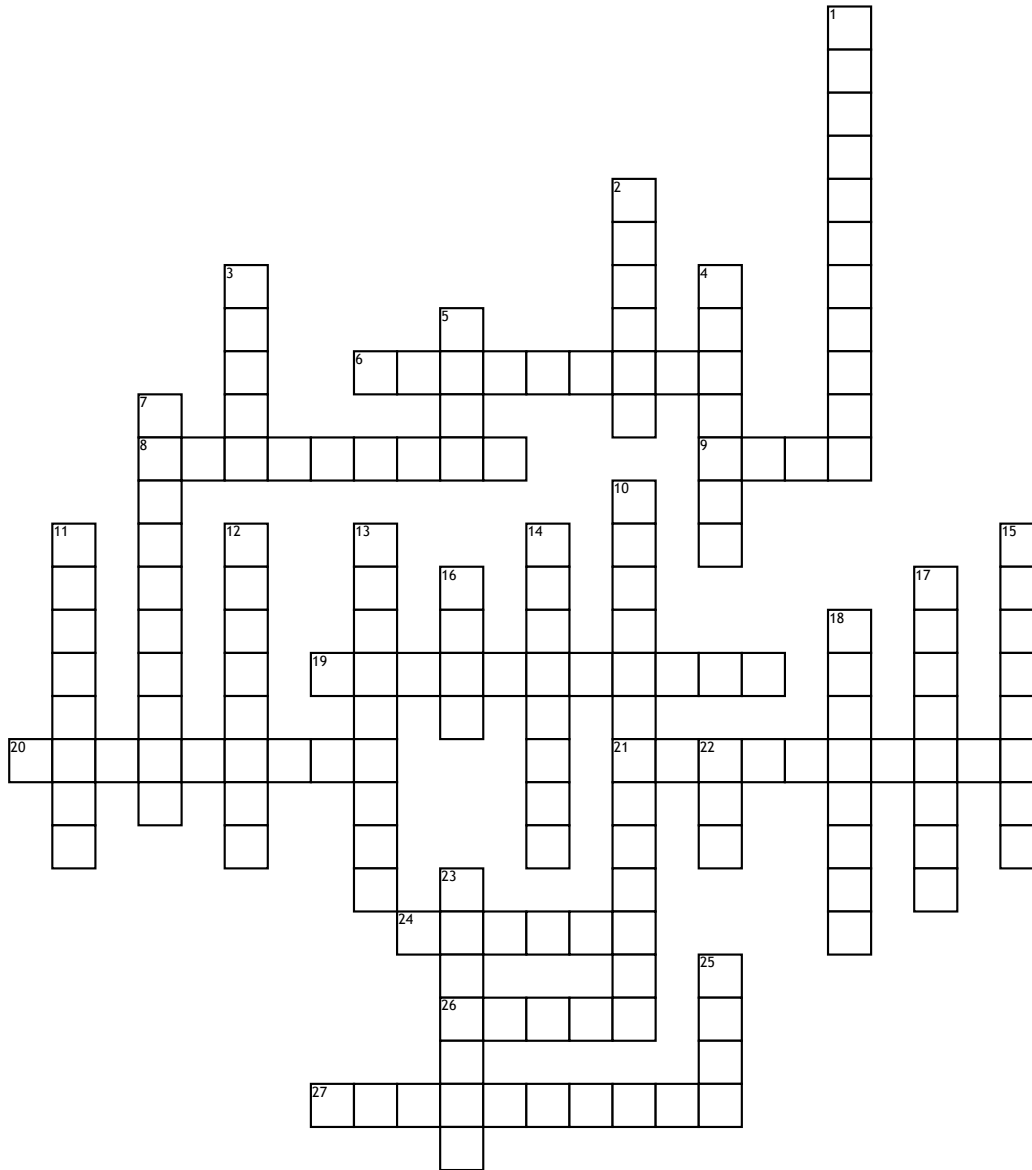# Excel Vocabulary

Across

6. A "page" within an Excel workbook that contains columns, rows, and cells.

8. Selecting more than one cell at a time.

9. Arrange systematically. You can quickly sort your data by using the A-Z and Z-A sort buttons on the ribbon's data tab. But, be careful, or one or more columns may be sorted, while others are not. Only use technique if there are no blank rows or columns within the data.

19. The name of the cell is determined the name of the row and the column intersecting.

20. A feature that allows you to copy information in an active cell to another cell or range you have selected horizontally.

21. A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

24. In a worksheet, the vertical spaces with headings A, B, C, and so on.

26. Combining or merging two or more individual cells together. The most common use for this operation is when creating titles or headings.

27. Is a command that lets you fill data in to your spreadsheet cells, that is base on a pattern you establish. For example, you can use this command to continue a series of numbers, text combinations, or dates.

Down

1. An electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

2. Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need.

3. The identifying name that reflects the information contained in a column or row in a worksheet, such as name or date.

4. A function that automatically identifies and adds ranges of cells in your worksheet.

5. When you move your mouse while holding down the mouse button (usually the left) to select a range of cells.

7. The cell in your worksheet that has been selected. It will have bolder gridlines around it.

10. Refers to a cell or a range of cells on a worksheet and can be used in a formula so that Microsoft Excel can find the values or data that you want that formula to calculate.

11. A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

12. A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

13. 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.

14. The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

15. The lines on your worksheet that separate the columns and rows.

16. The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

17. An Excel file that contains individual worksheets. Also called a spreadsheet file.

18. A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

22. In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

23. A combination of numbers and symbols used to express a calculation.

25. A document that is stored on your computer. In Excel, a file is also known as a workbook.