## Excel Unit 2: Concepts Review Study Guide

Directions: Answer the following questions to prepare for the concept review, be sure to use our classroom resources to complete this study guide.

## Excel Ribbon/Sheet

Directions: Match the following terms to the appropriate blank.



#### Termos

Paste Button

Copy Button

Insert Function Button

AutoSum list arrow

Fill Button

Fill Handle

Paste Options Button

- 1: Paste Button
- 2: Copy Button
- 3: Insert Function Button
- 4: Paste Options Button
- 5: Fill Handle
- 6: Fill Button
- 7: Auto Sum list arrow

# **Excel Unit E Concepts Review Answers**

**Hussin A.Rothana** 

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