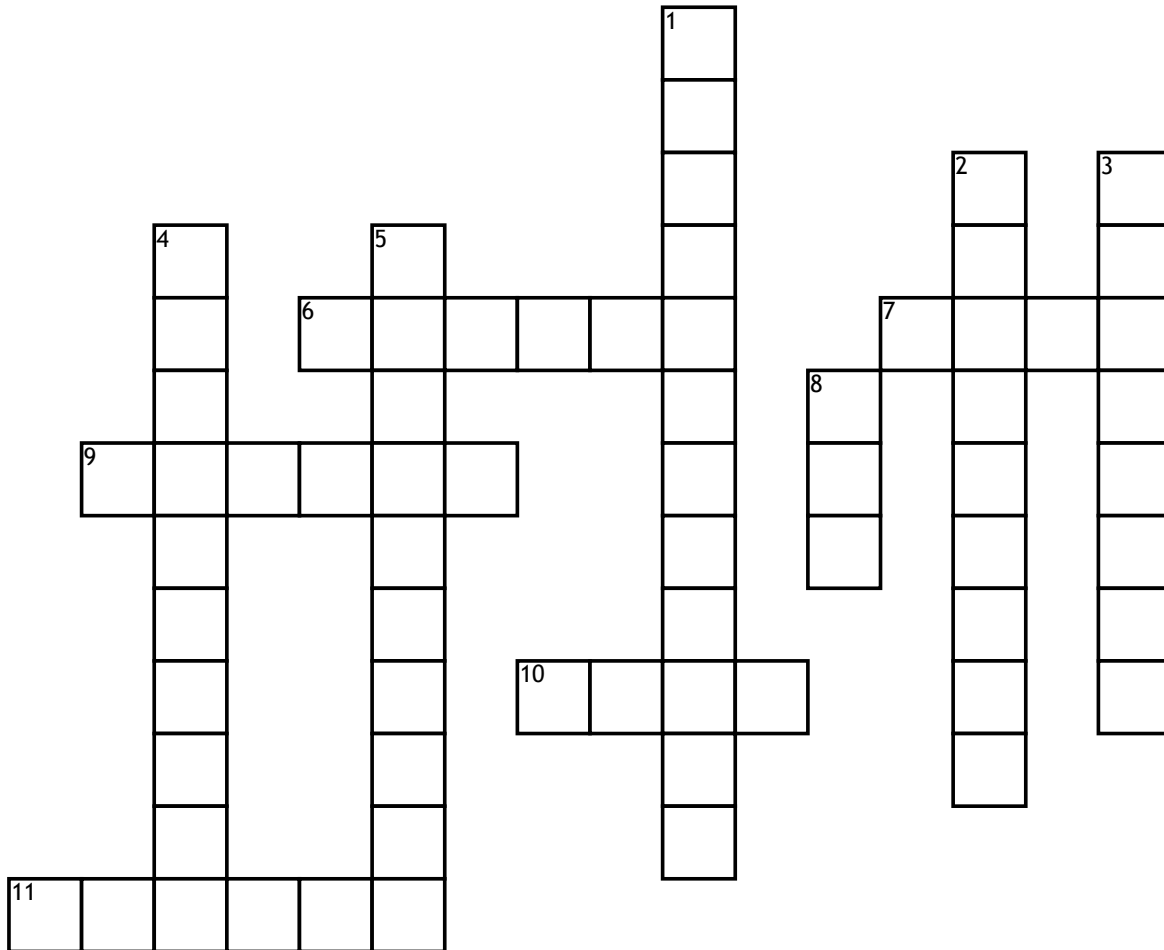


EXCEL Vocabulary



Across

6. To add a column or row to an existing worksheet
7. the rectangular shaped area on a worksheet that is created by the intersection of columns and rows
9. The area at the top of an office program window that contains the commands for working with the open file
10. the name of the style of text
11. In a worksheet, the vertical spaces with headings A, B, C, and so on

Down

1. flush with the right margin with a ragged left edge
2. Tabs you see at the bottom of your workbook file, labeled sheet 1, sheet 2 and so on. You can rename the tabs. They represent worksheets within the workbook.
3. The lines on your worksheet that separate the columns and rows
4. The cell in your worksheet that has been selected. It will have bolder gridlines around it.
5. A button on the toolbar that you can click to reverse your last action
8. In a worksheet, the horizontal spaces with the heading 1, 2, 3, and so on