

Name _____ Date _____

Excel 2007 Chapter 6 – Short Answer

Instructions: Fill in the blanks with the appropriate term or phrase.

1. The process of summarizing data found on multiple worksheets on one worksheet is called _____.
2. A(n) _____ is a special workbook or worksheet you can create and then use as a pattern to create new similar workbooks or worksheets.
3. When you create a template, you should use _____ in place of actual data to verify the formulas in the template.
4. A(n) _____ is a series of symbols that defines how a format displays.
5. A WordArt text is called a(n) _____.
6. The _____ tool allows you to create shadowed, skewed, rotated, and stretched text on a chart sheet or worksheet.
7. A(n) _____ is a rectangular area of variable size to which you can add text.
8. A(n) _____ allows you to connect an object, such as a text box, to an item that you want to annotate.
9. You change the _____ to increase or decrease the white space surrounding the printed worksheet or chart.
10. Headers, footers, margins, and other elements that determine the appearance and format of a page are all part of the _____, which defines the appearance and format of a printed worksheet.