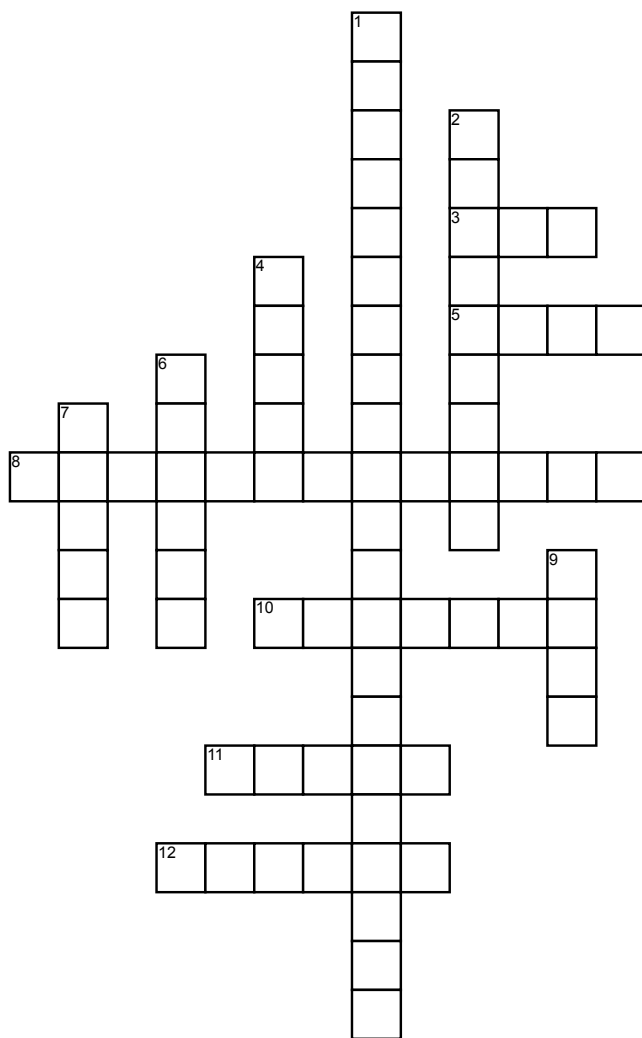


# Basic Excel Vocabulary



## Across

**3.** In a worksheet, the horizontal spaces with the headings 1, 2, 3 and so on.

**5.** To copy the document, record or image being worked on to a storage medium.

**8.** The name of the cell is determined by the name of the row and the column intersecting (such as C5)

**10.** What mathematical operation to perform upon a specific value

**11.** A spreadsheet program

**12.** The heading for a row.

## Down

**1.** Copied or moved to another cell or sheet

**2.** A single spreadsheet that contains cells organized by rows and columns

**4.** Has a specified number of columns, but can have any number of rows.

**6.** Vertical row of cells

**7.** The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

**9.** Information collected and stored into a computer

## Word Bank

Table

Cells

Column

Data

Number

Save

Formula

Absolute Cell Reference

Excel

Worksheet

Row

Cell Reference