

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

Microsoft Excel Chapter 1 Test Answers

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Microsoft Excel Chapter 1 Test Answers:

Decoding **Microsoft Excel Chapter 1 Test Answers**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft Excel Chapter 1 Test Answers**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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