Name: _____ Date: _____

Computerized Spreadsheets Quiz 15 Points

1. Provide a way to quickly format an entire table using a present style defenition

A. Freezing

2. A range of related data that is managed independently from other data in the worksheet

B. Excel Table

3. Each row represents a

C. Pivot Chart

4. Each column represents a

D. Link

5. This lists the fields to be maintained for each record

E. Ascending Order

6. Lets you keep the headers visible as you work with data in a large spreadsheet

F. Custom Template

7. Arranges text alphabetically from A to Z

G. Broken Links

8. The first sort field is called the

H. Table Styles

9. A graphical representation of the data in a pivot table

I. Source File

10. A formula you define to generate Pivot Table values that otherwise would not appear in the Pivot Table

J. Calculated Field

11. A connection between files that allows data to be transferred from one file to another

K. Field

12. A workbook that allows data to be used in the destination file

L. Hyperlink

13. References to files that have been moved since the link was created

M. Primary Sort Field

14. A link in a file to information within that file or another file

N. Record

15. A workbook template you create that is ready to run with the formulas for all calculations included as well as formatting and labels

O. Data Definition Table