#### Chapter 1 Excel: Creating and Editing Workbooks

1.	In Microsoft Excel, the file you create and edit is called a:
9.	Form
b	Ledger
e.	Table
d.	Workbook
e.	Record
2.	By default, Excel 2015 files are saved with this extension.
94	bels
b.	Locisor
c.	JC SV
d.	.xisk;
e.	.ods
4.	When you dick on a cell to activate it, the cell address appears in the:
4.	formula window
ь.	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:
4.	Delete
b.	Enter
C.,	Edit
el.	Backspace
6.	End

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**L Darling-Hammond** 

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