SPREADSHEET BASIC POWER POINT ASSIGNMENT

Directions: Use the SS Basics Power Point to answer the following questions about spreadsheets.

|  |  |  |
| --- | --- | --- |
| 1 | QUESTION | ANSWER |
| 2 | What is a spreadsheet? |  |
| 3 | What is the purpose of a spreadsheet? |  |
| 4 | What is a workbook? |  |
| 5 | Name 4 daily uses of a spreadsheet. |  |
| 6 | What is a cell? |  |
| 7 | What part of the spreadsheet is identified by alphabet? |  |
| 8 | What part of the spreadsheet is identified by numbers? |  |
| 9 | Fill in the blanks:  \_\_\_\_\_\_\_\_\_ are vertical and \_\_\_\_\_\_\_\_\_\_\_ are horizontal in a spreasheet. |  |
| 10 | What is cell range? |  |
| 11 | What is a cell address? |  |
| 12 | Define active cell. |  |
| 13 | How many types of cell data are there? |  |
| 14 | List the types of cell data. |  |
| 15 | Define labels |  |
| 16 | Give 4 examples of a label. |  |
| 17 | Define Values |  |
| 18 | Fill in the blank: \_\_\_\_\_\_\_\_\_\_ are aligned on the right. |  |
| 19 | Fill in the blank: \_\_\_\_\_\_\_\_\_\_\_ are aligned on the left. |  |
| 20 | Define formulas. |  |
| 21 | Define functions. |  |
| 22 | How would a teacher use a spreadsheet? |  |
| 23 | How would your parent/guardian use a spreadsheet? |  |
| 24 | How would Old Navy use a spreadsheet? |  |
| 25 | How could a student use a spreadsheet? |  |
|  |  |  |