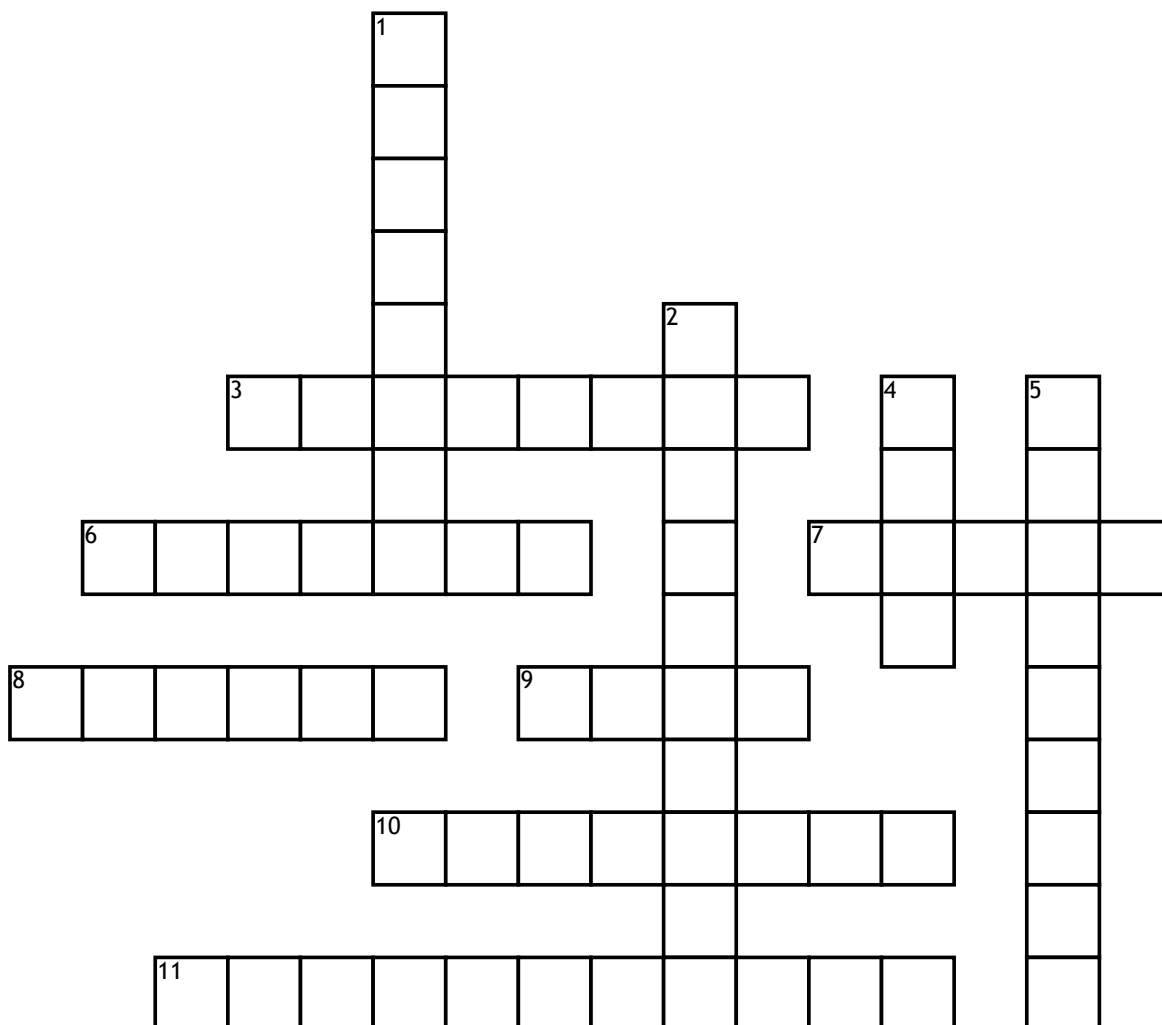Name: _____ Date: _____ Period: _____

Microsoft Excel Vocabulary Words

Across

3. 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

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

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

8. In a worksheet, the vertical spaces with headings A,B,C and so on

9. The rectangular shaped area on a worksheet that is created by the intersection of columns and rows

10. An Excel file that contains individual worksheets. Also called spreadsheet file.

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

Down

1. The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

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

4. When you move the mouse while holding down the mouse button (usually the left) to select a range cells

5. Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so.