

# Microsoft® Excel 2010 Basics

*Directions:*

Answer the following questions.

1. A \_\_\_\_\_ is a grid of rows and columns in which you enter text, \_\_\_\_\_, and the results of calculations.
2. At the top of your screen you will see the \_\_\_\_\_ which contains the customizable \_\_\_\_\_ and the title of the workbook as well as the options to minimize, restore down and close the window.
3. The \_\_\_\_\_ shows the mode you are operating in, if macros are enabled and holds the options for various \_\_\_\_\_ which can be changed according to your preference and the zoom slider which allows you to move closer and farther away from the workbook to aid in viewing.
4. To see the \_\_\_\_\_, click on the File tab.
5. The \_\_\_\_\_ option shows you all of the properties associated with printing your workbook such as \_\_\_\_\_ of copies, the printer you will be using, the settings which have been chosen for printing, and a preview of how the workbook will look when printed.
6. The \_\_\_\_\_ tab is the second tab located on the ribbon which contains many basic functions that help you in the Microsoft® Excel program.
7. The next tab is the \_\_\_\_\_ tab which holds all of the functions for adding items to your worksheet.
8. The \_\_\_\_\_ tab holds the commands for formatting and changing the look of the worksheet.
9. The next tab is the \_\_\_\_\_ tab which holds commands which relate to formulas and functions.

# Microsoft® Excel 2010 Basics

10. The \_\_\_\_\_ tab holds commands related to formatting and organizing data.
11. The \_\_\_\_\_ tab holds commands for proofing and editing workbooks.
12. The \_\_\_\_\_ tab contains commands relating to how a workbook is seen in the program window.
13. If you just want a blank workbook all you need to do is click on \_\_\_\_\_ so it is highlighted in orange and then click on the create icon.
14. The \_\_\_\_\_ breaks down the worksheet into a page by page breakdown therefore showing you how much information and how many cells you can place on one page.
15. You enter \_\_\_\_\_ into a worksheet by selecting a cell in the worksheet to make it the \_\_\_\_\_ cell and then beginning to type.
16. \_\_\_\_\_ data is a combination of letters, numbers and some symbols which form words and sentences.
17. To edit the contents of cells, you need to work in \_\_\_\_\_.
18. The \_\_\_\_\_ deletes the space which is behind it by moving back one space every time the key is hit.
19. An easy way to remember these short cuts is to \_\_\_\_\_ you press c which is the first letter of copy, to \_\_\_\_\_ you press the x which looks like a pair of scissors and to \_\_\_\_\_ you press the v which resembles the tip of a bottle of glue.
20. In order to change the \_\_\_\_\_ width, you should drag the right border to the left to decrease the column width or \_\_\_\_\_ it to the right to increase the column width.

# Microsoft® Excel 2010 Basics

21. When you \_\_\_\_\_ a new column the existing columns are shifted to the right and the new column has the same width as the column directly to its \_\_\_\_\_.
22. You can also just \_\_\_\_\_ on the location where you want the row or column and then click Insert on the shortcut menu and choose row or column.
23. \_\_\_\_\_ are the functional units of Microsoft® Excel.
24. In order for any formulas we enter to work on the numbers in the cells, we need to change the \_\_\_\_\_ format of the cells.
25. A cell is named by using a \_\_\_\_\_. Cell references are the \_\_\_\_\_ of a cell indicating its column and row location.
26. There are three types of cell references: \_\_\_\_\_ cell references, absolute cell references and \_\_\_\_\_ cell references.
27. A \_\_\_\_\_ is an expression which returns a value.
28. You can use more than one \_\_\_\_\_ in a single formula.
29. Some of the most common error values are #####, \_\_\_\_\_ and #NAME?.
30. To view the \_\_\_\_\_, click on the formulas tab and in the Formula Auditing group click on \_\_\_\_\_ and they will appear on the worksheet.
31. A \_\_\_\_\_ is a named operation that returns a value.
32. A \_\_\_\_\_ function is a function that works with values that are either true or false.
33. A \_\_\_\_\_ is a symbol that indicates the relationship between two values.

# Microsoft® Excel 2010 Basics

34. The \_\_\_\_\_ function creates a date value for the date represented by the year, month, and day arguments.
35. \_\_\_\_\_ are sheets containing formulas, functions, values, text and graphics which make up a workbook.
36. You can insert a new \_\_\_\_\_ at the end of a workbook by clicking the Insert Worksheet tab located to the right of the last sheet tab in the workbook.
37. To rename a worksheet, you can right click and choose \_\_\_\_\_ and then type in the name or you can \_\_\_\_\_ the sheet tab to select the sheet name, type a new name for the sheet, and then press the Enter key.
38. To begin, you can adjust the \_\_\_\_\_, page orientation, size, print area, page breaks and background by using the page setup group in the \_\_\_\_\_ tab of the Ribbon.
39. \_\_\_\_\_ view shows how the worksheet will appear on the page or pages which are sent to the printer.
40. \_\_\_\_\_ orientation is when the page is taller than it is wide. \_\_\_\_\_ orientation is when the page is wider than it is tall.
41. You can view large worksheets by \_\_\_\_\_ rows and columns which are not vital for you to see.
42. When a \_\_\_\_\_ extends to multiple pages, Excel prints as much as fits on a page and then inserts a \_\_\_\_\_ to continue printing the remaining worksheet content on the next page.
43. A \_\_\_\_\_ is text printed in the top margin of each page. A \_\_\_\_\_ is the text printed on the bottom margin of each page.

# Microsoft® Excel 2010 Basics

44. \_\_\_\_\_ are shortcuts to different locations.
45. To \_\_\_\_\_ a hyperlink you can right-click the cell which contains the hyperlink and then click \_\_\_\_\_ on the shortcut menu and the hyperlink will be removed leaving just text.
46. To print your worksheet or workbook, you need to click on the \_\_\_\_\_, click the Print option and then change the printing settings to fit your needs.
47. By creating a \_\_\_\_\_ you can easily show comparisons, patterns and trends.
48. The \_\_\_\_\_ is the range which contains the data you want to display in the chart.
49. The types of charts include \_\_\_\_\_, line, pie, bar, area, xy scatter, stock, surface, doughnut, \_\_\_\_\_ and radar.
50. \_\_\_\_\_ allows you to display only data which meets certain criteria.
51. \_\_\_\_\_ are additive, which means each additional filter is based on the current filter and further reduces the data subset.
52. You can sort data by \_\_\_\_\_, numbers and dates and times in one or more columns.
53. \_\_\_\_\_ can help you analyze data by highlighting significant numbers or trends in data.
54. Using \_\_\_\_\_ can help you make a worksheet easier to understand by providing additional context for the data it contains.
55. To move or re-size a \_\_\_\_\_, right-click the cell which has the comment you want to change and then click \_\_\_\_\_.

# Microsoft® Excel 2010 Basics

56. If you want to \_\_\_\_\_ a comment, select the cell which contains the comment. Then click on the \_\_\_\_\_ and in the Comments group click Delete.
57. When you record a \_\_\_\_\_, all steps needed to complete the actions you want to record are recorded by the macro recorder.