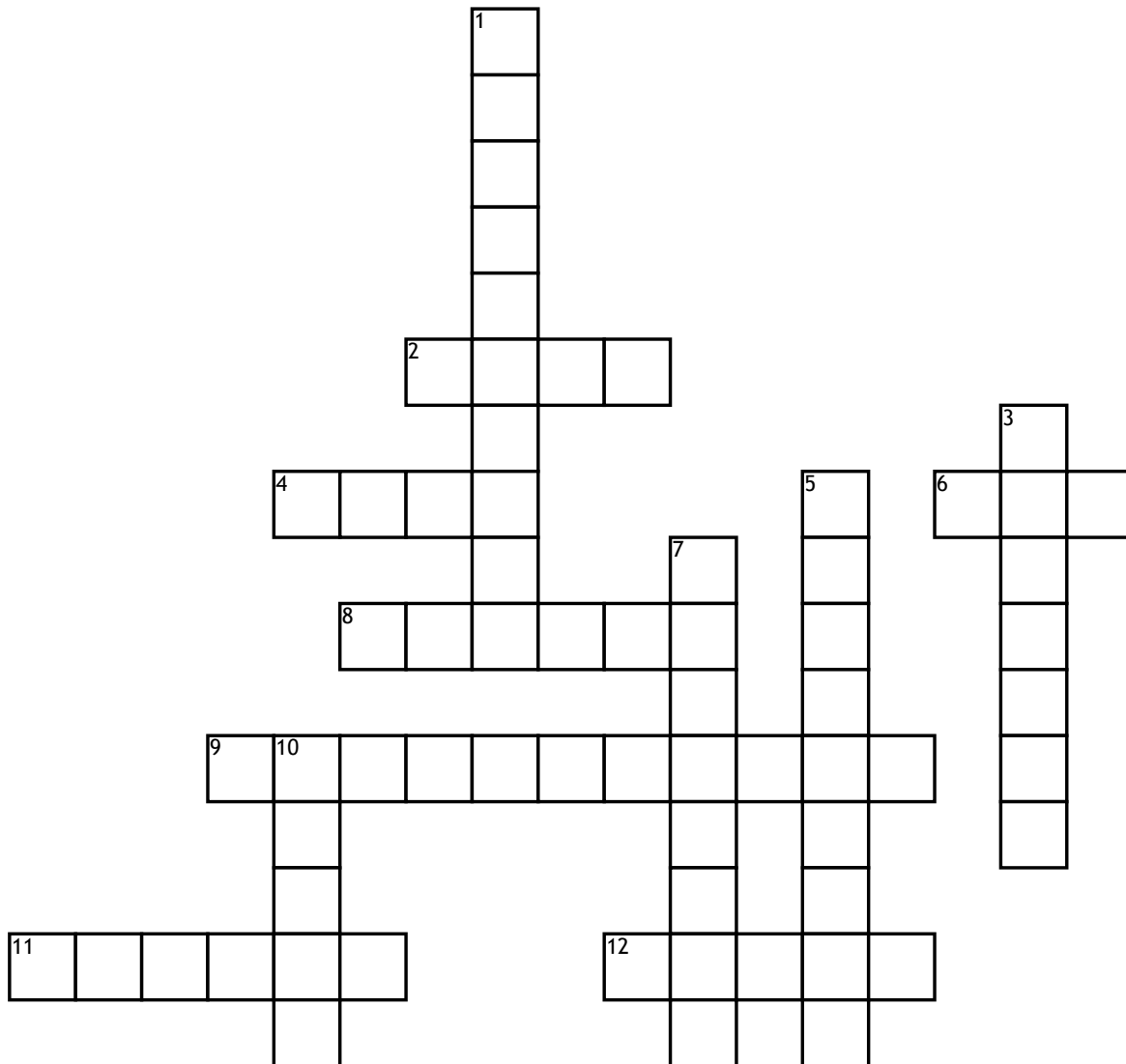


Name: _____

Date: _____

Day 3: Activity C



Across

2. the intersection of a column and a row on a worksheet, you enter data into cells to create a worksheet.

4. 12. You need to use _____ as to save your workbook for the first time

6. Horizontal cells up and down a spreadsheet, represented by numbers.

8. appears vertically in a worksheet and is identified by letters at the top of the worksheet window.

9. 5. The location of a cell in a worksheet as identified by its column letter and row number also known.

11. this controls how numerical data is displayed including the use of commas dollar signs (or other symbols) and the number of decimal places.

12. text entered to identify the type of data contained in a row or column.

Down

1. The _____ contains the cell pointer, there is a dark outline around the active cell.

3. 11. An instruction excel uses to calculate a result

5. a work area for entering and calculating data made up of columns and rows separated by grid lines (light gray lines) also called a spreadsheet.

7. 10. The toolbar at the top of the Microsoft Excel spreadsheet that you can use to enter or copy an existing formula into cells or charts

10. a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas.