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01. After completing an investigation and being confronted with a wealth of information, what is then one of the first tasks? A scientist or researcher should summarize, analyze and evaluate the data. (p.35)

02. In Excel data analysis and presentation software, what term represents how spreadsheets are organized? The term workbook represents how spreadsheets are organized. (p.35)

03. What is a worksheet composed of in Excel? A worksheet is composed of individual cells arranged in a grid of rows and columns. (p.35)

04. In an Excel spreadsheet, how are columns identified or labeled? Columns are identified and labeled alphabetically from left to right. (p.36) and how are rows identified? Rows are numerically from top to bottom. (36)

05. How would you label a cell that you are working on located in the 11th row and the C column? It would be labeled C11 (36)

06. What term defines what you should click on at the bottom of a workbook to move to a different worksheet? The tab (36)

07. What word defines the only cell that you can enter information on while you are working in Excel? The active cell (37)

08. While a cell is active, where will information typed into the cell also be displayed? In the cell formulae bar.
(37)

09. If you choose to remove information entered into a cell before you press the return key, what key should you press? The delete key (37)

10. For Excel, which method is better to arrange data? Rows or Columns . It is better to arrange data in columns instead of rows (37)

11. What will an autofill do for numbers in a sequence being added into an Excel spreadsheet?it allows a continuation of the series in which you are entering data based on a sequence. (38)

12. What do the two functions "AutoSum and Paste" allow to be applied to data on the spreadsheet? They allow mathematical and statistical functions to be applied to data.(39)

13. For the Excel formula written =SUM(C5:C8), please develop a sentence to indicate what this

formula is prescribing. The values in cells C5 thru C8 are added and indicated in cell C9. (39)

14. Adding text to a spreadsheet by using "textbox" requires one to first click on what icon on the standard toolbar? It requires you to click on the draw icon. (40)

15. In order to widen the size of rows using the cursor with a mouse, what will the cursor sign change to when you place the cursor between two the cell you wish to enlarge and its nearest neighbor? The cursor sign will change to a double arrow when you place cursor between two cells.