

<u>Across</u>

3. gives smallest value
4. horizontal group of cells
6. chart that shows relationships; part to whole
8. were the data within a cell is
13. built in command which performs mathematical operations

14. text that will not be used in calculations15. copy a cells format Down

1. chart theat uses points that connect

2. arrange a list of words or number in order5. a cell in the worksheet that is ready for data entry

7. collection of worksheets
9. A group of characters that are used in a spreadsheet as data
10. when a column and row intersect
11. gives the largest value
12. adds all the numbers up