



Advanced Computer Applications I

Concept Review: MS Excel 2016



Name: _____

Please apply your research skills...

1. What is meant by the term “spreadsheet” software?
2. Why type of software is MS Excel?
3. What is the term for a spreadsheet file containing different spreadsheets/worksheets?
4. What is meant by the term “active cell” and how do you identify the active cell in a spreadsheet/worksheet?
5. Data and text is not actually entered directly in a cell when we enter data, in MS Excel. It is placed in the _____ bar and appears in each cell when we complete our entry.
6. When we need to perform calculations in MS Excel, what is the term for a math statement we create manually using cell references and values?
7. MS Excel is also pre-programed to create mathematical statements for us. What is the term for a pre-defined math equation we insert instead of creating it ourselves manually?
8. What is meant by a “cell range” and how do we identify one? Please give illustrate how to identify all cells between A2 and A15
9. What is the name of the pre-defined math statement that quickly totals a column or row?
10. When typing a math formula in MS Excel, what is the first symbol that must be used?
11. Are columns identified by letters or numbers?
12. Are rows identified by letters or numbers?

13. The graph type that best identifies how each part makes up a whole is a _____ chart.
14. The best chart to identify how different values relate to one another (assuming only a few values) is a _____ graph.
15. To apply font styles and alignment options within cells, use MS Excel's _____ tab
16. How is the location of each cell precisely identified in MS Excel? (HINT: *How does a cell address direct you to a specific & unique cell?*)
17. What is meant by “autofill”, when do you use it, and what tab is it under?
18. How many different ways are there to autofill and what is the name of each autofill style (HINT: *This refers to the direction you fill contents in a worksheet and whether you are filling the same value or some type of series*)
19. What is the term used for shortcuts to different locations or even computer files? (HINT: You see these on web pages all the time, but they are also part of MS Office).
20. What is the term for a section of text printed at the TOP margin of each page?
21. What is the term for a section of text printed at the BOTTOM margin of each page?
22. What is it called when we combine text and center it across several cells in a worksheet/spreadsheet?
23. What is the “dog cell”?
24. MS Office is the most popular business productivity tool in the world. Please identify 5 business tasks that are commonly done in spreadsheet software like MS Excel.