

## 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

**Joseph Phillips**



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