

Chapter 1 Excel: Creating and Editing Workbooks

1. In Microsoft Excel, the file you create and edit is called a:
 - a. Form
 - b. Ledger
 - c. Table
 - d. **Workbook**
 - e. Record

2. By default, Excel 2019 files are saved with this extension.
 - a. .xls
 - b. **.xlsx**
 - c. .csv
 - d. .xbl
 - e. .ods

4. When you click on a cell to activate it, the cell address appears in the:
 - a. formula window
 - b. **name box**
 - c. task bar
 - d. dropdown menu
 - e. comment bubble

5. When you want to delete characters in a cell to the left of the insertion point press:
 - a. Delete
 - b. Enter
 - c. Edit
 - d. **Backspace**
 - e. End

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