

Excel Testing Material **5th** Grade

Name: _____

Teacher: _____

Directions:

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

Vocabulary

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|-------------------------|---|
| 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. |
| Merge and Center | Changing a range of cells into one big cell with the data centered . |

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, fill colors, resizing columns and rows.
6. Create a 2D cluster column chart including a chart title, horizontal X - Axis label, and a vertical Y – Axis label from a data table.
7. Switch the row and column series in a column chart.
8. Format a column chart's area (fill) color, border (line) color, axis, and the font