

7th Grade

Digital Communications

Excel Test Review (Project 7-8)

General Vocab-	*Workbook *Range *Cell reference (B6) *Formula Bar	*Worksheet (3 / 255) *Active cell *Sheet tab	* Adjacent * Nonadjacent * Name Box
Data-	*Cell – where a row and column intersect *Numbers – right aligned *Text – left aligned		
Formatting-	*Merge and Center – merge cells into one large cell and center text in cell – use the Merge & Center tool on the Home tab ribbon *Wrap text – have text wrap within a cell rather than spread into a neighboring cell. Use the Wrap Text tool on the Home tab ribbon		
Autofit-	*Double click between row headings or column headings to have computer automatically resize rows or columns.		
Fill Down/Right-	*Grab fill handle in lower right-hand corner of a cell to copy text or formula to adjacent cells.		
Sort-	*Ascending – low to high or A to Z *Descending – high to low or Z to A		
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) *Advantage – Excel can recalculate data automatically while a calculator must have numbers retyped. Excel can also calculate multiple formulas at one time. *Autosum (Greek E) – automatically inserts the SUM function and a possible argument		
Odds N Ends-	*Purpose of Excel software – gigantic calculator, graphing, mini database *New blank workbook opens with the temporary name BOOK 1. *Formula Bar – shows the contents of the active cell.		

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Student Resources

Choose from Project 7 or 8