

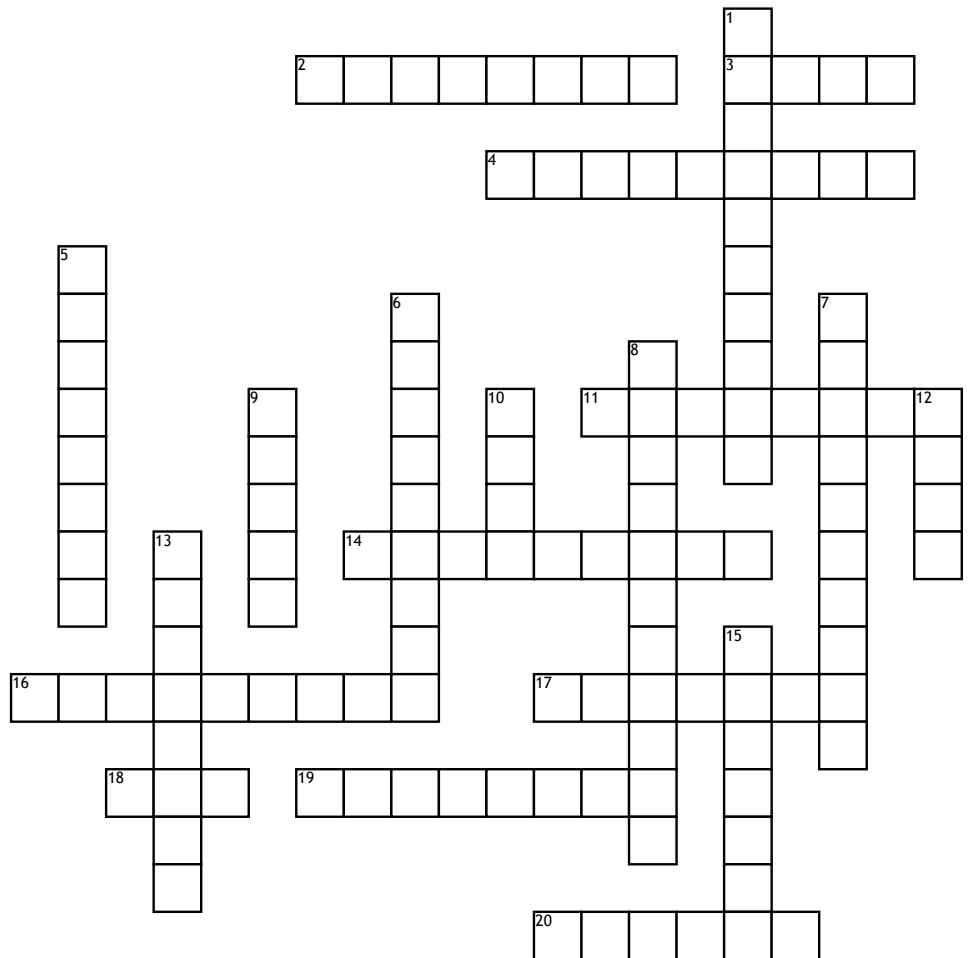
# Excel Vocabulary Words

## Across

2. - A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.
3. The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.
4. 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.
11. - The lines on your worksheet that separate the columns and rows.
14. 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.
16. - A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.
17. A combination of numbers and symbols used to express a calculation.
18. - In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.
19. The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.
20. - In a worksheet, the vertical spaces with headings A, B, C, and so on.

## Down

1. - The cell in your worksheet that has been selected. It will have bolder gridlines around it.
5. An Excel file that contains individual worksheets. Also called a spreadsheet file.
6. - A "page" within an Excel workbook that contains columns, rows, and cells.
7. - A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.



8. The name of the cell is determined by the name of the row and the column intersecting, such as A8.
9. The identifying name that reflects the information contained in a column or row in a worksheet, such as name or date.
10. - A document that is stored on your computer. In Excel, a file is also known as a workbook.
12. - When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.
13. - A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.
15. A function that automatically identifies and adds ranges of cells in your worksheet.

