

Name: _____

Date: _____

Period: _____

creating a-worksheet and charting data

D J R X T L A T N O Z I R O H D N A P X E T N X
A A F H A P Y S R N D J D F R Y N A C R D V O C
P P E D Z J G T V O Q M G O F E B P L B F G T F
O P V K Z P Z A R H Z C N M W Y Q O J O W G T U
M L G G E D S T F C Q Z K S T Q V R R X O I U F
U I O Z U L E U E N P E H I S A F M G B R P B E
X C X T B C U S C S A E V B M X U H N J K B G N
E A W V A J V B U W E M B H S L X Z W U S E N S
S T B J P T P A N T N O E T A O M W O X H V I H
A I B G L E P R B C E S Z B G G E Y K J E F L A
F O K A A C K U D D O W A C O P L J E M E L L R
E N Z R T E T T O B F R F N G X O P K N T K O E
C L V R P T A F O Q B Z N F Y P P G O Y G O R B
S E T K O D E R X M N S W R Z Z I T S F R L C U
S V P N B F C E U U S V D P P U T M J K I X S T
I E A P B T N S H W I I C L K U E T F G D U B T
B L V J H U G U F S U P M F B R F M V R A U A O
O B A K A E T J E H H U P S X H S Q F V R Y T N
U U M Z C D V K O Q R A N I R Z C F F K E E T U
J T Z Y E L W E T J C O V Z E A I P J R A Q E J
W T S E T Z G A Z B I W Y L I W S M H B M V E K
P O Q B X U E A J T P W T U F G C T Y A C F H W
T N C E V Z Q E P Y A L P S I D N O B B I R S T
V R N Z H J A O Y P Y A H B J Q C O R B X A J M

SHEET TAB SCROLLING BUTTON

APPLICATION LEVEL BUTTON

WORKSHEET GRID AREA

EXPAND HORIZONTAL

NEW SHEET BUTTON

OPTIONS BUTTON

RIBBON DISPLAY

SHARE BUTTON

FORMULA BAR

STATUS BAR

SHEET TAB

NAME BOX