

## Shelly Cashman Series Lab - Working with Spreadsheets Lab

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Course and Division \_\_\_\_\_

Date 23. 10. 00

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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) T

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

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

3. Columns and rows are used c.

- 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 d.

- 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. TEXT
- b. DATE
- c. CURRENCY

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

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