Name: _____   Date: _____
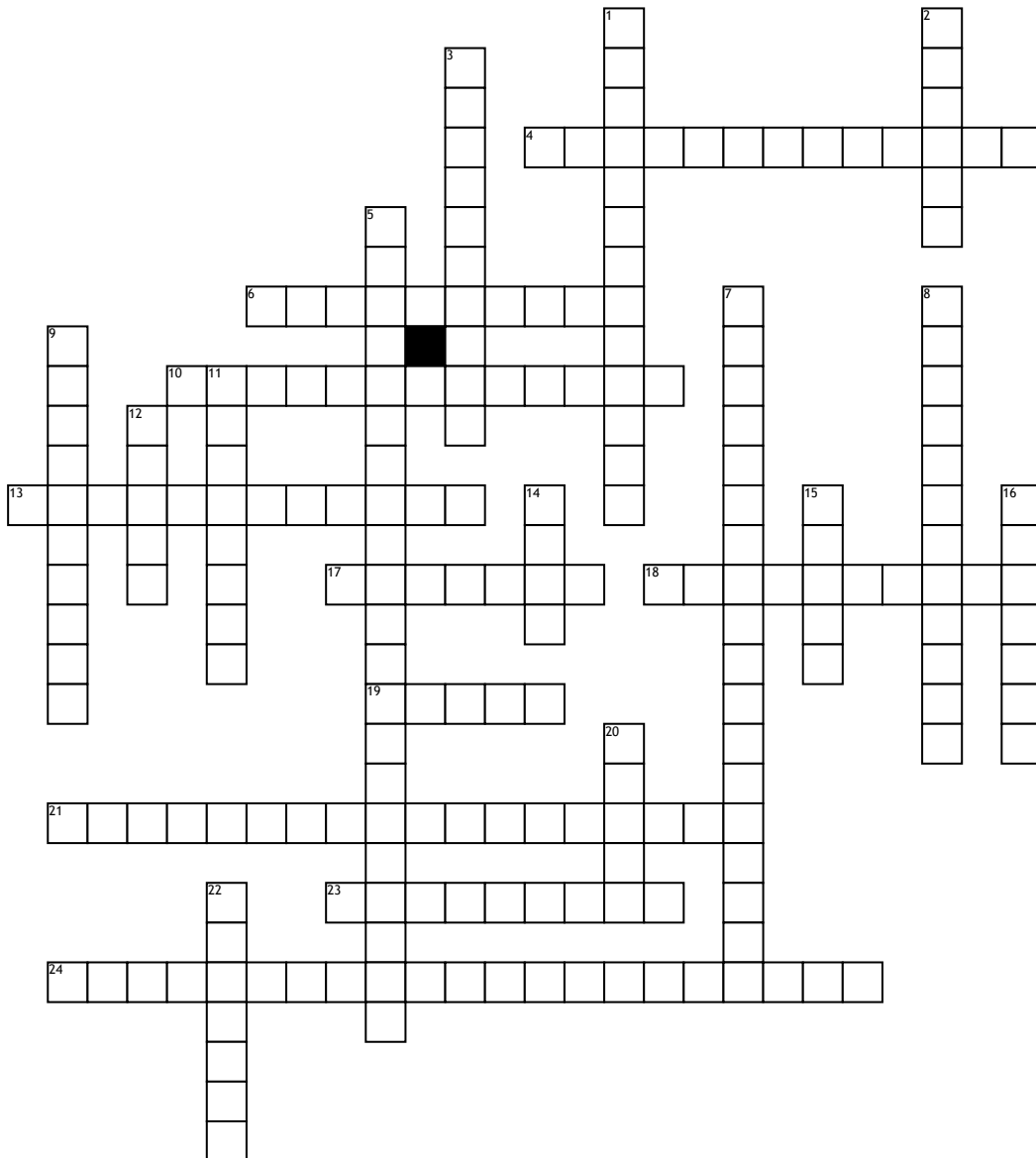
Excel Lesson 1-4

Across

4. you highlight the text that is to be changed

6. is a small green square in the lower-right corner of a selected cell or range of cells

10. shows you behind-the-scenes options to manage files such as opening, saving,

13. feature works only for entries that contain text or a combination of text and numbers

17. small badges displaying keyboard shortcuts for specific tabs and commands

18. in Excel 2013 is rich in information, illustrations, and tips that can help

19. is a group of adjacent cells that you select to perform operations on all of the selected cells

21. gives you fast and easy access to the tools you use most often in

23. files that already include formatting and formulas complete with designs, tools, and specific data types

24. refers to a specific cell or range of cells regardless of where the formula is located in the worksheet

Down

1. identifies a cell's location in the worksheet, based on its column letter and row number

2. are used to identify numeric data and are the most common type of text entered in a worksheet

3. is a group of cells, and occasionally a single cell, with a designated name

5. adjusts the cell identifier automatically if you insert or delete columns or rows, or if you copy the formula to another cell

7. a cell reference that uses an absolute column or row reference, but not both

8. are a series of settings that allow you to change how a

9. its used to edit information in a worksheet, you can make changes directly in the cell or edit the contents of a cell in the...

11. options that automatically fill cells with data and/or formatting

12. commands on the default ribbon tabs are related in functionality

14. takes the information from one location

15. puts information into another location

16. indicates the current cell you are in as well it gives you the opportunity to name the cell or range

20. this can be a number, a cell address, a date, text, or Boolean data, but is usually a number or cell address in terms of formulas

22. takes you to Backstage view, with its navigation