Each of the following statements is either true or false. Indicate your choices by circling T or F.

T  F  1. The Title Bar contains buttons to help you select common commands.
T  F  2. The Formula Bar displays the contents of an active cell.
T  F  3. The Name Box displays the cell into which you are currently typing data.
T  F  4. Excel provides powerful tools that allow you to manage and analyze collections of data, such as a mailing or product lists.
T  F  5. Excel is a database program that you use to work and manipulate numerical data.
T  F  6. Excel automatically right aligns text which appears in the active cell and in the formula bar at the top of your worksheet.
T  F  7. When you save a workbook, you have to select which worksheets you want to save.
T  F  8. ### indicates the column is too narrow to display the results of the calculation.
T  F  9. Columns are numbered and rows are labeled with letters.
T  F  10. The address of the active cell is displayed in the Name Box.
T  F  11. Moving to a cell using the Go To dialog box doesn’t change the active cell.
T  F  12. The formula =Sum(A6:D6) adds the cells in row 6, from column A to column D.
T  F  13. You can use the AutoSum button to enter a SUM formula.
T  F  14. You can use the AutoSum function to add the contents of both columns and rows.
T  F  15. You can validate data using the Validation on the Data menu.
T  F  16. It’s possible to select cells based on their contents, such as all cells containing formulas.
T  F  17. A relative cell reference is automatically adjusted in any formula you copy.
T  F  18. You should use AutoFill to copy only to adjacent cells.
Write the Answer in the space provided.

1. How can I complete a series for the days of the week without including Saturday and Sunday?

2. Sometimes I type an entry and Excel changes it. Why does this happen?

3. How do I select all the cells in my worksheet?

4. How do I select rows or columns that are not beside each other?

5. How can I move or copy data to a different worksheet?

6. How do I insert a row or a column?
Write the Answer in the space provided.

7. When I type a name for a worksheet, I receive an error message. Why?

8. Can I have AutoSum perform other calculations?

9. Can I change the Chart Title after I create a chart?

10. What do you call an unchanging value in a formula?

11. Which menu commands do you use to name a range?

12. Which command enables you to divide a worksheet into two parts?