**Excel Scavenger Hunt**

**Open Excel.**

**Answer the questions below in a *DIFFERENT* color**

1. What Tab and Section contains the Border options?
2. What are the 5 types of AutoSum formulas?
3. What are 3 of the types of charts available in Excel?
4. How should you name a cell (column first or row first)?
5. Explain what the Fill Handle does?
6. Name 5 types of Logical Formulas.
7. What must all formulas begin with?
8. What is the bar between the Ribbon and Column letters called?
9. What Basic Mathematics rule do the functions follow? (Same as normal equations)
10. What formula would you use to find the sum of cells A1, A2, and A3?
11. What does the average function find?
12. What formula would you create to find the average of Cells C5, D5, and E5?
13. What will the MAX function find?
14. What AutoSum formula will show the number of cells in the selected range?
15. What Tab and Section contains the Sort & Filter command?
16. What are the horizontal sections of Excel called (identified by number)?
17. How can you combine cells into one?
18. What does Wrap Text do?
19. Name each of the Tabs in Excel.
20. Right click on Column C. Choose Column Width. What is the column width?
21. Press Control and Spacebar. What does this do? Separately, Shift and Spacebar?
22. Press Control and ; What happened?
23. Press Control, Shift, and ; What does this do?
24. What does the Paint bucket (under Font) do?
25. List one new fact you learned about Excel.

Save as Last-Scavenger