Excel Study Sheet - pages 173 - 179

1. __________ Excel is an example of a computer application known as a ______________.

2. __________ Spreadsheets provide a way to store and manipulate _______ _______.

3. __________ A spreadsheet is a grid of _______ and columns.

4. __________ The intersection of a row and column is a _______.

5. __________ Name three types of graph formats in a spreadsheet.

6. __________ Name three functions available when you select f(x) of the function’s key.

7. __________ To duplicate a formula in other cells ___________.

8. __________ Every formula must begin with an ___________.

9. __________ Numbers that need to be treated as text should have ___.

10. __________ To create a chart use the __________.

11. __________ SUM, MAX, and MIN are examples of ___________.
    a. functions  b. formulas  c. absolute cell reference  d. cell range
12. B5:F5 is an example of ___________.
   a. relative cell reference  b. an absolute cell reference
   c. a cell range   d. a function

13. To add a function to a formula, type =, and then
   a. type the function name   b. click f_x
   c. click Insert on the menu bar  d. all the above

14. To switch from one worksheet to another within the same workbook click
   a. open b. worksheet tab c. down slide button d. next button

15. The Formula bar may contain
   a. a value  b. a formula  c. a label  d. Any of the above

16. How do you put a border on the cells?

17. How can you be sure that your worksheet has borders before you print?

18. How do you change the column widths?

19. How do you change a cell value to a %?

20. Why should you use charts in your worksheets?
   a. To add visual interest to your worksheets
   b. To make data easier to read and understand
   c. To represent data in different ways, such as with a bar or pie chart
   d. All of the above

21. Column, Line, and XY (Scatter) are examples of
   a. data labels  b. chart types  c. chart sub-types  d. chart legend types

22. To add titles that go across the top of several columns of data you need to ___________.
   a. Increase the column size  b. increase the row size
   c. merge the cells  d. all the above
Write a formula for averaging the three grades shown:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
<td>Last Name</td>
<td>Test 1</td>
<td>Test 2</td>
<td>Test 3</td>
<td>Homework</td>
<td>Final Grade</td>
</tr>
<tr>
<td>2</td>
<td>Amy</td>
<td>Hackett</td>
<td>76</td>
<td>88</td>
<td>94</td>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

IF:

A. Each grade counts the same.
B. The test average counts 60% and the Homework counts 40%.
C. Test 1 and Test 2 count 50%, Test 3 counts 30% and the homework counts 20%.
D. The test average counts twice as much as the homework.
E. The test average counts three times as much as the homework.
F. The average will be calculated by dropping the lowest Test grade and replace it with the homework grade. All grades carry an equal weight.