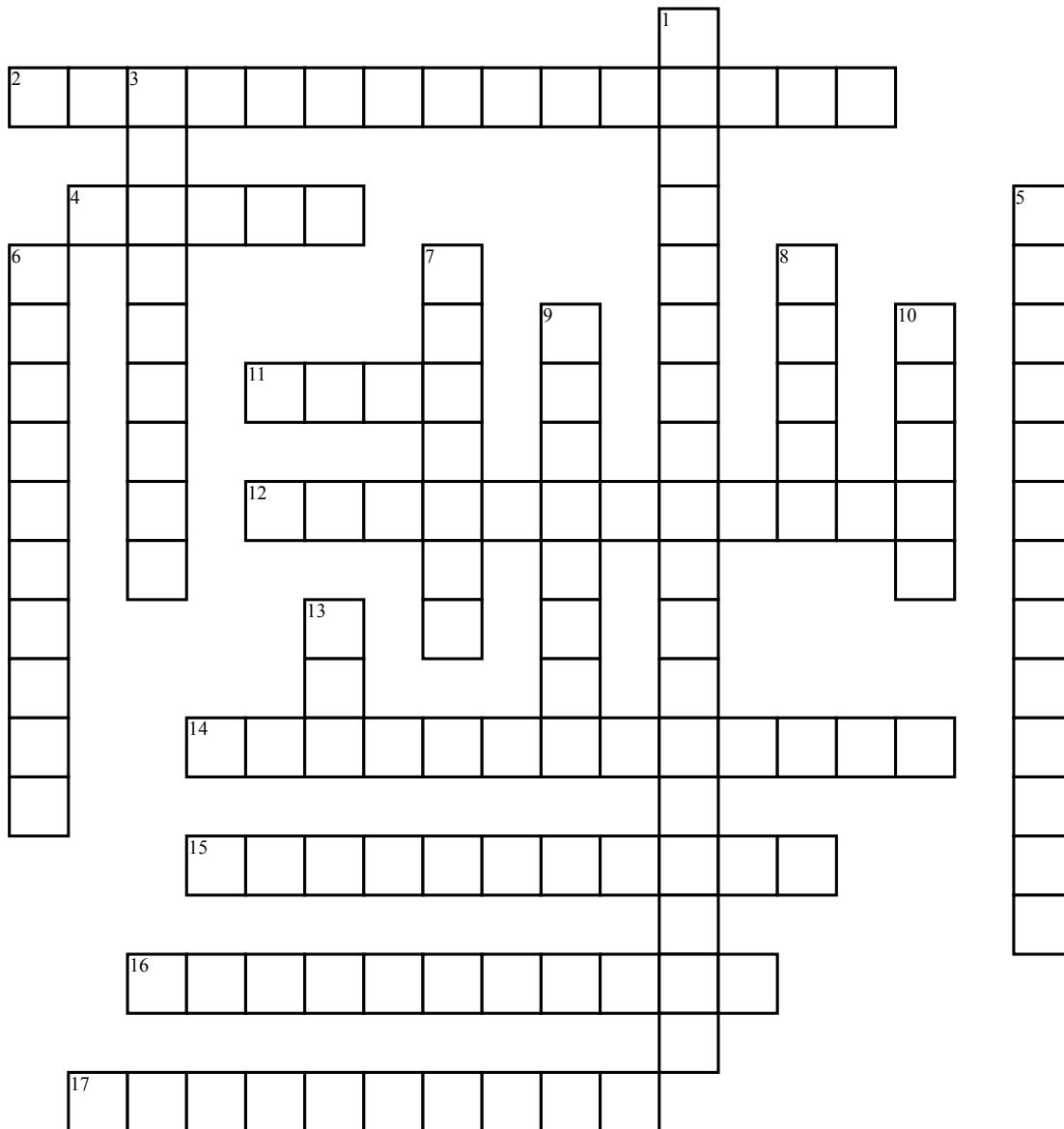


Excel 2013 Lesson 2 Vocab



Across

2. What is a location that collects and stores up to 24 copied or cut items that are available later?
4. What is to insert data from the clipboard to a new location in a worksheet?
11. What is duplicating data from a worksheet to the Clipboard?
12. What is an Excel feature that automatically enters the remaining characters of an entry?
14. What is a formatted series of text or numbers that are in a normal sequence such as months, weekdays, numbers, or times?

15. What is a mouse pointer that allows users to drag a cell or range of cells to a new location?
16. What is a mouse pointed that is like the copy pointer but replacing any existing data in the destination cells?
17. What is a small square in the lower, right corner of a selected cell or range of cells?

Down

1. What are items you directly change, such as keywords?
3. What is the feature in Excel similar to AutoFill but recognizes a pattern?
5. What is highlighting text that is to be changed?

6. What is the bar located between the ribbon and the worksheet where users can edit contents of cells?
7. What is a word assigned to a document's properties that makes it easier to organize and find documents?
8. What is a group of adjacent cells you select to perform operations on all of the selected cells?
9. What is an Excel feature that automatically fills cells with data, formatting or both.
10. What is text entered in a worksheet that identifies numeric data?
13. What command is used to remove data a worksheet?