

Place the letter of the term that matches the description on the blank in front of the number.

- _____ 1. Putting as list of items into order, for example numeric or alphabetic.
A. Cell Format B. Hard Copy C. Cell D. Sorting
- _____ 2. A program which divides the screen into rows and columns. Cells can contain text, numbers or formulas.
A. Spreadsheet B. Cell Attributes C. Columns D. Text
- _____ 3. A change to the data in one file will not affect the same data in other files.
A. Spreadsheet B. Static Linkage C. Menu D. Formula
- _____ 4. The way text is set out, for example, left, right, centred or justified.
A. Formula B. Data File C. Alignment D. Charting
- _____ 5. Copy
A. Charting B. Text C. Replicate D. Formula
- _____ 6. Drawing a graph from a set of numerical data, usually from a spreadsheet.
A. Charting B. Cell C. Text D. Formula
- _____ 7. Vertical parts of a spreadsheet.
A. Charting B. Columns C. Cell Protection D. Number
- _____ 8. The way a spreadsheet cell displays data such as numbers or dates.
A. ASCII B. Cell Attributes C. Menu D. Customising HCI
- _____ 9. A box on a spreadsheet can contain text, numbers and formula.
A. Replicate B. Cell Format C. Data File D. Cell
- _____ 10. American Standard Code for Information Interchange.
A. Static Linkage B. ASCII C. Cell Attributes D. Relative Reference
- _____ 11. A cell reference in a spreadsheet which remains the same when copied (replicated) to another cell.
A. Relative Reference B. Absolute Reference C. Spreadsheet D. Standard File Formats
- _____ 12. When a formula in a spreadsheet is changed relative to its position, during copying or replication.
A. Columns B. Relative Reference C. Menu D. Number
- _____ 13. A calculation involving one or more cell references in a spreadsheet.
A. Menu B. Formula C. Hard Copy D. Absolute Reference
- _____ 14. Horizontal parts of a spreadsheet.
A. Standard File Formats B. Rows C. Dynamic Linkage D. Cell
- _____ 15. The way the spreadsheet cell looks, for example changing the column width or alignment.
A. Sorting B. Cell Protection C. Cell D. Cell Format