Name _____ Date _____

Spreadsheet Basics: Cells, Rows, Columns and Simple Formulas

Directions: These tables show parts of two spreadsheets. Column letters run across the top, and each row's number is in the first column. Use the tables to answer the questions.

School-Supply Sale

Use the school-supply sale spreadsheet for these questions.

Part of a class spreadsheet for a school-supply sale

Row	A	B	C
1	Item	Price in dollars	Number sold
2	Pencil	1	30
3	Eraser	2	12
4	Folder	3	9
5	Notebook	4	7

1. Which cell in this spreadsheet shows how many folders the class sold?

A. C4 B. C3 C. B4 D. 4C

2. Which list names only cells that are in row 3 of this spreadsheet?

A. A1, B1 and C1 B. A1, A2 and A3 C. A3, B3 and C3 D. C1, C2 and C3

3. Carlos is about to use the range C2:C5 in a formula. What does the range C2:C5 stand for?

A. Cell C2 divided by cell C5
B. Cells C2, C3, C4 and C5
C. Every cell in rows 2 through 5
D. Only cells C2 and C5

4. Carlos types the formula =SUM(C2:C5) into cell C6. What number will cell C6 show after he presses Enter?

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5. Which formula would find how much money the class made from selling erasers?

A. =SUM(B3:C3) B. =B3*C3 C. =B3+C3 D. B3*C3

Reading Minutes

Use the reading minutes spreadsheet for these questions.

Minutes two students spent reading on four days

Row	A	B	C
1	Day	Lena	Jin
2	Monday	20	10

Row	A	B	C
3	Tuesday	35	30
4	Wednesday	25	45
5	Thursday	40	15

6. Lena types the formula =AVERAGE(B2:B5) into cell B6 to find her average for the four days. What number will cell B6 show?

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7. Which formula would find the total number of minutes that Jin read during these four days?

A. =C2+C5 B. SUM(C2:C5) C. =SUM(B2:B5) D. =SUM(C2:C5)

8. Jin's reading goal for the whole week is 150 minutes. To see how many minutes he still needs, he types the formula =150-SUM(C2:C5) into cell C7. What number will cell C7 show?

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