

Name: _____ Date: _____ Period: _____

Excel Vocabulary Quiz

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| 1. an electronic document where data is stored and sorted into columns and rows can be manipulated in calculation. | A. column |
| 2. a file containing several different types of related information as separate worksheets. | B. range |
| 3. the name of the box you are currently working in or the cursor is actively on or highlighted. | C. tab |
| 4. the mathematical rule expressed in symbols or a fixed form or words together. | D. autosum |
| 5. the line at the top of a spreadsheet where you can manipulate type, numbers and other data that has been input. | E. formula bar |
| 6. the set of different things highlighted together to form a group of cells. | F. numbers |
| 7. when you pull the green square at the bottom right of the cell highlighted it is called this. | G. letters |
| 8. to automatically add together data highlighted. | H. cell |
| 9. the vertical line of cells identified by letters. | I. autofill |
| 10. to combine data within a group of cells. | J. spreadsheet |
| 11. the line around the outside of a cell. | K. theme |
| 12. this represents column headings. | L. merge and center |
| 13. this represents row headings. | M. workbook |
| 14. a preset collection of design elements with fonts, colors, and other effects. | N. formula |
| 15. use this key to navigate through a spreadsheet. | O. border |