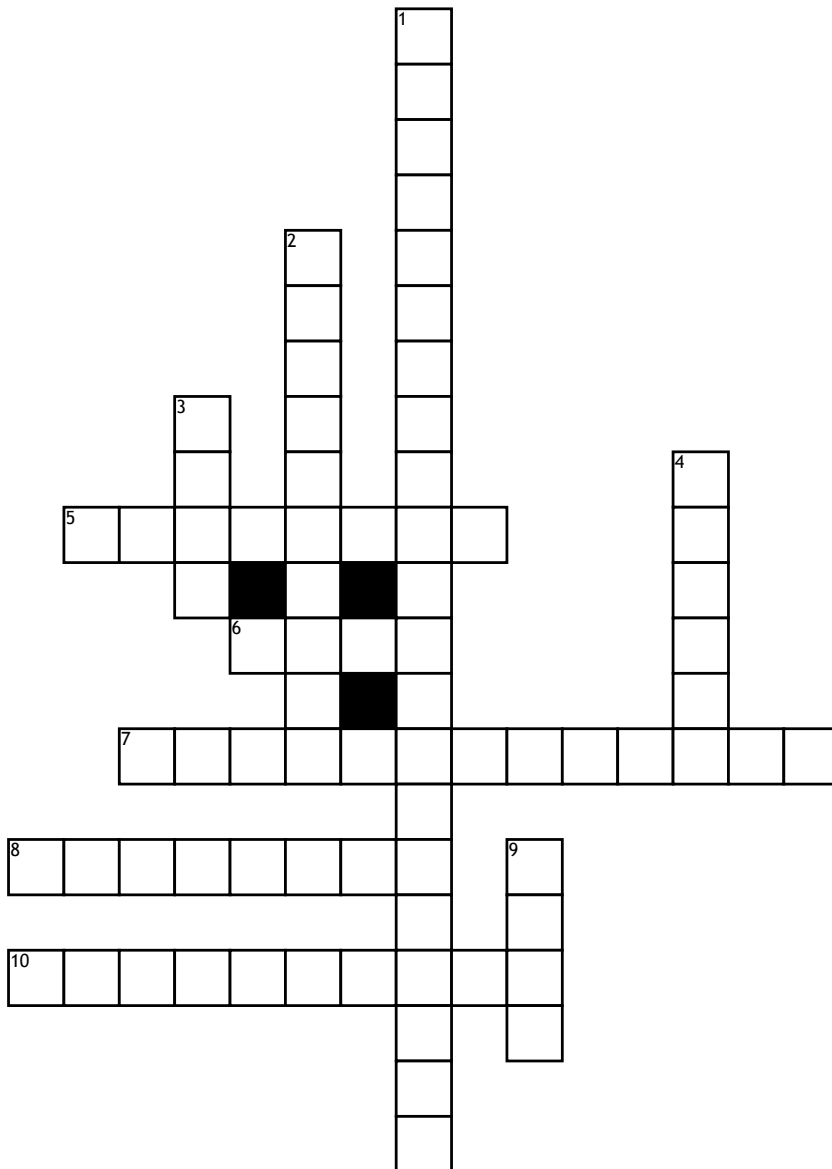


Spreadsheet Vocab Office Productivity



Across

5. This key on the keyboard is used to accept any data that has been typed in a cell and move the active cell down vertically to the next one in a column.
6. A rectangular area formed by intersection of a column and a row.
7. The name of the cell that is found by combining the column letter with the row number.
8. By default, the name of a cell is the cell reference.
10. The cell in the spreadsheet that is currently selected for data entry.

Down

1. One that does not change when it is copied.
2. The first cell that is highlighted in a range.
3. Refers to the type of information that can be stored in the cells of a spreadsheet.
4. Runs vertically on the spreadsheet.
9. A feature that can be used to quickly copy data from the anchor cell to an adjoining range, updating the data if appropriate.