Unit I Concepts Review

1. Name box
2. Formula bar
3. Select all button
4. Pale blue shading
5. Normal view button
6. Border type
7. Align center
8. Format number list arrow
9. Bold button
10. Pointer shape used to change the width of a column
11. Button used to return to normal view
12. Pointer shape used to move a row to a new location
13. Pointer shape when it is placed over worksheet cell
14. Button used to apply shading to selected cells
15. Pointer used when it is positioned over a fill handle
16. The name of the cell located at the intersection of column F and row 223 is: C F222
17. Which of the following operators do you use to begin typing a formula in a cell? A =
18. Cell C1 contains the formula =A1+B1. If you copy the formula in C1 to cell C2, which of the following formulas will appear in cell C2? C =A1+B2
19. Which view do you need to work in to add a header? C Header/Footer view
20. For which of the following tasks would you use the fill handle? A to apply shading to selected cells