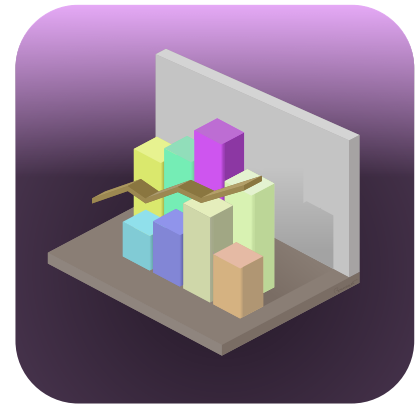
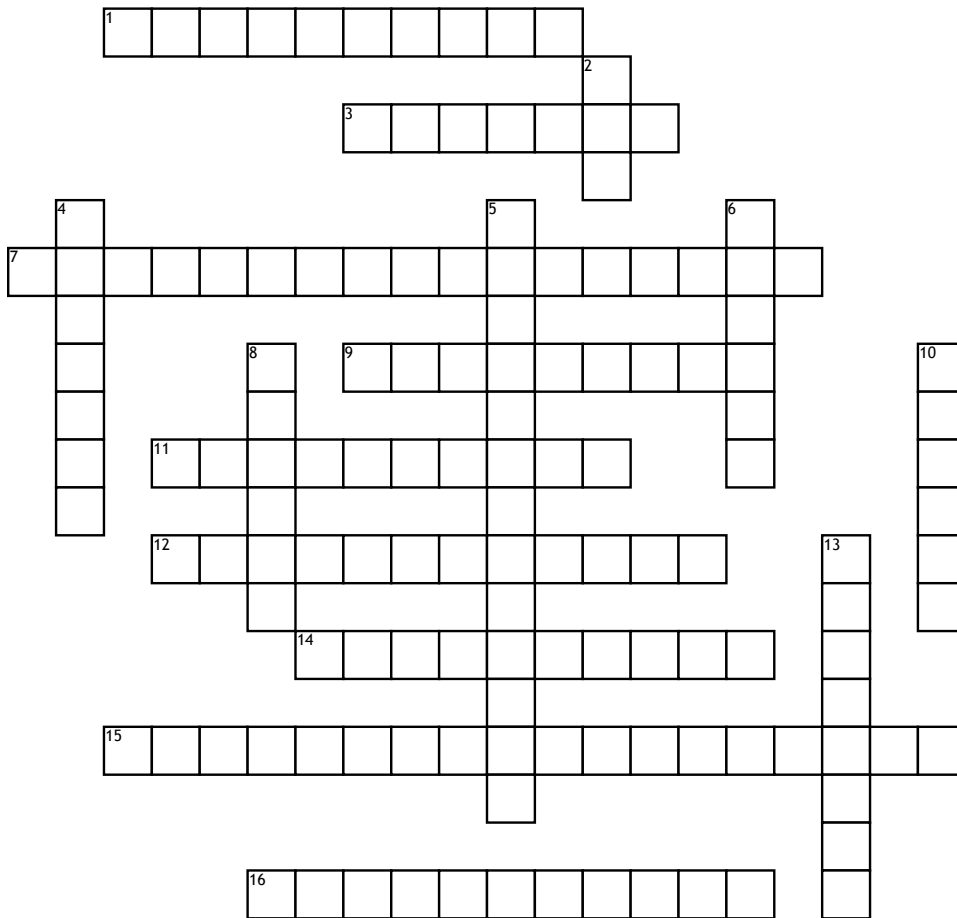


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Excel 1



## Across

1. A small, onscreen rectangle that displays descriptive text when you rest the pointer on a command or control.

3. Located below the ribbon at the left end of the formula bar. When a user types a cell location into this box and presses Enter, the insertion point moves to that cell.

7. An arrow in the lower, right corner of some command groups on the ribbon that opens a dialog box related to the command group.

9. A page in a workbook that consists of a grid of rows and columns in which you can enter text, values, and formulas, and perform calculations.

11. A system in Excel that is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks.

12. Task-specific groups divided among the command tabs appropriate to the work a user currently performs.

14. A cell that is highlighted or outlined by a bold black rectangle. This is also called the current or highlighted cell.

15. A toolbar that gives you fast and easy access to the tools you use most often in Excel.

16. Task-oriented tabs that are organized on the ribbon.

## Down

2. A line of cells that start at the left edge of a worksheet, continue to the right, and are identified by numbers.

4. In Office 2013, the tab that takes you to Backstage view to access Save, Print, Options, and other commands.

5. A view that shows you behind-the-scenes options for managing files such as opening, saving, printing, and documenting files.

6. Small “badges” displaying keyboard shortcuts for specific tabs and commands on the ribbon and Quick Access Toolbar. Also referred to as hotkeys.

8. Cells that run from top to bottom in a worksheet and are identified by letters.

10. A broad band that runs across the top of the Excel window that organizes commands and tools into an easy-to-use interface. The ribbon was introduced in Office 2007.

13. A collection of worksheets in a single file.