**Computer Literacy** – Excel Spreadsheets

# Excel Basics

1. Excel 2016 is a \_\_\_\_\_\_\_\_\_\_\_\_\_ program that allows you to store, organize, and analyze information.
2. The \_\_\_\_\_\_\_\_\_\_\_\_\_ tab gives you access to some of the most commonly used commands for working with data in Excel 2016, including \_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ View gives you various options for saving, opening a file, printing, or sharing your workbooks.

# Cell Basics

1. Excel files are called \_\_\_\_\_\_\_\_\_\_\_\_\_. Every worksheet is made up of thousands of rectangles, which are called \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Columns are identified by \_\_\_\_\_\_\_\_\_\_\_\_\_. Rows are identified by \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. A group of cells is known as a \_\_\_\_\_\_\_\_\_\_\_\_\_. A cell range is group of \_\_\_\_\_\_\_\_\_\_\_\_\_ cells. Example \_\_\_\_\_\_\_\_
4. An \_\_\_\_\_\_\_\_\_\_\_\_\_ is a selected cell identified by a thick black border and the location is shown in the \_\_\_\_\_\_\_\_\_\_\_\_\_.
5. To select all the cells in a worksheet, click the \_\_\_\_\_\_\_\_\_\_\_\_\_ button located in the upper-left corner of the workbook window.
6. You can select nonadjacent cells by pressing the \_\_\_\_\_\_\_\_\_\_\_\_\_ key while clicking.

# Modifying Columns, Rows, and Cells

1. By default, every row and column of a new workbook is always set to the same \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. It’s easy to \_\_\_\_\_\_\_\_\_\_\_\_\_ any row that you no longer need in your workbook.
3. Whenever you have too much cell content to be displayed in a single cell, you may decide to \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_ the cell rather than resizing a column.
4. To remove all data from a cell, you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_ button on the Home tab.
5. You can edit or delete data directly in the cell by selecting the cell and pressing \_\_\_\_\_\_\_\_\_\_\_\_\_.

Formatting Cells

1. You can apply \_\_\_\_\_\_\_\_\_\_\_\_\_ vertical and horizontal alignment settings to any cell.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ allow you to create clear and defined boundaries for different sections of your worksheet.
3. One of the most powerful tools in Excel is the ability to apply \_\_\_\_\_\_\_\_\_\_\_\_\_ for text and numbers.
4. The default formatting for cell is \_\_\_\_\_\_\_\_\_\_\_\_\_ formatting.

# Worksheet Basics

1. Whenever you create a new Excel workbook, it will contain \_\_\_\_\_\_\_\_\_\_\_\_\_ named \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. If you need to \_\_\_\_\_\_\_\_\_\_\_\_\_ the content of one worksheet to another, Excel allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_ an existing worksheet.
3. You can add multiple \_\_\_\_\_\_\_\_\_\_\_\_\_ to a workbook. The name of the sheet is shown on the \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Sorting Data

1. As you add more content to a worksheet, organizing that information becomes especially important. You can quickly \_\_\_\_\_\_\_\_\_\_\_\_\_ a worksheet by \_\_\_\_\_\_\_\_\_\_\_\_\_ your data.
2. If you need more control over how your data is sorted, you can add multiple \_\_\_\_\_\_\_\_\_\_\_\_\_ to any sort. This allows you to sort your data by more than one \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Conditional Formatting

21. Conditional formatting allows you to automatically apply formatting- such as \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_ – to one or more cells based on the \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Filtering Data

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ can be used to narrow down the data in your worksheet, allowing you to view only the information you need.
2. Excel allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_ for data that contains an exact phrase, number, date, and more.

# Freezing Panes

1. You may want to see certain rows or columns all the time in your worksheet when you scroll, especially \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. To do this, you use the \_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Simple Formulas

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_ is located to the right of the Name Box. The formula bar displays the value or formula of an \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. One of the most powerful features in Excel is the ability to \_\_\_\_\_\_\_\_\_\_\_\_\_ numerical information using \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Every formula begins with an \_\_\_\_\_\_\_\_\_\_\_\_\_ sign.
4. An \_\_\_\_\_\_\_\_\_\_\_\_\_ is the cell reference or a number in a formula.
5. The plus sign (+) in a formula is an example of an \_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Rather than typing cell addresses manually, you can \_\_\_\_\_\_\_\_\_\_\_\_\_ on the cells you wish to include in your formula.

# Complex Formulas

1. When there is more than one operation in a formula, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tells Excel which operation to calculate first.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ are the best way to define which calculations will be performed first in Excel.

# Functions

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_ is a predefined formula that performs calculations using specific values in a particular order.
2. Functions are meant to perform \_\_\_\_\_\_\_\_\_\_\_\_\_ mathematical operations quickly.
3. The Greek letter sigma identifies the \_\_\_\_\_\_\_\_\_\_\_\_\_ button on the Home Ribbon and allows you to access commonly used function formulas.
4. Excel has more than \_\_\_\_\_\_\_\_\_\_\_\_\_ function formulas. A function formula has three parts – \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Relative and Absolute Cell References

1. There are two types of cell references: \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ .
2. A \_\_\_\_\_\_\_\_\_\_\_\_\_ cell reference adjusts to its new location when copied or moved.
3. If a formula contains a \_\_\_\_\_\_\_\_\_\_\_\_\_ cell reference, the \_\_\_\_\_\_\_\_\_\_\_\_\_ stays the same, but the \_\_\_\_\_\_\_\_\_\_\_\_\_ changes when the formula is copied or moved.
4. An \_\_\_\_\_\_\_\_\_\_\_\_\_ cell reference \_\_\_\_\_\_\_\_\_\_\_\_\_ change the \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_ when copied or moved to a new location.
5. To create an absolute cell reference, you need to insert a \_\_\_\_\_\_\_\_\_\_\_\_\_ before the column letter and/or row number of the cell reference you want to keep the same.
6. A formula with \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ cell references (Ex. - =A6+$B$7) is called a \_\_\_\_\_\_\_\_\_\_\_\_\_ cell reference formula.

# Charts

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ allow you to illustrate your workbook data \_\_\_\_\_\_\_\_\_\_\_\_\_, which makes it easy to visualize \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Select your data \_\_\_\_\_\_\_\_\_\_\_\_\_, and then select the appropriate chart type on the \_\_\_\_\_\_\_\_\_\_\_\_\_ ribbon.
3. The most commonly used chart types are \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_.