Excel Study Sheet - pages 173 - 179

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

2. __________ Spreadsheets provide a way to store and manipulate **numerical** data.

3. __________ A spreadsheet is a grid of **rows** and columns.

4. __________ The intersection of a row and column is a **Cell**.

5. __________ Name three types of chart formats in a spreadsheet. **Line, bar, circle, scatter, etc**

6. __________ Name three functions available when you select f(x) of the function's key. **Sum, Average, min, max, etc**

7. __________ To duplicate a formula in other cells put your cursor on the lower right hand corner until it becomes a black cross, Left click an drag down over the cells you wish to have the formula used for.

8. __________ Every formula must begin with an **=**.

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

10. __________ To create a chart use the **chart wizard**.

11. __________ SUM, MAX, and MIN are examples of a **______**.
    a. functions  b. formulas  c. absolute cell reference  d. cell range
12. __________ B5:F5 is an example of ____c______.
   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 __d__.
   a. type the function name   b. click f,
   c. click Insert on the menu bar   d. all the above

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

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

16. __________ How do you put a border on the cells? Go to format, choose
   cells and select border tab.

17. __________ How can you be sure that your worksheet has borders
   before you print? Use the print preview

18. __________ How do you change the column widths? Go to the top of
   the column, move your cursor to one of the border until you see arrows
   pointing left and right, left click and drag.

19. __________ How do you change a cell value to a %? Go to format, Cells
   and choose the number tab.

20. __________ Why should you use charts in your worksheets? __d__
   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 __b__
   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 c.
   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>First Name</th>
<th>Last Name</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Test 3</th>
<th>Homework</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<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 . \(=\text{average(C2:F2)}\)
B. The test average counts 60% and the Homework counts 40%
   \(=\text{average(C2:E2)*.6 + F2*.4}\)
C. The average of test 1 and test 2 count 50%, Test 3 counts 30% and the homework counts 20%
   \(=\text{average(C2:D2)*.5 + E2*.3 + F2*.2}\)
D. The test average counts twice as much as the homework.
   \(=(\text{average(C2:E2) * 2 + F2}) /3\)
E. The test average counts three times as much as the homework.
   \(=(\text{average(C2:E2) * 3 + F2}) /4\)
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. \(=(\text{sum(C2:E2) – min(C2:E2) + F2}) /3\)