

Excel Key Terms

Across

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

7. A toolbar that gives you fast and easy access to the most frequently used tools in Excel.

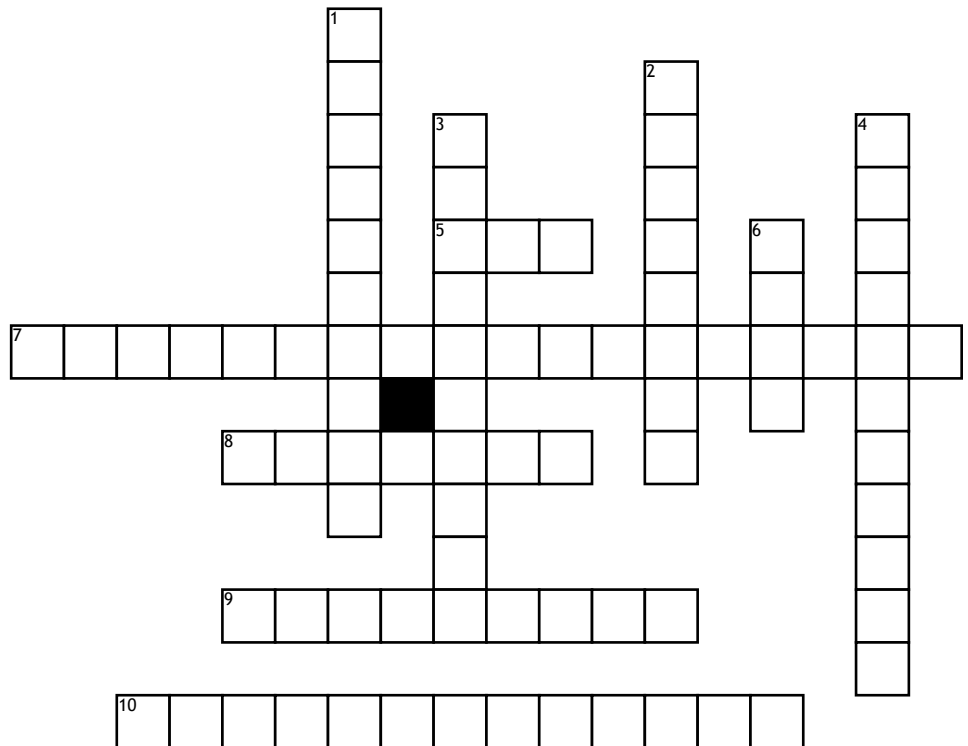
8. In Office 2013, the tab that takes you to Backstage View to access Save, Print, Options, and other commands.

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.

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

Down

1. A cell that is highlighted or outlined by a bold black rectangle which can also be called the current or highlighted cell.



2. A collection of worksheets in a single file.

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

4. Task-Oriented tabs that are organized on the ribbon.

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

