column letter and the row number.
7. When you enter numbers into a cell, the spreadsheet considers this data as a _____
8. _____ is the direction the information is printed across the page.
9. The most common function used is the _____ function.
10. Spreadsheets include numerous built-in formulas called _____.
11. _____ charts show the relationships among values in a spreadsheet.
12. The _____ function adds the value in a selected range of cells and divides the sum by the number of values in the range.
13. A _____ chart has vertical and horizontal bars representing spreadsheet values.

14. Information in a _____ is arranged vertically and is identified by a _____.
15. When you copy a formula, the spreadsheet adjusts the cell references relative to the new position of the formula. This is called _____.

Matching - Place the letter of the correct word beside its meaning

- | | | |
|---------|--|------------------------|
| ___ 16. | A solid line around the cell or range of cells. | a. MIN function |
| ___ 17. | Uses bars, lines, or other pictures to show the relationships among the values in a spreadsheet. | b. MAX function |
| ___ 18. | Displays labels for the bars | c. border |
| ___ 19. | Include numerous built-in formulas called functions | d. chart |
| ___ 20. | Determines the smallest or minimum number in a cell range. | e. Y axis |
| ___ 21. | Example of a formula | f. X axis |
| ___ 22. | Displays a scale drawing showing the range of values charted. | g. cell |
| ___ 23. | Determines the largest or maximum number in a cell range. | h. B8(=B5+B6+B7) |
| ___ 24. | A continuous group of selected cells. | i. cell range |
| ___ 25. | The point where a column and row meet to form a rectangle. | j. spreadsheets |
| ___ 26. | Quickly creates a formula to add a selected range of cells. | k. formatting |
| ___ 27. | Combination of values or cell references and mathematical operators. | l. spreadsheet formula |
| ___ 28. | Adds the values in a range of cells. | m. alignment |
| ___ 29. | The placement of information within a cell either at the left edge, right edge or centered. | n. SUM function |
| ___ 30. | Changing the way information is displayed in a cell. | o. AUTOSUM |

Directions: Please mark the following T (True) or F (False)

- _____ 31. Spreadsheet programs allow you to create charts from data in a spreadsheet.
- _____ 32. To sort data, you select the range of data to be sorted and give the shift command.
- _____ 33. The fill left command copies cell contents to a range of cells to the right of the active cell.
- _____ 34. A chart title and a legend can be used to describe the data being charted.
- _____ 35. In spreadsheets the asterisk is used to multiply numbers.

Give examples of mathematical operators and an example of a formula.

Bonus (5 points)

List the 4 core Microsoft Office Suite Applications.

Name two paper orientations.