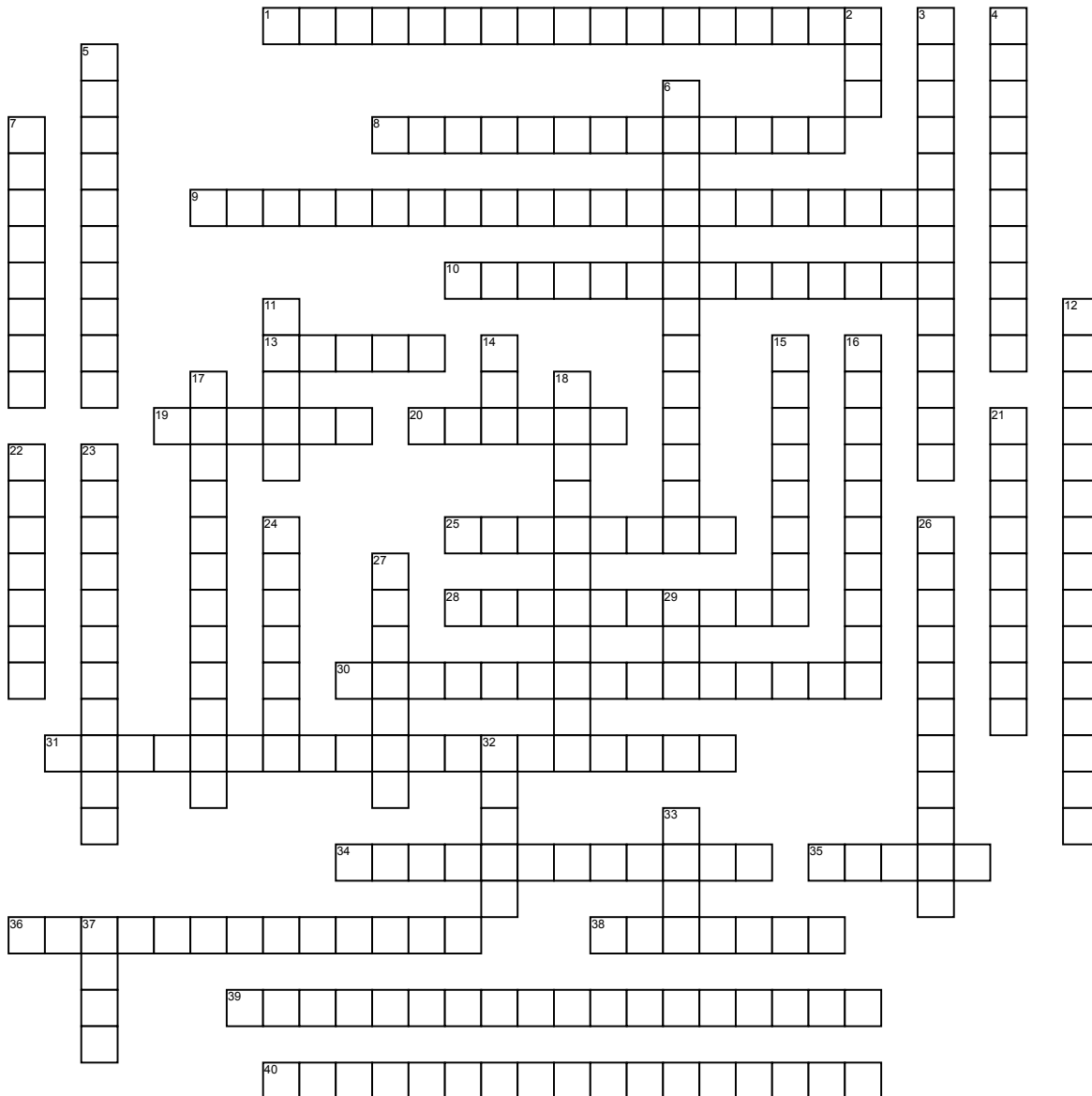


Excel 2016 Lesson 1-5



Across

1. An arrow in the lower, right corner of some command groups on the ribbon that opens a dialog box related to the command group.
8. A formatted series of text or numbers that are in a normal sequence such as months, weekdays, numbers, or times.
9. A reference to a specific cell or range of cells regardless of where the formula is located in the worksheet; uses a dollar sign in front of the column and row markers in a cell address.
10. A pane found on the left side of Backstage view. It provides you access to workbook and file-related commands through a series of tabs.
13. A group of adjacent cells you select to perform operations on all of the selected cells.
19. Cells that run from top to bottom in a worksheet and are identified by letters.
20. 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.
25. A file that includes formatting and formulas complete with designs, tools, and specific data types.
28. A cell that is highlighted or outlined by a bold black rectangle. This is also called the current or highlighted cell.
30. Pre-set settings that determine how Excel behaves when performing an action.
31. Operators that specify the calculations to be performed.
34. Several settings that enable you to change how a document prints.
35. Text entered in a worksheet that identifies numeric data and is the most common type of text entered in a worksheet. Labels are also used to sort and group data.

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

38. A word assigned to a document's properties that makes it easier to organize and find documents.

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

40. A cell or range in a worksheet in another Excel workbook, or a defined name in another workbook.

Down

2. A line of cells that start at the left edge of a worksheet, continue to the right, and are identified by numbers.
3. A reference that identifies a cell's location in the worksheet based on its row number and column letter.
4. A small square in the lower, right corner of a selected cell or range of cells. Used mainly to copy data to adjacent cells.
5. A bar located between the ribbon and the worksheet in which users can edit the contents of a cell.
6. Highlighting text that is to be changed.
7. A number or text value entered directly into a formula.
11. Commands on the default ribbon tabs that are related in functionality.
12. A location that collects and stores up to 24 copied or cut items that are then available to be used in the active workbook, in other workbooks, and in other Office programs.
14. An area on the ribbon that contains groups of related commands; An area of the Backstage navigation pane that contains groups of related commands.
15. An Excel feature that automatically fill cells with data, formatting, or both.

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

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

18. An arrow with a plus sign that appears when you select the cell or range of cells you want to copy and hold down Ctrl while you point to the border of the selection.

21. A tool identified with symbols such as dotted, dashed, or solid lines that fill the space before tabs.

22. In Office 2016, the tab that takes you to Backstage view to access Save, Print, Options, and other commands.

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

24. An equation that performs calculations, such as addition, subtraction, multiplication, division, on values in a worksheet.

26. A mouse pointer that enables users to drag a cell or range of cells to a new location, replacing any existing data in the destination cells.

27. 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.

29. To remove data from a worksheet. Cut data may be pasted into a new location or locations in a worksheet.

32. To insert data from the Clipboard to a new location in a worksheet.

33. To duplicate data from a worksheet to the Clipboard.

37. A box on the grid identified by the intersection of a column and a row.