Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Score: \_\_\_\_\_\_\_\_\_ / 25

Introduction to Excel Worksheet

**Instructions**: Answer the questions below by watching the Excel tutorial videos found on our class website. If for some reason the videos do not work, you can read through the tutorials at gcflearnfree.org. Click on Microsoft Office, then Excel 2013, “Getting Started with Excel”

**Video #1 – “Getting To Know Excel”**

1. Microsoft Excel is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program that allows you to store, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and analyze information.
2. Name at least three things you can create using Excel:
   1. –
   2. –
   3. –
3. On the Start Screen, click Blank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get started working in Excel.
4. Because Word and Excel are both Microsoft products, their interfaces (screens) look very similar. Name three things on the Excel screen that are the same as Word and name three things that are different between the two programs.

|  |  |
| --- | --- |
| **Same** | **Different** |
|  |  |
|  |  |
|  |  |

1. Workbooks are sometimes referred to as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Every workbook contains rows, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for entering data. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar allows you to work with your data.
3. What is the default worksheet view for Excel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Which worksheet view allows you to insert a header or footer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Video #2 – “Cell Basics”**

1. Excel worksheets contain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is the point where columns and rows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. A cell’s location is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. When you select a cell, its address will appear in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ box at the top left of the worksheet.
4. To select a cell you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the cell.
5. To navigate from cell to cell you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_ keys on your keyboard.
6. A group of more than one cell is called a cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. To select a cell range click and drag over the range.
7. You can enter or edit contents of a cell by typing directly in the cell itself or typing in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar.
8. Name two different ways you can clear the contents of a cell:
   1. –
   2. –
9. When copying the contents of a cell, what appears around the cell being copied? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. A quick way to move cells to a different location on the worksheet is to use cut and paste or the \_\_\_\_\_\_\_\_\_\_\_ and drop method. In the box below, draw what your cursor looks like when it is ready to move a selected cell to another location.
11. Excel provides a convenient tool used to fill in cells or continue a series. It works both horizontally and vertically. What is the name of this tool? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Similar to Word, Excel provides the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature that helps locate instances of a word within the workbook and gives the option to replace it with a different word.

**Video #3 – Modifying Columns, Cells and Rows**

1. List two ways to resize the width of a **column,** as described in the video.
   1. –
   2. –

*\*\*NOTE: To change a column width or row height to a specific size, select the row or column to be changed. On the Home Tab, click the Format drop-down button, choose Row Height or Column Width. In the dialog box, type the desired height or width. Click OK. \*\**

1. In the box, draw the Select All button used to select all the cells in a worksheet.
2. To insert a new row, click the row \_\_\_\_\_\_\_\_\_\_\_\_\_\_ where you want the new row to appear. Then click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the ribbon.
3. To insert a new column, click the column to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of where you want the new column to go, then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the ribbon.
4. What is the difference between Clearing and Deleting cells? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ command to temporarily make a column or row invisible.
2. \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ allows a cell’s contents to be displayed on multiple lines.
3. To combine cells and center contents in a single large cell, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the ribbon.

**Video #4 – “Formatting Cells”**

1. By adding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you can make data easier to read and more visually appealing.
2. Before changing font face or size of text in a cell, you must first \_\_\_\_\_\_\_\_\_\_\_\_ the cell.
3. In the box, draw the button used for changing the color of font.
4. To make a header row more distinct, add a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In the box, draw the button used to do this.
5. To create a border that goes around the outside and between the cells of a worksheet, click the Borders drop down menu, then select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. In Excel, text in a cell can be aligned left, center and right. Additionally, text can also be aligned \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, and top within a cell.
7. Name three Number Formatting options found on the drop down menu under the Number Format Command in Excel.
   1. –
   2. –
   3. –

**Video #5 – “Page Layout”**

1. Where do you click to change from Normal View to Page Layout View? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name the two page orientation options in Excel.
   1. –
   2. –
3. Which tab is used to find the option for changing margins in Excel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. To add a header to a workbook, click in the header area (make sure you are in Page Layout View) . After clicking in the header area, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab will appear which allows you to add page numbers, dates and other information to your header.