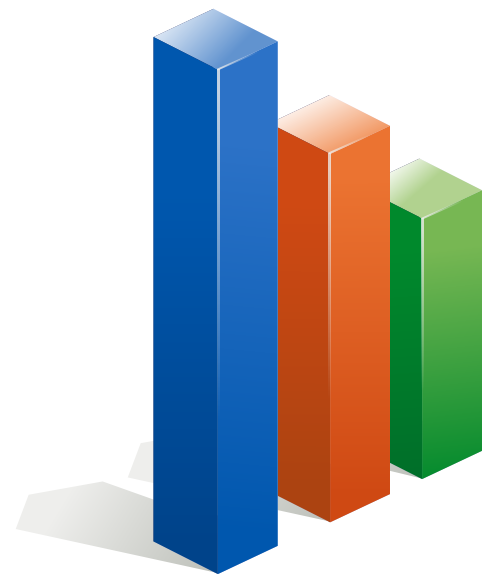
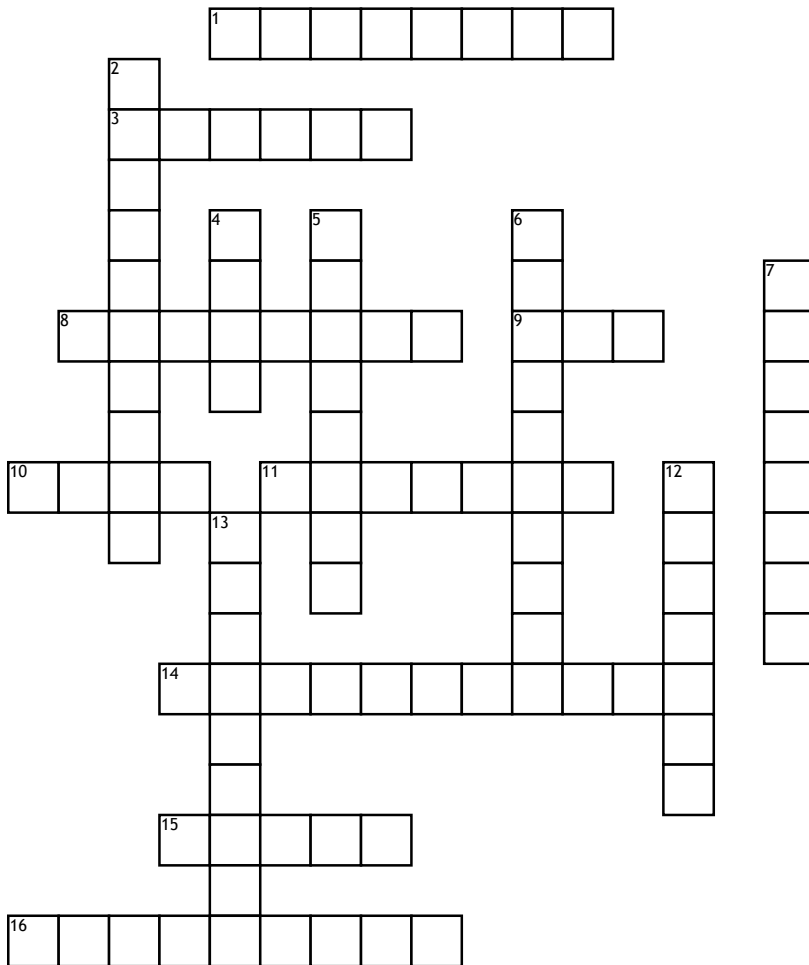


Name: _____

Date: _____

Excel Vocabulary



Across

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 vertical spaces with headings A, B, C, and so on.
8. The lines on your worksheet that separate the columns and rows.
9. In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.
10. The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.
11. A combination of numbers and symbols used to express a calculation.

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

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

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

Down

2. The cell in your worksheet that has been selected. It will have bolder gridlines around it.
4. A document that is stored on your computer.
5. An Excel file that contains individual worksheets. Also called a spreadsheet file.

6. A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

7. 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.

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

13. 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.