Spreadsheet Review

Spreadsheet programs and purpose?

**Formatting:**

1. How to clear an active cell?

2. How to resize a column?

3. How data can be sorted?

4. What happens to text if a cell is not long enough to display content?

5. What is background color of cell?

6. Purpose of adding borders to cells?

7. Use of Find and Replace command?

8. What is the drag-and-drop method to move or copy cell?

9. How to insert a roll or column?

10. What are header and footers?

11. How can center cell content across several columns?

12. What is a hyperlink?

13. Use live preview?

14. How to rename worksheets?

**Formulas/functions**

1. All formulas start with?

2. Where do calculation results appear?

3.How is range identified?

4. Sum function?

5. Square root function?

6. Loan functions?

7. date functions?

**Charts**

1. Chart data and labels?

2. How to change chart appearance?

3. What are chart types and purpose?

Create a spreadsheet displaying the top 10 candies sold in the United States

\*\*borders, if statement, chart, rotated text, functions, images, formatting\*\*