

Shelly Cashman Series Lab - Working with Spreadsheets Lab

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As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as _____ spreadsheets.

- a. 125
- b. 155
- c. 225
- d. 255

3. Columns and rows are used _____.

- a. as a formatting feature
- b. for printing purposes
- c. to organize data or information in a spreadsheet
- d. for adding or inputting data

4. Cells are referenced by _____.

- a. column label
- b. row label
- c. labels defined by the user
- d. column letter and row number

5. List 3 types of data you can enter into a cell.

- a. date/time
- b. number
- c. character data

6. When you change values in a spreadsheet, formulas are automatically recalculated.

- a. removed
- b. copied to an adjacent cell