Spreadsheet basics—the beginning



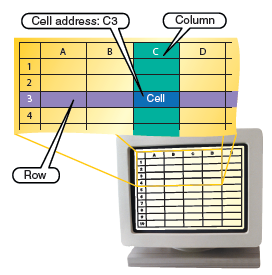
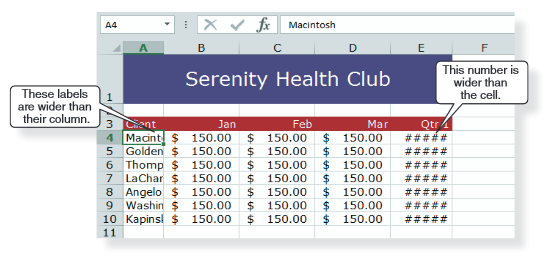
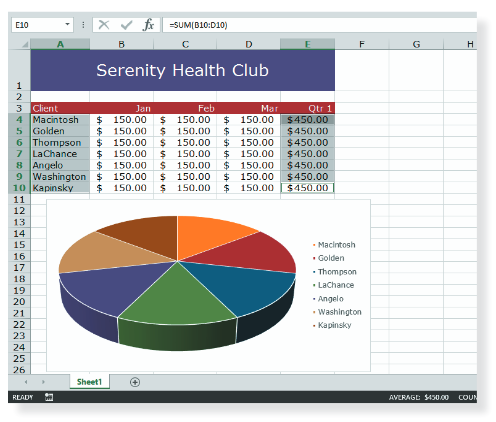
Basics of Internet Worksheet-Find the answers in the PowerPoint presentation to fill in the blanks below.

**Highlight your answers with the BLUE high lighter- MAKE THE TEXT BOLD**

See example

1. A **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is a program that processes information that is set up in tables.
2. The parts of a worksheet include:
   1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_forms the top and left borders of the worksheet.
   2. The \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_is the cell currently in use.
   3. The cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an area that shows the cell address of the cell that is active.
   4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar displays what you type.
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bars allow you to see another part of the worksheet.
   6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tabs switch between worksheets.
   7. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar shows messages from the program.
3. When you use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program, your data goes into a special kind of document called a **\_\_\_\_\_\_\_\_\_\_\_\_**, a grid made of vertical \_\_\_\_\_\_\_\_\_ and horizontal \_\_\_\_\_\_\_\_\_\_\_.



1. Each column and row meets to make a box called a \_\_\_\_\_\_\_**l**.
2. Each cell in the grid is identified by a unique name—its \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. You can enter \_\_\_\_\_\_\_\_\_\_ types of data in a worksheet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_ and times.
4. A **value** is a \_\_\_\_\_\_\_\_\_\_\_, such as a whole number, a \_\_\_\_\_\_\_\_\_\_\_\_\_, or a decimal.
5. A **\_\_\_\_\_\_\_\_\_\_\_** is text or a combination of numbers and text.
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** are mathematical expressions. In a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, most formulas reference the data entered in one or more cells.
7. You can change the \_\_\_\_\_\_\_\_\_ of a worksheet in many ways, including **\_\_\_\_\_\_\_\_\_\_\_\_\_** two or more cells which means combine them into one.
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** are built-in formulas for performing calculations, such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in a table.
9. With a spreadsheet program, you can create **\_\_\_\_\_\_\_\_\_\_\_\_**, which are also called \_\_\_\_\_\_\_\_\_\_. Charts show data in ways that are visually more interesting and maybe easier to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. 
11. You can specify a portion of a worksheet called a **\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** before you instruct the program to print. Then you can make sure the data displays the way you want.
12. The **order of evaluation** rule tells the program to do the most important operation first, then it does the others in order, from most to least important.
13. The **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_** rule tells the program to do the most important operation \_\_\_\_\_\_\_\_\_, then it does the others in order, from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ important.
14. You can **\_\_\_\_\_\_\_\_\_\_\_** data to list rows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and you can **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** data to show only the rows that match the criteria you select.
15. Formulas can use **cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, or cell addresses, to avoid errors and reflect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
16. With data that is too \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a cell, symbols \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_ appear in cells. With \_\_\_\_\_\_\_\_\_\_\_\_\_, the text appears in the next cell to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or, if that is filled, is cut off.
17. To indicate that numbers represent a dollar amount in a worksheet, you would type the numbers preceded by a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_, or apply a currency type format.