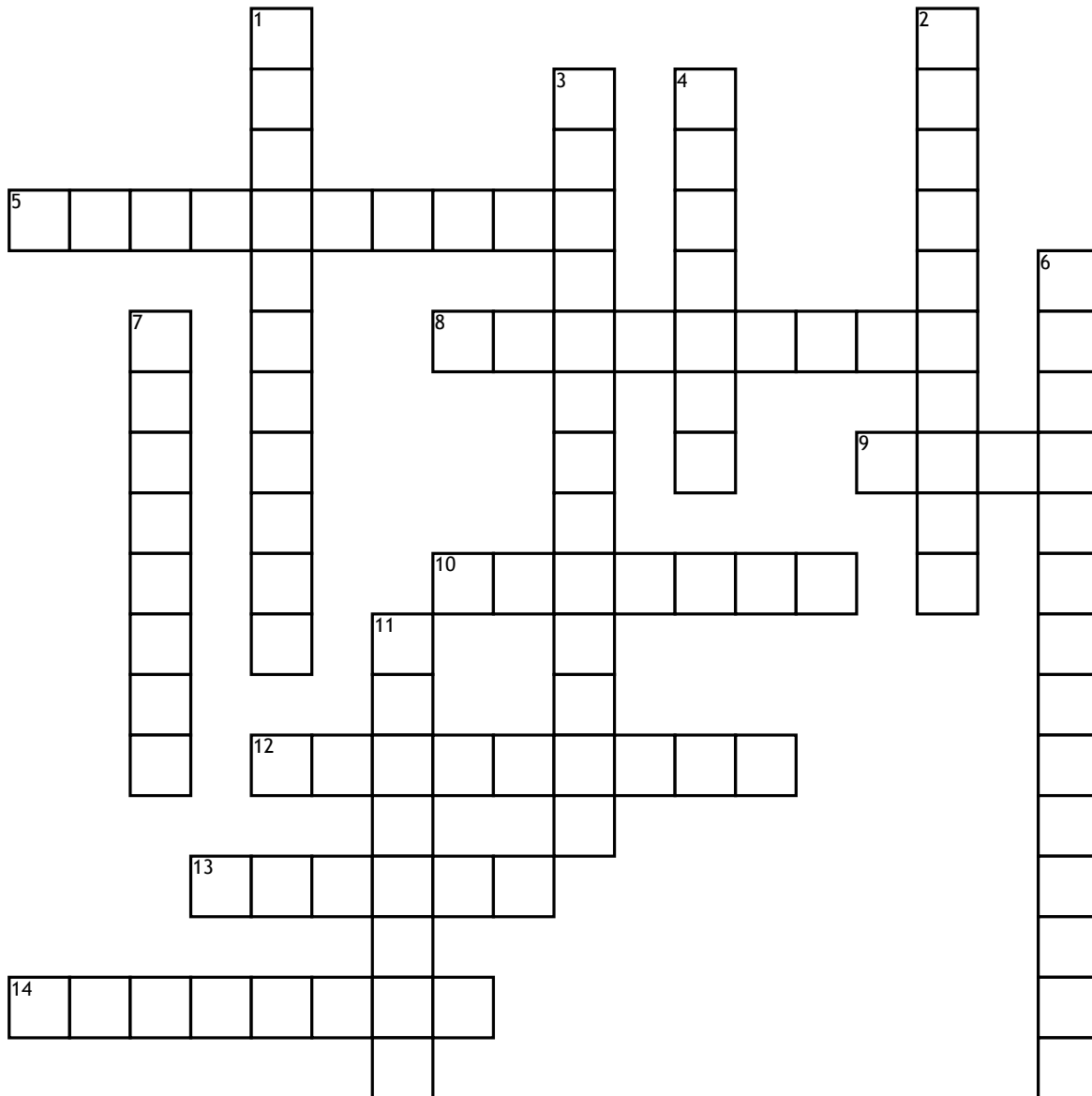


Name: _____

Date: _____

excel terms



Across

5. When two or more cells are combined

8. allows you to open numerous files simultaneously.

9. a rectangle or block housed in a worksheet

10. A sequence inside a cell that is used to produce a value

12. appear if Excel finds a problem with a provided formula

13. the workbook is a section of command tabs

14. formulas that are pre-built into Excel

Down

1. allows you to select specific columns and/or rows to remain visible on the worksheet, even if you are scrolling, such as header cells that label a column.

2. The cell you are currently working on

3. a combination of letters and numbers

4. This feature will add up the numbers you have entered in your sheet and displays the total in a cell of your choosing

6. the act of changing the in which cell data is displayed in the spreadsheet

7. This enables you to effortless copy data to more than one cell.

11. houses all of the data that you have entered and allows you to sort or calculate the results.