Name       Period

**Excel 2013 Spreadsheet Basics Worksheet**

**Directions:** From the shared drive, open the Excel 2013 Spreadsheet Basics PowerPoint. Use the presentation to help you answer the following questions. Save as: “Lastname Firstname Spreadsheet Basics Worksheet P#”. Close the file and copy it to the Student Dropbox. Fill in your name and period on the grading sheet and turn it into the basket.

**What is a Spreadsheet?**

1. Spreadsheets are applications that track, analyze, and       numeric information.
2. Spreadsheets are used by business, industry, educational institutions, and       to make       decisions.
3. Spreadsheets are also called      .

1. is an electronic spreadsheet application.

**The four major parts of Excel are:**

1. -- enter, calculate, manipulate and       data such as numbers and text. The term       usually means the same thing as spreadsheet.

1. -- pictorially represent data. Create two- and three-       charts.

1. -- Sort data, search for specific data and select data that satisfy a criteria.
2. Web      -- Save workbooks or worksheets in HTML format to be viewed and manipulated using a browser.
3. An Excel workbook contains individual pages called      .
4. Each Excel workbook contains       worksheets, but more sheets can be added.
5. Cells can contain:      ,      , and formulas or      .
6. A       is defined as a two or more cells or a group of cells. B3:D3