

MICROSOFT WORKSHEET 3

LINK: <https://www.youtube.com/watch?v=rwbho0CgEAE>

1. When opening Excel, the first thing you would do is choose a ___?
2. What template does he open first?
3. What are the three terms that you need to know?
4. What is the purpose of a launch button?
5. What two things make up a spread sheet?
6. After columns A-Z are used what is the next column labeled?
7. What is the intersection of a column and a row called?
8. How is each cell in Excel named?
9. In Excel there are columns, rows, and cells, what is the fourth term given?
10. What is a range?
11. Write the name of the range L seven through N twelve.
12. What does multiple sheets added together create?
13. To move down in the cells what do you press?
14. To move up in the cells, what do you press?
15. To move to the right in your sheet, what do you press?
16. To move to the left in your sheet, what do you press?
17. What is another way of moving around in your spread sheet?
18. How do you get "in" a cell.
19. What is a nice phrase to remember when working in Excel?