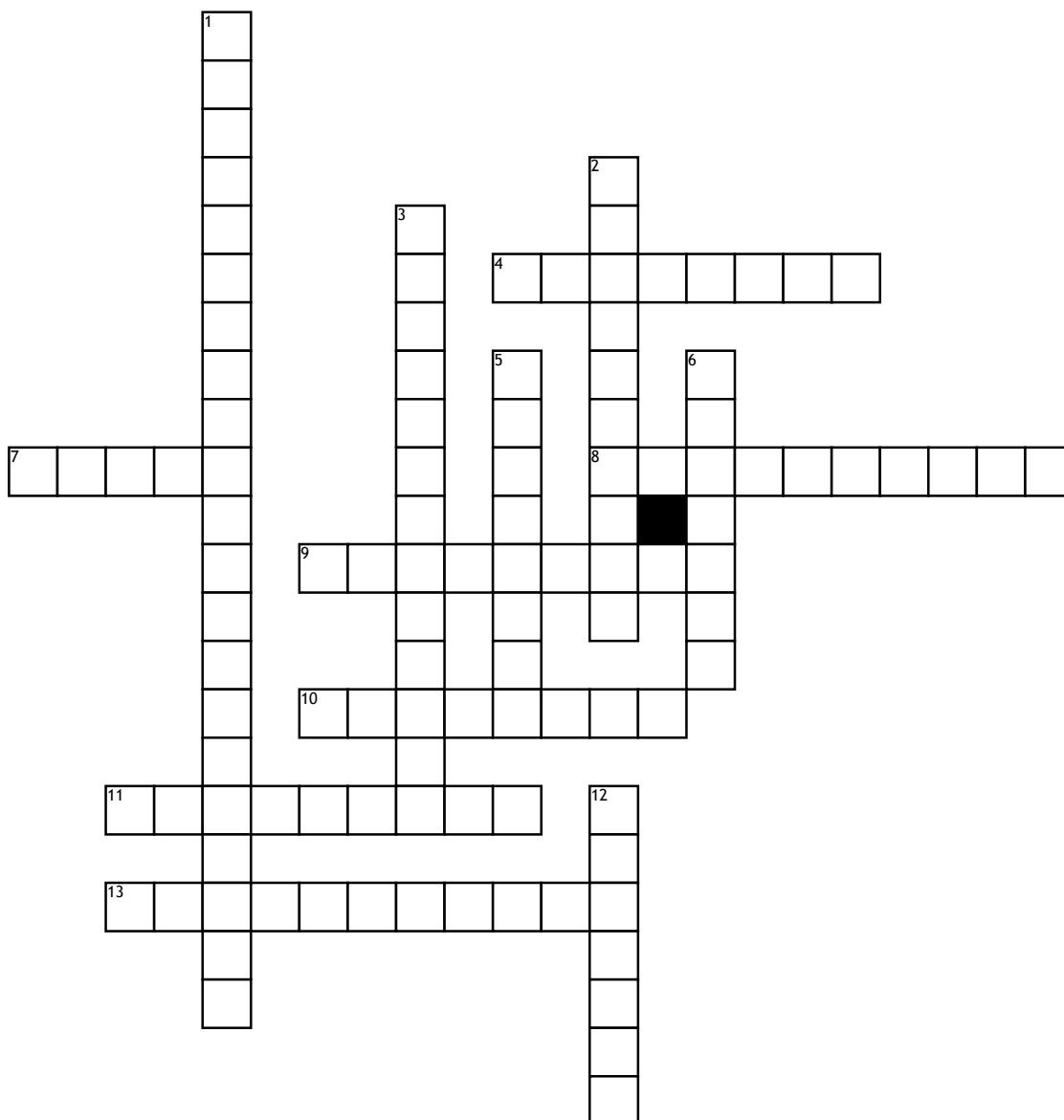


Name: _____

Date: _____

I



Across

4. An Excel file that can contain many worksheets. Also called a spreadsheet file
7. a group of selected cells, C4:G8
8. the cell that is selected, has a thick border surrounding
9. Tabs you see at the bottom of your workbook file, labeled Sheet 1, etc.
10. a predefined formula that can be chosen from a list

11. A “page” within an Excel workbook that contains columns, rows, and cells

13. when a formula is selected, Excel assigns each cell reference used in the formula a different color

Down

1. when copied the cell references will change the row numbers or column letters automatically

2. this area allows you to view and edit the contents of a cell

3. the location of a cell on the worksheet by assigning a column letter and a row number, such as, M10

5. a number used in a formula that does not change

6. a specific function that adds a range

12. allows common mathematical calculations like addition or multiplication