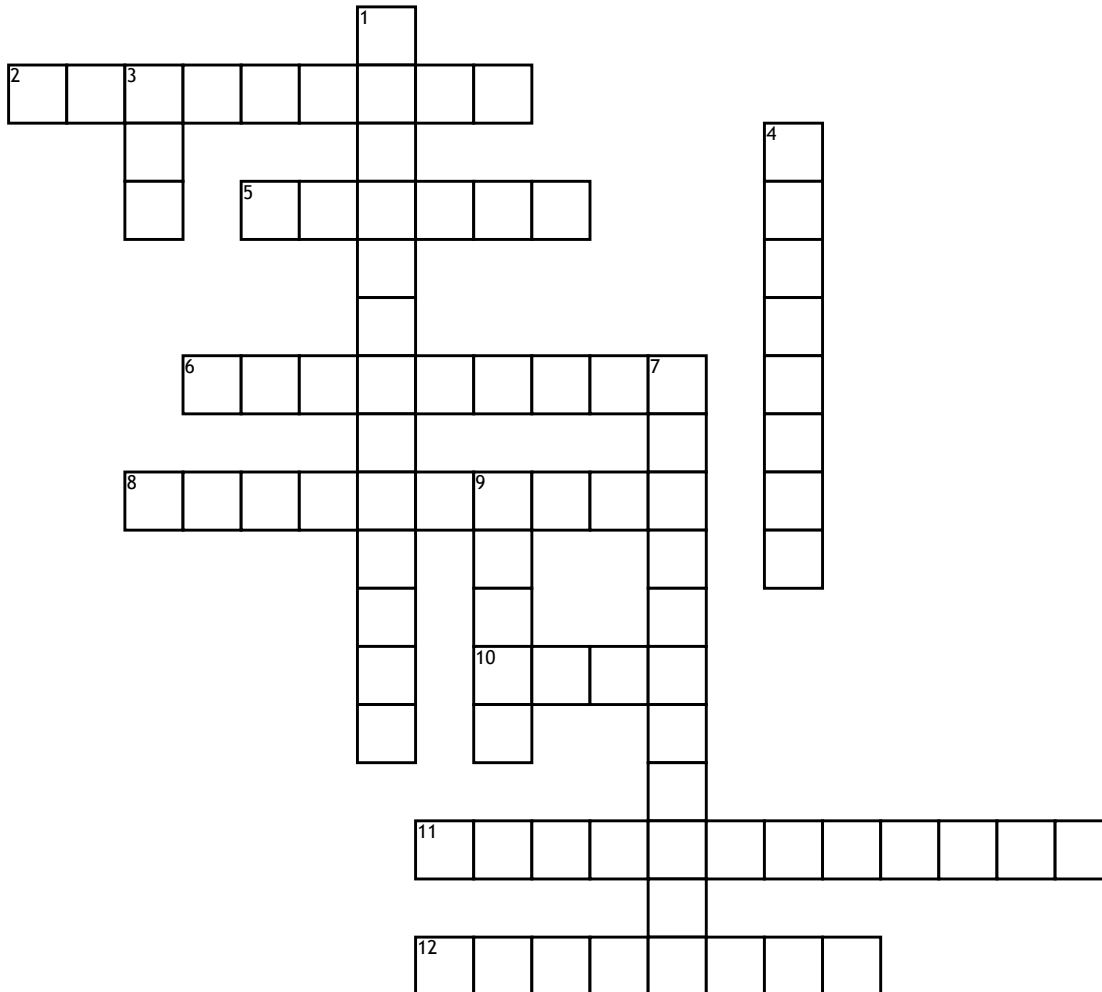


Excel Vocabulary



Across

2. One page in a workbook
 5. A vertical series of cells in a spreadsheet
 6. any of a series of numbered horizontal and perpendicular lines that divide a page into squares to form a grid by means of which any point may be located by a system of rectangular coordinates
 8. A cell cursor is an outline around a cell that the user can move to indicate which cell should be used

10. a network of lines that cross each other to form a series of squares or rectangles.

11. The bar at the top of the spreadsheet used to enter data into the selected cell; data will appear in cell after pressing Enter/Return or tab.

12. A preset formula in Excel. Ex. The SUM function is a formula that can replace a formula to add a series of cells together.

Down

1. An indicator that indicates that a cell may have an error in the cell's contents or user comments.

3. a single set of horizontal cells in a spreadsheet.

4. A spreadsheet file which can contain several worksheets

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

9. An area of the spreadsheet of a group of cells. An area is defined by the upper left cell and the lower right cell of the range.