

Excel - Mini Quiz # 1

1. The intersection of a row and a column forms a rectangular box called a _____.
2. What will happen when you click on one of the numbers on the far left edge of a workbook?
3. The colon (:) symbol is used to represent _____.
4. A shortcut menu appears when you click the _____.
5. To move directly to cell A1 in a worksheet, press _____.
6. A group of things that come one after another in succession, such as January, February, and March is called a _____.
7. The slash (/) symbol in a formula indicates _____.
8. Merge and Center is most useful for:
9. A(n) _____ must be typed at the beginning of every formula.
10. To specify the range of cells from A3 to B7, you would write the range as _____.
11. When you create a new Excel workbook, it contains _____ worksheets.
12. By default, text that is typed into a cell is _____ aligned.
13. By default, numbers that are typed into a cell are _____ aligned.
14. The _____ function key causes the active cell to switch to Edit mode.
15. A fill handle is located at the _____ corner of the selected cell or range.