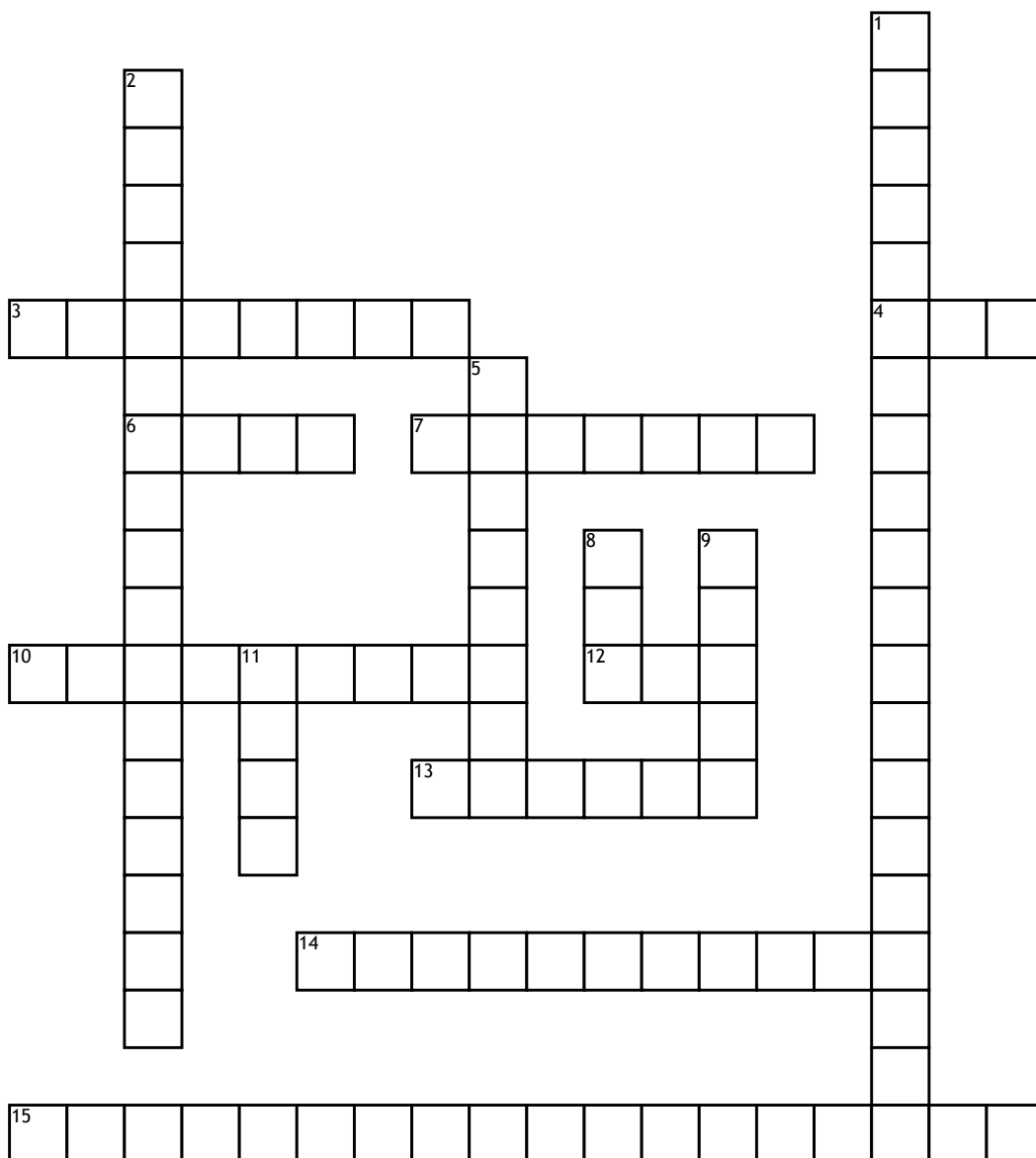# JTone wagner crossword puzzle

Across

3. a collection of related worksheet

4. Returns the largest value in set of values

6. To copy a cell's contents and/or formatting into an adjacent cell or range

7. a number or cell reference used in a formula

10. The workspace made up of columns and rows where data is entered to create an electronic spreadsheet

12. returns the smallest value in set of values

13. Keeps selected rows or columns visible on the screen as the rest of the worksheet scrolls

14. A chart that uses bars of varying height to illustrate values in a worksheet

15. a cell reference that contains both relative and absolute reference

Down

1. A built in command which can be used to perform common mathematical operations such as addition, multiplication and rounding numbers.

2. The mathematical rules used for calculating the value of a formula.

5. a symbol that indicates what mathematical operation to perform

8. Adds all the numbers in a range of cells

9. Selected group of cells on a worksheet identified by the cell in the upper left corner and the cell in the lower right corner separated by a colon

11. To arrange a list of words or numbers in ascending or descending order