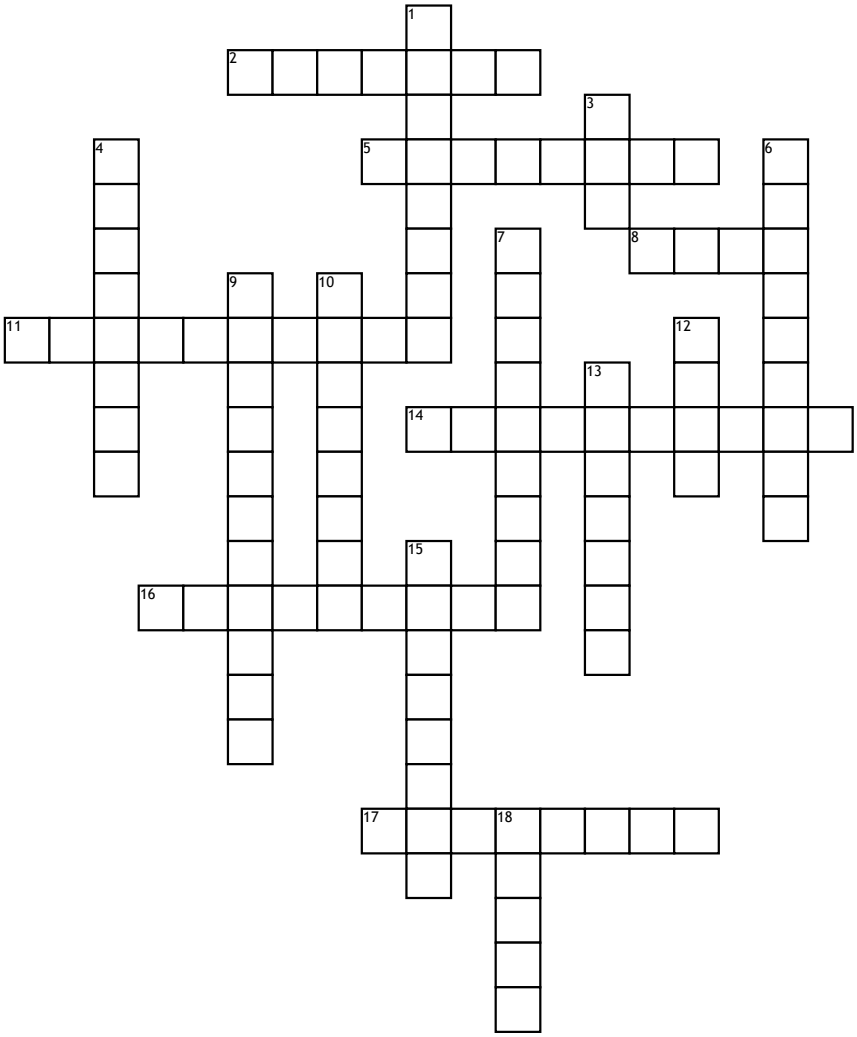
Name: _____ Date: _____ Period: _____

Excel Basics



Across

2. A combination of numbers and symbols used to express a calculation

5. An Excel file that contains individual worksheets. Also called a spreadsheet file

8. A document that is stored on your computer. In Excel, a file is also known as a workbook

11. The cell in your worksheet that has been selected

14. Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet

16. A "page" within an Excel workbook that contains columns, rows, and cells.

17. A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically

Down

1. A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected

3. In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on

4. Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet

6. Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook

7. A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally

9. The name of the cell is determined by the name of the row and the column intersecting, such as A8

10. The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers

12. Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells

13. A function that automatically identifies and adds ranges of cells in your worksheet

15. The lines on your worksheet that separate the columns and rows

18. The identifying name that reflects the information contained in a column or row in a worksheet, such as name or date

Word Bank

Sheet Tabs	Headings	Workbook	Cell Address	Active Cell	Formula
Formula Bar	Fill Down	Drag	Fill Right	Cell Grid	Worksheet
Label	Function	Row	File	AutoFill	AutoSum

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