

Excel Study Guide Questions

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