8th Grade
Digital Communications
Excel Test Review

General Vocab-   *Workbook – an Excel file – default name is Book 1
                 *Range – a group of adjacent cells
                 *Cell reference – A column letter and row number
                 *Active cell – the currently selected cell
                 *Name box – shows the cell reference of the active cell. Can also be used as a Go To feature.
                 *Formula Bar – shows the contents of the active cell.

Data-   *Numbers – right aligned
                 *Text – left aligned

Formatting-   *Merge and Center – merge cells into one large cell and center text in cell – also known as centering across
                 selection
                 *Wrap text – have text wrap within a cell rather than spread into a neighboring cell.
                 *Format Painter – Used to paint formats NOT contents of a cell
                 *Comma tool – inserts commas and 2 decimal places
                 *Increase Indent tool – indents contents of a cell slightly

Autofit-   *Double click between row headings or column headings to have computer automatically resize rows or columns.
                 *Click and drag between row headings or column headings to manually adjust the size of rows and columns to a
                 specific size.
                 * ####### means the data is too large for the current column width and you should widen the cell.

Fill Down/Right- *Grab fill handle in **lower right-hand corner** of a cell to copy text or formulas to adjacent cells.
                 *Hold Ctrl as you drag if you want to increment by 1.

Sort and Filter- *Sort = put the data on the screen in a specific order
                 *Filter = Using a selected criteria to pull out and work with a particular portion of a database
                 *Use Sort Ascending/Descending tools on standard toolbar to do a single column sort.
                 *Ascending = A to Z and 0 to 9
                 *Descending = Z to A and 9 to 0

Formulas-   *always begin a formula with =. Without an equal sign, the formula becomes a label to be viewed.
                 *Operators (+, -, /, *)
                 *Function – a built-in Excel formula (SUM, AVERAGE, MAX, MIN, TODAY, NOW, IF)
                 *Argument – contents in parenthesis that tell what data the function should act on.

                                =SUM(A1:A10)

                 *Autosum – automatically inserts the SUM function and a possible argument
                 *Relative reference – allows the computer to change the cell references as formulas are copied. Example of a
                 Relative reference – B2
                 *Absolute reference – DOES NOT allow the computer to change the cell references as formulas are copied.
                 Example of an Absolute reference - B2
                 *Use the F4 key to change a cell reference to absolute
                 *IF function – remember it is 3 parts: =IF(test , yes , no)
                                Example: = IF (B5 > 500 , B5 * 5% ,0)

Charts   *When data is changed on a worksheet the related chart will update as well
                 *Chart AS OBJECT IN inserts the chart as an imbedded graphic on an existing worksheet.
                 *Chart AS A NEW SHEET creates a full-page chart on a separate chart sheet.
                 *X-axis = categories represented along the bottom edge of a chart.
                 *Y-axis = value categories represented along the left edge of a chart.
                 *Exploding a Pie – click on one piece of the pie and drag out from the center.

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