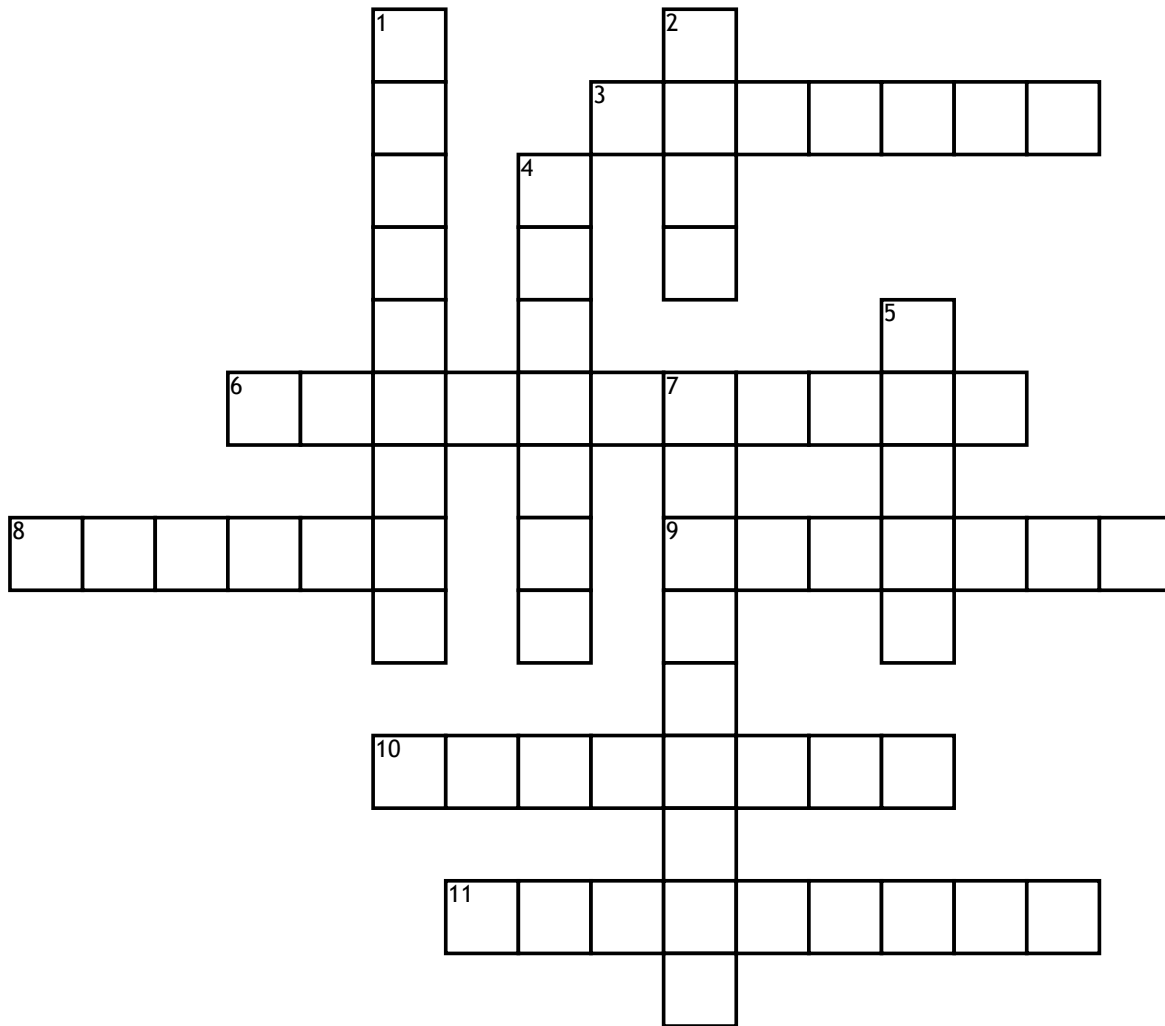


Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Info Tech Crossword



## Across

3. Represented by letters at the top of spreadsheet in Microsoft Excel
6. If I want to force my text to start in the next column, what kind of break should I insert?
8. Found at the top of Word or Excel where you click on commands
9. I can select multiple lines of text that are NOT next to each other by holding down the \_\_\_\_\_ key as I select them.
10. We always save to what folder in our class?

11. Which group of commands in the ribbon allows you to align your text left, center or to the right?

## Down

1. Control + U does what to the text?
2. Represented by numbers down the side of your spreadsheet in Excel
4. We use a \_\_\_\_\_ to calculate a range of cells in Excel.
5. Control + v allows you to do what with a picture or string of text
7. If you click on the File Tab it takes you to this location.