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_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 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:

	A	B	C	D	E	F	G
1	First Name	Last Name	Test 1	Test 2	Test 3	Homework	Final Grade
2	Amy	Hackett	76	88	94	90	

IF:

A. Each grade counts the same . =average(C2:F2)
B. The test average counts 60% and the Homework counts 40%
=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%
= average(C2:D2)*.5 + E2*.3 + F2*.2
D. The test average counts twice as much as the homework.
= (average(C2:E2) * 2 + F2) /3
E. The test average counts three times as much as the homework.
= (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. =(sum(C2:E2) – min(C2:E2) + F2) /3