

QUIZ - SPREADSHEETS ENTRY LEVEL

Please do not write in the book. If you haven't been given a copy of the next two pages, *please ask your tutor.*

This is an example of a worksheet in Excel. Can you identify the highlighted cells?

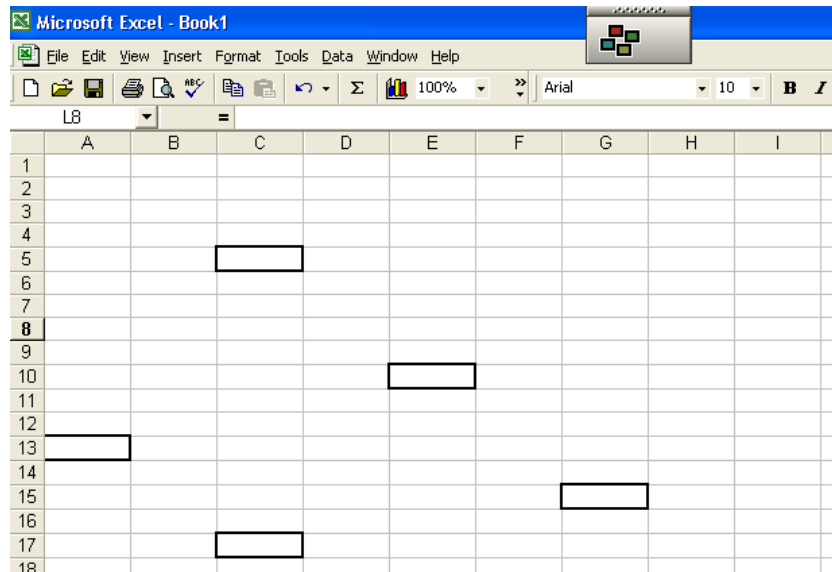
1)

2)

3)

4)

5)



1 What do you understand by the following terms

❖ CELL

.....

❖ ROW

.....

❖ COLUMN

.....

❖ WHAT FORMULA WOULD YOU USE TO ADD TWO CELLS?

.....
.....

❖ WHAT FORMULA WOULD YOU USE FOR SUBTRACTION?

.....
.....

2 How would you exit Microsoft Excel and close down the system?

.....
.....

3 How would you operate the system correctly?

.....
.....
.....

4 What is a spell-check facility and how would you use it?

.....
.....

Your name

.....

Today's date

Criteria reference: 1.2
2.1
3.1, 3.3
4.1

Well done!

You have now fulfilled all the criteria for the
OCN Spreadsheets Entry Level.

Hand into your tutor for marking.

You **MUST** write a consecutive page number on each of your
prints
and enter the page number relating to the criteria
specified on the criteria record sheet.

CRITERIA	EVIDENCE	TUTOR	DATE
1 Prepare a spreadsheet system ready for use and perform simple file operations			
Follow set instructions to:			
1.1a Load a spreadsheet application	1, 9,	<i>TJF</i>	23/9/03
1.1b Create a new file	1, 9	<i>TJF</i>	23/9/03
1.1c Retrieve an existing file	2, 3, 4, 5, 6	<i>TJF</i>	23/9/03
1.1d Save under a given filename	1, 2, 3, 4, 5, 6	<i>TJF</i>	30/9/03
1.1e Close down system	1, 2, 3, 4, 6, 6	<i>TJF</i>	30/9/03
1.2 Operate safely	1, 11	<i>TJF</i>	23/9/03