

## Session 7: Review

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### Review Questions

1. List three benefits of using a spreadsheet program to organize information.

**Sample Answers: enter and edit data quickly and accurately, perform mathematical calculations easily and correctly, change the appearance of information to improve clarity, create charts, copy and paste to save time**

/3

Match the term to its meaning.

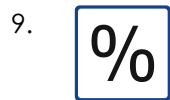
- |              |                   |  |
|--------------|-------------------|--|
| <u>  E  </u> | 2. active cell    | a) headings that run left to right in a worksheet and are labeled alphabetically                         |
| <u>  C  </u> | 3. sheet tab      | b) the location of a cell based on the intersection of the column (A) and row (1) – A1                   |
| <u>  F  </u> | 4. row heading    | c) shows the name of each worksheet in the workbook and when clicked on, displays the selected worksheet |
| <u>  A  </u> | 5. column heading | d) a grid of columns and rows  |
| <u>  D  </u> | 6. worksheet      | e) the cell that is currently being worked in, as indicated by a dark outline of the border              |
| <u>  B  </u> | 7. cell reference | f) headings that run up and down in a worksheet and are labeled numerically                              |

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Identify the function of the command by circling the correct answer.



- a) increase the size of the font
- b) format the typeface**
- c) format the cell content



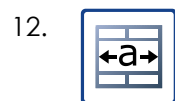
- a) apply the percent style to a number**
- b) apply a currency style to a number
- c) apply a comma style to a number



- a) change the color of a borderline
- b) format the font color
- c) fill a cell with color**



- a) add a bottom border to a cell**
- b) add a thick top border to a cell
- c) remove all borders from a cell



- a) increase column width
- b) merge a cell range and align cell content to the center**
- c) align cell to the left

13. Write the formula to sum the **total number of people surveyed** in the example below.

**=SUM(D5:D9)**

	A	B	C	D
1				
2	<b>How We Get to School</b>			
3				
4				Total
5			Walk	12
6			Bicycle	5
7			Car	9
8			Bus	14
9			Car Pool	3
10	Total People Surveyed			

/2

14. Change the cell reference **A1** to an absolute cell reference.

**\$A\$1**

/1

Describe the function of each of the commands:

15.



**insert a column chart**

16.



**copy the formatting of a selected cell to another cell in the workbook**

17.



**activate the spell check feature and suggest corrections**

/3

**Total: /20**