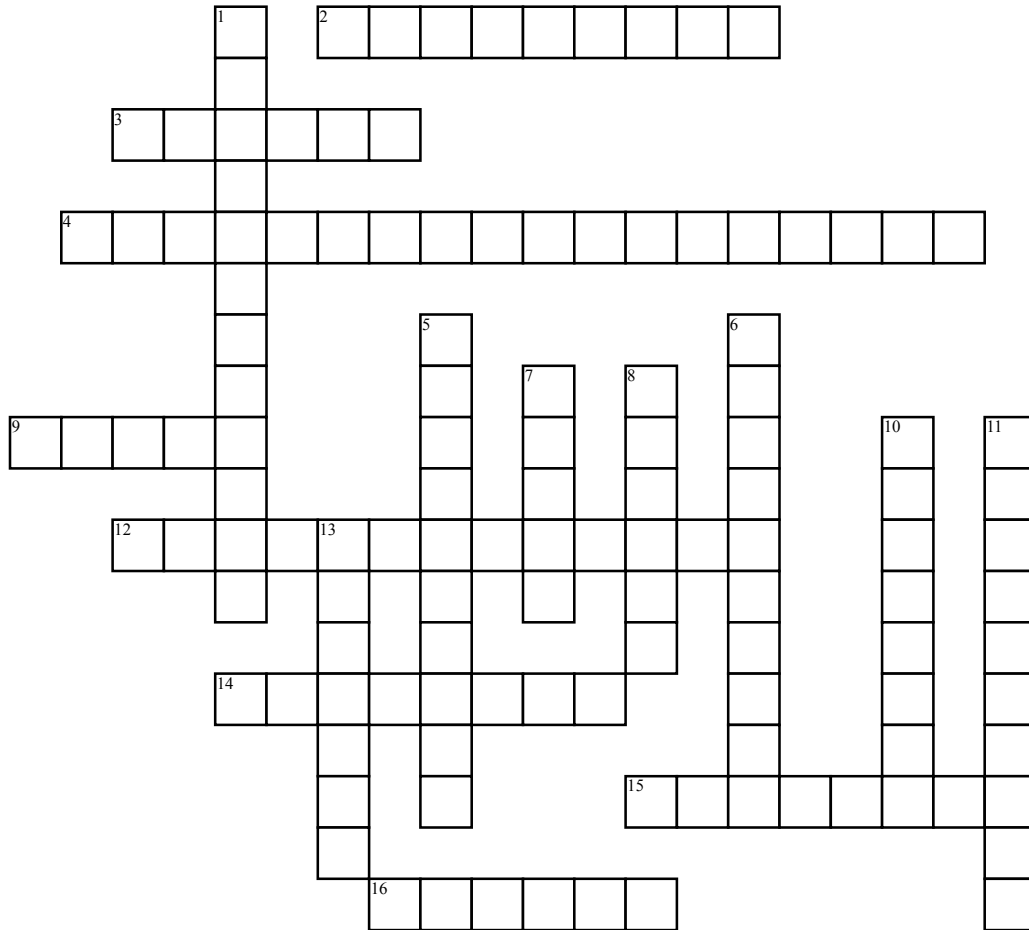


Database and Spreadsheets



Across

- 2. A single value or text explanation used to explain the data in a series
- 3. A data type in toggle format that allows a user to select a yes or no value in a database cell.
- 4. the effectiveness of a database can be measured by the user's ability to retrieve useful information
- 9. An arrangement of columns and rows. It is the fundamental building block of all databases
- 12. Used to calculate a period of time

- 14. A tool used to organize, store, retrieve, and communicate groups of related information
 - 15. A Chart used to represent the contribution of each component of one series of data to the whole
 - 16. A pictorial representation of data
- Down**
- 1. Conditional operators in an equation that meets conditions set by the formula
 - 5. Used to automatically assign a number to each record and to assist in preventing duplication of data

- 6. Describes the horizontal data
- 7. Allows for information to be arranged in a specific order such as alphabetical, chronological, ascending, or descending
- 8. A complete description of all of the fields related to one item in a table.
- 10. The background portion of a graph
- 11. Describes the vertical data
- 13. Allows for the retrieval of information that meets specific criteria

Word Bank

X-Axis Title	Plot Area	Date Functions	Filters
record	Graphs	Yes/No	Table
Y-Axis Title	Database	IF Statements	Sorts
Auto Number	Database Management	Data Label	Pie Chart