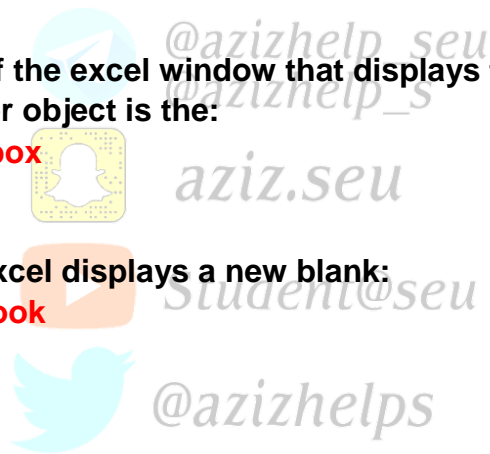


## Excel week 8 Assignment

1. A feature that outlines cells in color to indicate which cells are used in a formula is called
  - **Range finder**
2. A box in the upper left corner of the worksheet grid that selects all the cells in a worksheet is the
  - **Select all box**
3. A cell surrounded by a black border and ready to receive data is the
  - **Active cell**
4. The type of cell reference that refers to cells by their fixed position in a worksheet is
  - **Absolute**
5. The default format that excel applies to numbers is the:
  - **General format**
6. An element of the excel window that displays the name of the selected cell, table, chart, or object is the:
  - **Name box**
7. On startup, excel displays a new blank:
  - **Workbook**



8. A feature that displays in the lower right corner of a selected range with which you can analyze your data by using Excel tools such as charts, color-coding, and formulas is called:
- **Quick Analysis tool**
9. The data that displays in the Formula Bar is referred as the:
- **Underlying value**
10. The symbols with which you can specify the type of calculation you want to perform in an Excel formula are:
- **Operators**
11. The area along the bottom of a chart that identifies the categories of data is the:
- **Category axis**
12. Tiny charts embedded in a cell that give a visual trend summary alongside your data are:
- **Sparklines**
13. An element in the Excel window that displays the value or formula contained in the active cell is the:
- **Formula bar**
14. The excel feature that generate and extends values into adjacent cells based on the values of selected cells is:
- **Auto fill**
15. An Excel feature that adjusts the width of a column to fit the cell content of the widest cell in the column.
- **Autofit**



✓ Math each term with its correct definition:

- An excel file that contains one or more worksheets – **Workbook**
- Another name for a worksheet – **spreadsheet**
- The intersection of a column and a row – **cell**
- The labels along the lower border of the excel window that identify each worksheet – **sheet tabs**
- A vertical group of cells in a worksheet – **column**
- A horizontal group of cells in a worksheet – **row**
- Anything typed into a cell – **cell content**
- Text or numbers in a cell – **data**
- Numbers, text, dates or times of a day that you type into a cell – **constant value**
- An equation that performs mathematical calculations on values in a worksheet – **formla**
- Constant values consisting of only numbers – **number values**
- Another name for a cell reference - **cell address**
- Another name for constant value – **value**
- The small black square in the lower right corner of a selected cell – **fill handle**
- The graphic representation of data in a worksheet – **chart**.

