1. A predesigned workbook you can use to create a new project quickly is called a(n) \_\_\_\_\_\_\_\_
2. If you are printing a worksheet and want the headings to appear on every page, click the \_\_\_\_\_\_\_\_ command
3. If you want to display a date in a certain way (such as Friday, March 1, 2013), you can adjust the \_\_\_\_\_\_\_\_
4. If you want to put your data into alphabetical order by last name, you \_\_\_\_\_\_\_\_
5. To continue a series of dates, you can click and drag the \_\_\_\_\_\_\_\_
6. What answer would Excel give if you typed =3+6\*2 into a cell?
7. When reading a chart, you should refer to the \_\_\_\_\_\_\_\_\_\_ to see which color is used to represent each data series
8. When you create a formula, you'll always start by typing the \_\_\_\_\_\_\_\_ sign
9. Which function would you use to add the values of several cells?

The formula **=$B2\*C$1** is located in cell **D1**.

1. What does cell D1 evaluate to?
2. If this was copied and pasted into cell C3, what would the resulting formula be?

c) What would the cell C3 evaluate to?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** |
| **1** | 2 | 5 | 4 | **=$B2\*C$1** |
| **2** | 3 | 3 | 8 | 6 |
| **3** | 5 | 4 | ????????? | 3 |
| **4** | 4 | 3 | 4 | 9 |