

Unit 5

WORKSHEET 5B

Spreadsheet Elements

Directions: Use the Excel spreadsheet below to answer the following questions.

Bake Sale Profits			
Treats	Number Sold	Cost per Item	Total Sales
Chocolate Chip Cookies	60	\$ 1.00	\$ 60.00
Brownies	150	\$ 2.00	\$ 300.00
Caramels	300	\$ 0.25	\$ 75.00
Sponge Cake	60	\$ 3.00	\$ 180.00
Orange Juice	50	\$ 1.00	\$ 50.00
Coffee	100	\$ 1.00	\$ 100.00
Tea	50	\$ 1.00	\$ 50.00
Grand Total			\$ 815.00

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1. How many rows have numbers? _____
2. How many columns have numbers? _____
3. What is the text from cell A5? _____
4. Which column(s) use(s) currency? _____
5. Which row is currently selected? _____
6. What are the names of the three worksheets? _____
7. What is the name of the Workbook? _____
8. What is the font and font size? _____
9. Which row(s) has (have) merged cells? _____
10. Which cell has text that wraps? _____