

Excel Lesson 1 6th grade





True/False





Indicate whether the sentence or statement is true or false.

- 1. C11 is a cell reference.
- 2. The primary purpose of spreadsheet software is to let users create documents such as business letters.
- 3. The menu bar displays the name of the current window.
- 4. If you have chosen Undo by mistake, you can bring back your previous action by choosing Redo.
- 5. Formulas begin with a plus sign.
- 6. Scroll bars let you move up and down in a worksheet, but not to the right and left.
- 7. Worksheets can contain several workbooks.
- 8. You can undo multiple actions by clicking the Undo button multiple times.
- 9. An important feature of Excel is its ability to recalculate figures.
- 10. You can create a new folder in the Save As dialog box.
- 11. Using Zoom changes both the screen's appearance and how a worksheet will print.
- 12. You can click on a sheet tab to move to that worksheet.
- 13. A business could use Excel to track its employees' time.
- 14. Before you can resize a column, the pointer must change to a two-headed arrow.
- 15. If the contents of a cell cannot be seen because a column is too narrow, you can resize the column.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- 16. Which button allows you to add up a column of numbers?
 - a. 
 - b. 
 - c. 
 - d. 
- 17. The two toolbars that automatically appear when you launch Excel are the _____.
 - a. Standard and Chart toolbars
 - b. Reviewing and Chart toolbars
 - c. Standard and Formatting toolbars
 - d. Formatting and Drawing toolbars
- 18. By default, a new workbook will contain how many worksheets?
 - a. Three
 - b. One
 - c. Four
 - d. Six
- 19. Worksheets are made up of boxes called _____.

- a. Formulas
 - b. cell references
 - c. columns
 - d. cells
- _____ 20. To see a greater amount of your worksheet on your screen at one time, you can _____.
- a. increase the zoom percentage
 - b. use the horizontal scroll bar
 - c. decrease the zoom percentage
 - d. use the vertical scroll bar
- _____ 21. Which formula is used to add up a column of numbers?
- a. AutoSum
 - b. Calculate
 - c. Add cells
 - d. Average
- _____ 22. What command allows you to see how your worksheet will print?
- a. Print Preview
 - b. Save
 - c. Print
 - d. Edit
- _____ 23. Which of the following could you use to find answers to questions on Excel?
- a. Question feature
 - b. Help feature
 - c. Search feature
 - d. Settings feature
- _____ 24. If you made a change to a cell and then wanted to go back to the previous way, which of these would you click?
- a. 
 - b. 
 - c. 
 - d. 
- _____ 25. To move from one worksheet to another click on the _____.
- a. name
 - b. sheet tab
 - c. next button
 - d. open button
- _____ 26. Which of the following steps lets you create a new folder?
- a. Open the Save As dialog box, right-click in a blank area of the dialog box, and choose New>Folder.
 - b. Click the Create New Folder button on the Standard toolbar.
 - c. Open the Save As dialog box and, click New Folder in the Save in pane.
 - d. Click Create New Folder in the New Workbook task pane.
- _____ 27. If you want to permanently store your workbook so that you can use it again at a later time, choose _____.
- a. File>Save As
 - b. File>Print
 - c. File>Open
 - d. File>New

Completion

Complete each sentence or statement.

28. The _____ allow you to move up/down or right/left in a worksheet.
29. _____ contain groups of related buttons.
30. An Excel file is called a(n) _____.

Excel Lesson 1 6th grade Answer Section

TRUE/FALSE

1. ANS: T
2. ANS: F
3. ANS: F
4. ANS: T
5. ANS: F
6. ANS: F
7. ANS: F
8. ANS: T
9. ANS: T
10. ANS: T
11. ANS: F
12. ANS: T
13. ANS: T
14. ANS: T
15. ANS: T

MULTIPLE CHOICE

16. ANS: C
17. ANS: C
18. ANS: A
19. ANS: D
20. ANS: C
21. ANS: A
22. ANS: A
23. ANS: B
24. ANS: C
25. ANS: B
26. ANS: A
27. ANS: A

COMPLETION

28. ANS: Scroll bars
29. ANS: Toolbars
30. ANS: workbook