**Excel Study Guide Questions**

1. What kind of software is Excel? (for example- Word is word processing software)
2. In Excel, rows are labeled by \_\_\_\_\_\_\_\_\_\_\_ and columns by \_\_\_\_\_\_\_\_\_\_\_\_.
3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ button will add up a group of numbers.
4. What can you do with mouse to add rename a sheet?
5. Word refers to files as documents, Excel refers to files as \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. You can set your numbers to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ format so that they look like dollar amounts.
7. The “boxes” where rows and columns meet are referred to as \_\_\_\_\_\_\_\_\_\_\_\_.
8. You should always start with the \_\_\_\_\_\_\_\_\_\_ sign when inserting a formula.
9. A \_\_\_\_\_\_\_\_ chart would be the chart to show the pieces (percentages) of a whole.
10. Can you format text with Excel?
11. You would want to click on the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ button to see what math formulas are used in every cell.
12. Excel is part of Microsoft \_\_\_\_\_\_\_\_\_\_.
13. (True or False): Excel would be the ideal program to type out a book report.
14. You can always print your document in \_\_\_\_\_\_\_\_\_\_\_ if it will not fit to one page in the portrait layout.
15. The \_\_\_\_\_\_\_ key will take you to the next cell to the right when working in Excel.
16. Use a \_\_\_\_\_\_\_\_\_\_ chart to visually compare numbers across different categories.
17. You can erase a group of numbers by right-clicking the mouse and selecting the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ option.
18. The \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ button will allow you to evenly distribute a title over a table of numbers.
19. You can do other functions (besides addition) with the “∑” key such as….
20. (True or False) you can use the “∑” key to subtract numbers.