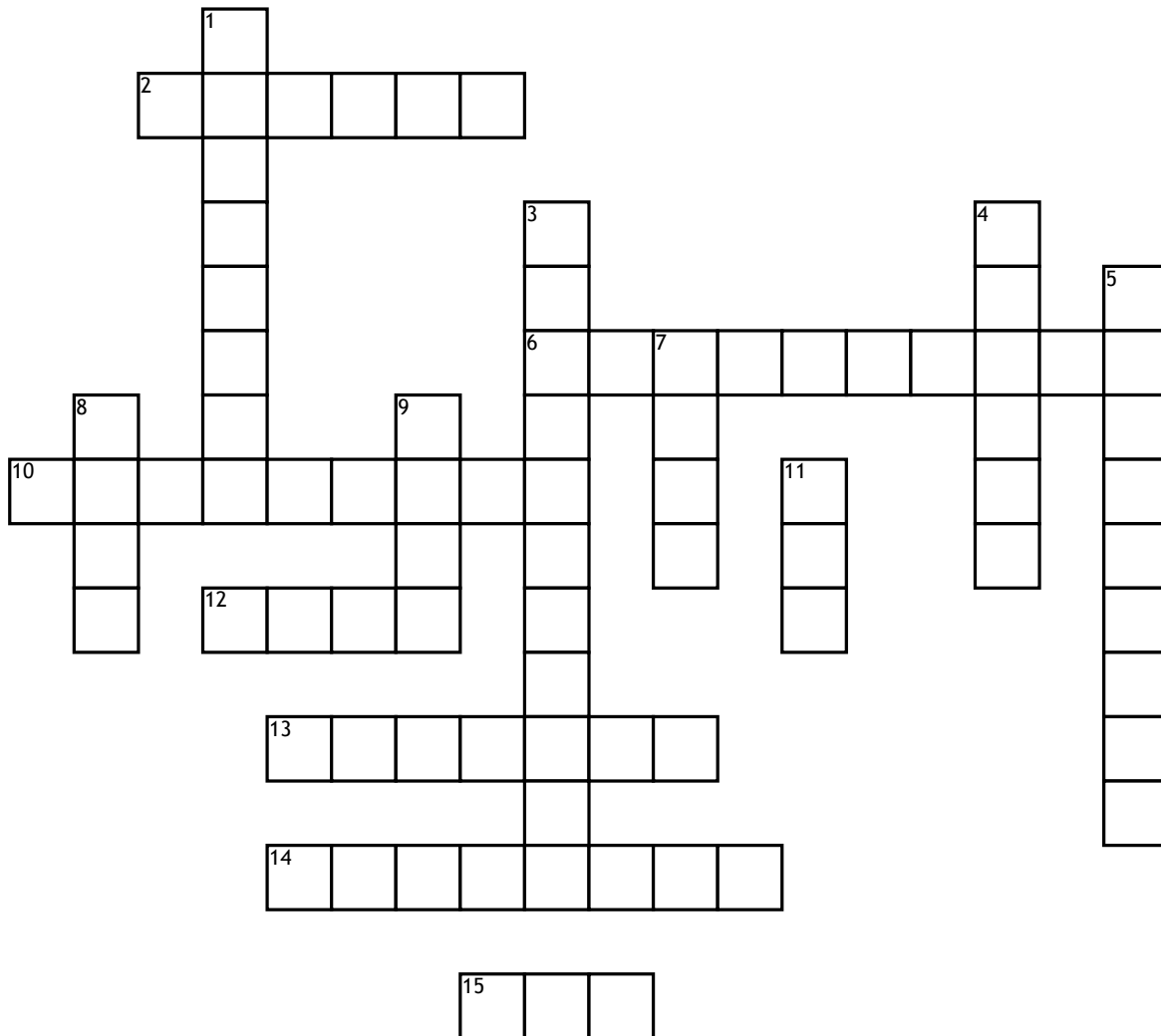


# Excel-Gavin Derrick



## Across

2. A vertical group of cells in a worksheet identified by letters  
 6. A selected worksheet cell that is ready for data entry  
 10. The work space made up of columns and rows where data is entered to create and electronic spreadsheet.  
 12. To copy a cell's contents and/or formatting into an adjacent cell or range  
 13. A number or cell reference used in a formula

14. A chart that shows the relationship of a part to a whole  
 15. Adds all the numbers in a ranger of cells

## Down

1. A collection of related worksheets  
 3. A graphic representation of values and their relationships: pie, line, column, bar  
 4. Keeps selected rows or columns visible on the screen as the rest of the worksheet scrolls  
 5. The position of data with in a cell

7. A group of characters- usually- words- that are used as data in a spreadsheet program  
 8. To arrange a list of words or numbers in ascending or descending order  
 9. The space formed by the intersection of a row and a column; the basic unit of a worksheet  
 11. Returns the largest value in a set of values