Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_

**Excel Lesson 1**

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a grid of rows and columns in which you enter text, numbers, and the results of calculations.
2. Spreadsheet
3. Word processing
4. Presentation
5. Database
6. In Excel, a computerized spreadsheet is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Workbook
8. Worksheet
9. Sheet
10. Spreadsheet
11. The file used to store worksheets is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. Workbook
13. Worksheet
14. Sheet
15. Spreadsheet
16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the worksheet appear vertically and are identified by numbers on the left side of the worksheet window.
17. Cell reference
18. Mixed cell reference
19. Columns
20. Rows
21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appear horizontally and are identified by numbers on the left side of the worksheet window.
22. Cell reference
23. Mixed cell reference
24. Columns
25. Rows
26. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the intersection of a row and a column.
27. Cell
28. Columns
29. Row
30. Worksheet
31. Each cell is identified by a unique \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is formed by combining the cell’s column letter and row number.
32. Cell reference
33. Active cell
34. Name box
35. Formula bar
36. The cell in the worksheet in which you can type data is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
37. Columns
38. Rows
39. Cell
40. Active cell
41. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an equation that calculates a new value currently in a worksheet, such as adding the numbers in cell A1 and A2.
42. Active cell
43. Formula
44. Formula bar
45. Name box
46. A group of selected cells is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
47. Active cell
48. Go to command
49. Range
50. Range reference
51. Numeric characters that can be used in a calculation:
52. Active cell
53. Formula
54. Formula bar
55. Value
56. Label the following parts of the Excel window with the terms from the word bank included below:

**Active cell, column letters, formula bar, help button, name box, row numbers, scroll bar, sheet tabs, sizing buttons, view buttons, work area, zoom controls (page 5 in Lesson 1 Excel)**

