

Questions Ch 8 on Excel

- 1) What is autofill
- 2) How do you use formatting numbers
- 3) How do you format fonts and text styles
- 4) How do you add borders
- 5) How do you give descriptive name to a cell
- 6) How do you search for text
- 7) How do you change the size of rows and columns with the mouse
- 8) How do you add or delete a row or column
- 9) How do you add a new sheet
- 10) How do you rearrange sheets
- 11) What is a header
- 12) How do you add a header
- 13) How do you insert a page break