Date: Name:

Read pp. 222 to 228 in Business Technology Today.

Answer the following questions in the space provided. File your completed work in your binder for review next class.

1. What is a spreadsheet?
2. Give two (2) examples of when you would use a spreadsheet program.
3. What information does the name box provide to a spreadsheet user?
4. What information does the formula bar provide to a spreadsheet user?
5. Why would a spreadsheet user choose to name individual worksheets in their file?
6. Identify the three (3) types of information you can enter into cells in a spreadsheet file. Give an example of each type.

|  |  |  |
| --- | --- | --- |
| *Type* | *Description* | *Example* |
|  |  |  |
|  |  |  |
|  |  |  |

1. Indicate what each of the following math operators mean.

|  |  |  |  |
| --- | --- | --- | --- |
| *Symbol* | *Math meaning* | *Symbol* | *Math meaning* |
| + |  | \* |  |
| / |  | ^ |  |

1. What are the two (2) most common symbols used by various spreadsheet programs to indicate that a formula is being entered in the cell?
2. What does the word **syntax** mean when talking about spreadsheet formulas?

1. What does BEDMAS mean (yes, it is the same as math)?
2. Why is it beneficial to use formulas using cell references instead of numbers?
3. How is a **function** different from a formula?? What are the three (3) parts of a function?
4. Explain what each of the following functions do in Excel.

|  |  |
| --- | --- |
| *Function* | *Explanation* |
| **SUM** |  |
| **MAX** |  |
| **MIN** |  |
| **AVERAGE** |  |
| **COUNT** |  |

1. Identify three (3) ways you can improve the appearance of your spreadsheet file (i.e. ways to format your file).