# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Microsoft Office 2013: Excel Chapter 11 – Short Answer

Instructions: Fill in the best answer.

1. To allow several people to view and change a workbook at the same time, a user can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the workbook.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workbooks allows users to view and scroll worksheets side by side and visually search the worksheets for differences.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means working together on a document in cooperation with other Excel users.

4. Sharing can be turned on for a workbook using the Share Workbook button on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

5. Instead of writing suggestions and changes on a printed draft copy and sending it to the person in charge of a workbook, Excel’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature allows users to enter suggested changes directly in the workbook.

6. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workbook is one that is not shared and can be opened only by a single user.

7. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prefix is a standard prefix for email hyperlinks, which Excel adds automatically.

8. XML stands for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. Tags are used in XML files to describe data items, which are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. When a schema is added to a workbook, the schema is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in Excel.