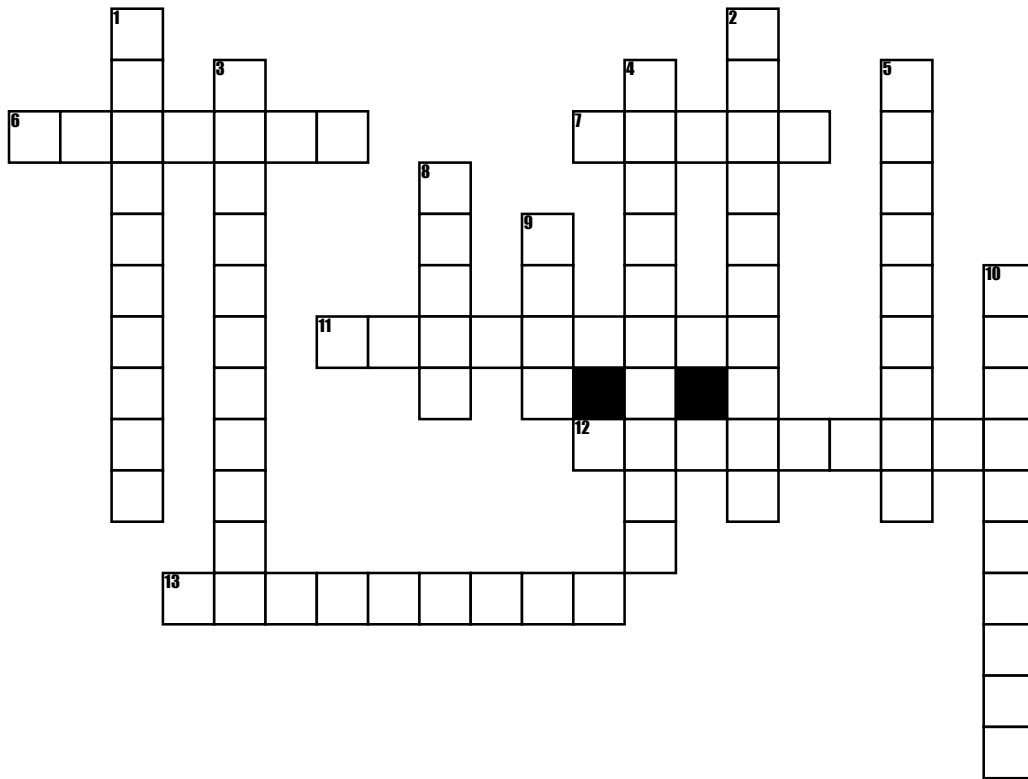


lesson 6 vocab



Across

- 6.** A function that calculates totals, averages, determines the highest/lowest value and counts.
- 7.** The rectangles that are formed when rows and columns intersect.
- 11.** Two or more cells within a table.
- 12.** A placeholder where the function will appear. For example {=SUM(ABOVE)}.

- 13.** An arrangement of text from the beginning to the end, such as from A to Z, 1 to 10, and January to December.

Down

- 1.** To combine two or more cells into one.
- 2.** To divide one cell into two or more cells.
- 3.** Built-in preformatted tables.
- 4.** An arrangement of text from the end to the beginning, such as from Z to A, 10 to 1, and December to January

- 5.** The first row of the table that is formatted differently and should be repeated for tables that continue beyond one page.

- 8.** An arrangement of data made up of horizontal rows and vertical columns.

- 9.** To arrange data alphabetically, numerically, or chronologically.

- 10.** A feature that allows a user to zoom in on tables, charts and images

Word Bank

**Cell Range
cells
header row**

**descending
Formula
Field Code**

**Quick Tables
split cells
Object Zoom**

**table
merge cells**

**ascending
sort**