

**Excel 2000****Lesson 1:**

## • Getting Started with Excel 2000

**Concept Test 1A**

Name \_\_\_\_\_

**✓ DIRECTIONS:**

Use the best word or phrase from the list to complete the sentences below. Items may be used more than once. Not all words are used. (Time: 10 minutes. Point scale: -10 per error.)

active	label	numeric label	scrolling
cell	label prefix	Pick From List	Start
cell pointer	left	programs	value
formula bar	number signs #####	receiving	workbook

1. Excel may be loaded by selecting Microsoft Excel from the \_\_\_\_\_ menu.
2. The intersection of a row and column is called a(n) \_\_\_\_\_.
3. The cell ready to receive data or a command is the \_\_\_\_\_ cell.
4. A(n) \_\_\_\_\_ is a text entry in a cell.
5. When the program starts up, the Microsoft Excel window displays the default \_\_\_\_\_ with three tabs or sheets.
6. A number entered in a cell is a(n) \_\_\_\_\_.
7. As you enter data, it appears in the cell as well as in the \_\_\_\_\_.
8. To indicate that a number should be treated as a label, you would precede it with a(n) \_\_\_\_\_.
9. A number that will not be used in calculations (such as a social security number) is called a(n) \_\_\_\_\_.
10. The \_\_\_\_\_ command from the shortcut menu allows you to insert repeated information.

**Excel 2000****Lesson 2:**

## • Entering Formulas and Formatting a Worksheet

**Concept Test 2A**

Name \_\_\_\_\_

**✓ DIRECTIONS:**

Use the best word or phrase from the list to complete the sentences below. Items may be used more than once. Not all words are used. (Time: 10 minutes. Point scale: -10 per error.)

absolute reference  
decimal  
equal  
font

format  
formula  
formula bar  
HTML

noncontiguous range  
Page Setup  
plus  
range

relative reference  
Save As  
virus

1. A(n) \_\_\_\_\_ is an instruction to perform a calculation.
2. A block of cells that are not necessarily adjacent to each other in worksheet is called a(n) \_\_\_\_\_.
3. A(n) \_\_\_\_\_ sign precedes a formula.
4. A(n) \_\_\_\_\_ is a computer program that can infect other files when loaded into the computer's memory.
5. A percentage may be entered into a formula in \_\_\_\_\_ or percentage format.
6. A cell address referenced in a copied formula that does not change based on the new formula location is called a(n) \_\_\_\_\_.
7. If you want to change the filename or location of a file when saving, use the \_\_\_\_\_ option.
8. The margins, orientation, and page size can be set on the \_\_\_\_\_ dialog box.
9. A defined area of the worksheet, such as A1:H20, is called a(n) \_\_\_\_\_.
10. Language used to publish information on the World Wide Web is called \_\_\_\_\_.