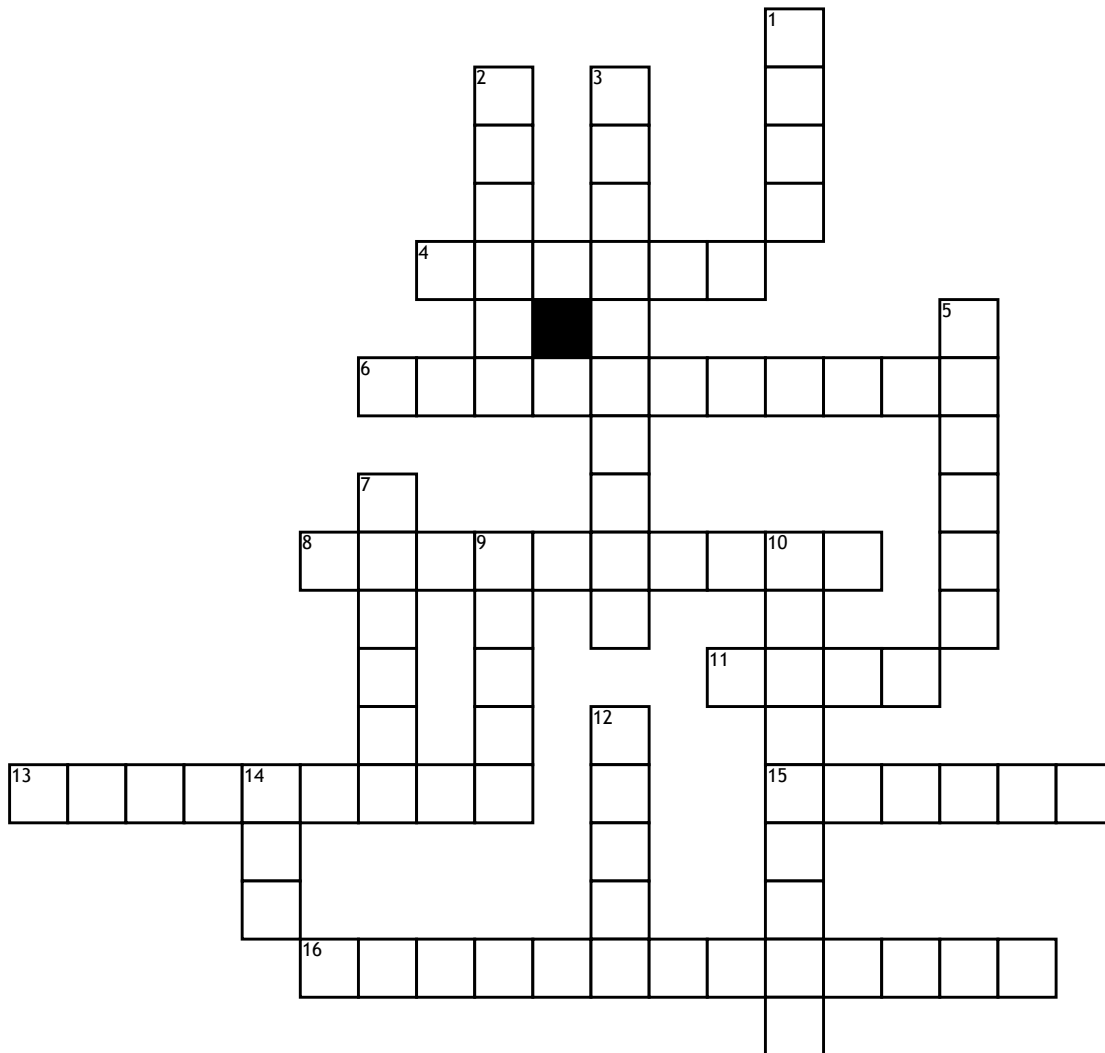Name: _____ Date: _____

Microsoft Excel Spreadsheet Basics

Across

4. keyboard shortcuts for Cut

6. a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data

8. shows the contents of the current cell and allows you to create and view formulas

11. intersection between a row and a column on a spreadsheet that starts with cell A1

13. is a group of cells within a row or column.

15. universal keyboard shortcut for the Redo command

16. describes how far away a cell or group of cells is from some other cell in the same spreadsheet.

Down

1. describes the process of organizing data in a particular order for easier searching.

2. a program that reads data in and manipulates the data to fit another output pattern or removes data that may not be needed.

3. a feature that allows the user to extend (and fill) a series of numbers, dates, or even text to a desired number of cells.

5. universal keyboard shortcut for the Undo command

7. a vertical series of cells in a chart, table, or spreadsheet; usually identified by an alphabet

9. a cell with one more cell that has been combined into one cell

10. graphically displays quantitative data

12. an arrangement of information in rows and columns that is much easier to read than a list

14. a series of data banks laid out in a horizontal fashion in a table or spreadsheet