

Excel Testing Material 4th Grade

Name: _____

Teacher: _____

Directions:

You are required to know the vocabulary and also be able to do the skills listed below.

Vocabulary

Worksheet:	Made up of cells that are organized into columns and rows .
Column:	Runs vertically from the top of the worksheet to the bottom. Each column is labeled with a capital letter .
Row:	Runs horizontally from the left side of the worksheet to the right side. Each row is labeled with a number .
Headings:	Labels for columns and rows . You pick and create the headings for the worksheet.
Cell:	An exact location in a worksheet identified by column and row headings like A4 or C6 .
Range:	A group of cells that are beside each other and form a rectangle.
Data:	Information that is entered into cells.
Workbook:	A group of worksheets.

Required Skills

1. Enter data into the cells of a worksheet.
2. Format the data's font, color, and size.
3. Format the cell changing its fill color and adding borders to a cell.
4. Move data from one cell to another.
5. Make a data table formatting borders and fill colors.
6. Identifying and labeling a range of cells.