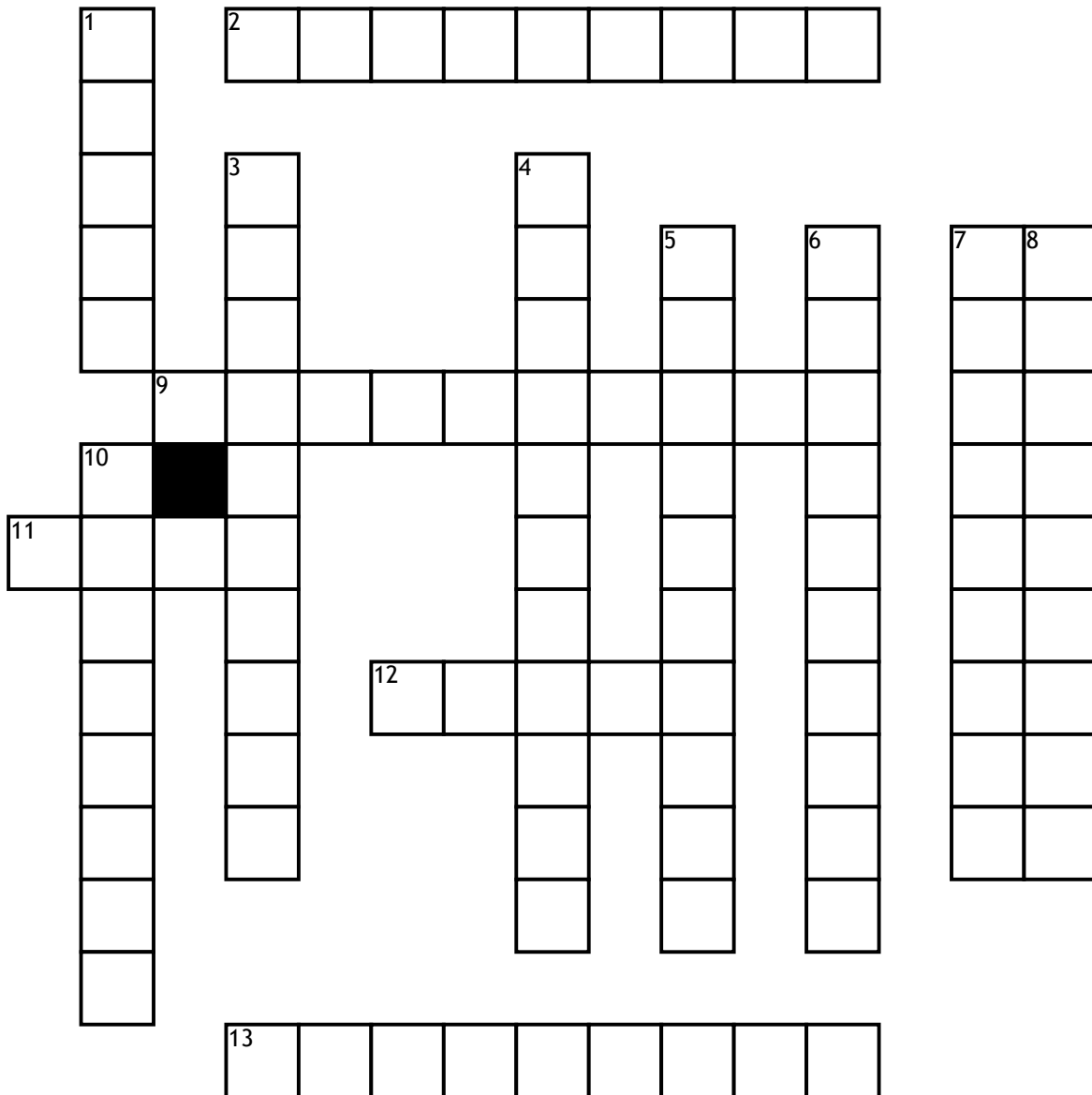# Word Lesson 7

Across

2. The first row of the table that is formatted differently and should be repeated for tables that continue beyond one page.
9. To combine two or more cells into one.
11. To arrange data alphabetically, numerically, or chronologically.
12. An arrangement of data made up of horizontal rows and vertical columns.
13. A placeholder where the function will appear. For example {=SUM(ABOVE)}.

Down

1. The rectangles that are formed when rows and columns intersect.
3. A function that allows a user to zoom in on objects such as tables, charts, and images.
4. Built-in preformatted tables.
5. To divide one cell into two or more cells.
6. An arrangement of text from the end to the beginning, such as from Z to A, 10 to 1, and December to January.
7. A cell range is identified by two or more cells within a table.
8. An arrangement of text from the beginning to the end, such as from A to Z, 1 to 10, and January to December.
10. A function that calculates totals, averages, determines the highest/lowest value and counts.