

Excel Unit 2: Concepts Review Study Guide

Directions: Answer the following questions to prepare for the concept review; be sure to use our classroom resources to complete this study guide.

Excel Ribbon/Sheet

Directions: Match the following terms to the appropriate blank.



Terms

Paste Button

Copy Button

Insert Function Button

AutoSum list arrow

Fill Button

Fill Handle

Paste Options Button

1: Paste Button

2: Copy Button

3: Insert Function Button

4: Paste Options Button

5: Fill Handle

6: Fill Button

7: AutoSum list arrow

Microsoft Excel 20unit Concepts Review Answers

Anthony S. Fauci



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