Concepts Review-Unit I

1. Name box
2. Formula bar
3. Select All button
4. Title bar?
5. Normal View button
6. Border Type button list arrow
7. Align Center button
8. Format Number list arrow
9. Bold button

10.C. Button used to apply shading to selected cells

11.B. Button used to return to Normal view.

12.A. Pointer shape when it is placed over a worksheet cell.

13.E. Pointer shape to change the width of a column

14.D. Pointer shape when it is positioned over a fill handle

15.F. Pointer shape used to move a row to a new location

16. The name of the cell located at the intersection of column F and row 223 is: B. F223

17. Which of the following operators do you use to begin typing a formula in a cell?

18. Cell C1 contains the formula =A1+B1. If you copy the formula in C1 to cell C2, which of the following formulas will appear in cell C2? B. =C1+C2

19. Which view do you need to work in to add a header? D. Page Setup View

20. For which of the following tasks would you use the fill handle? B. To apply a border to selected cells