Lessons 1-2 Practice Quiz

Label the following parts of a spreadsheet:



Name the tab and group where each button can be found:

Tab:

Group:



Tab:

Group:

Tab:

Group:





Tab:

Group:



Tab:

Group:



Tab:

Group:





Tab:

Group:



Tab:

Group:



Tab:

Group:

Describe the steps to change a column to currency:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In your own words, explain absolute value:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the difference between a formula and a function?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key in the following spreadsheet in a Microsoft Excel Spreadsheet::



Apply the following changes:

1. Format the student names as **bold** and *itialics*
2. Format Columns C, D, E and F as percent with 2 decimal places
3. Enter a function in column F that will average the grades from columns C, D and E
4. In cell A14, Enter the word Average
5. In cell C14, Enter a function that will average the grades from column C
6. Copy the function to cells D14, E14, and F14
7. In Cell A15, enter the word Highest
8. In cell C15, enter a function that will find the highest grade from column C
9. Copy the function to cells D15, E15, and F15
10. In cell A16, enter the word Lowest
11. In cell C16, enter a function that will find the lowest grade in column C
12. Copy the function to cells D16, E16, and F16
13. Add an accounting border (single line above, double line below) to cells C14, D14, E14, and F14
14. Change the outside border of the entire table to a double line border
15. Add a header with your name, today’s date (Feb. 12) and the assignment title (Functions)
16. Save the Excel document as Functions to your H drive.