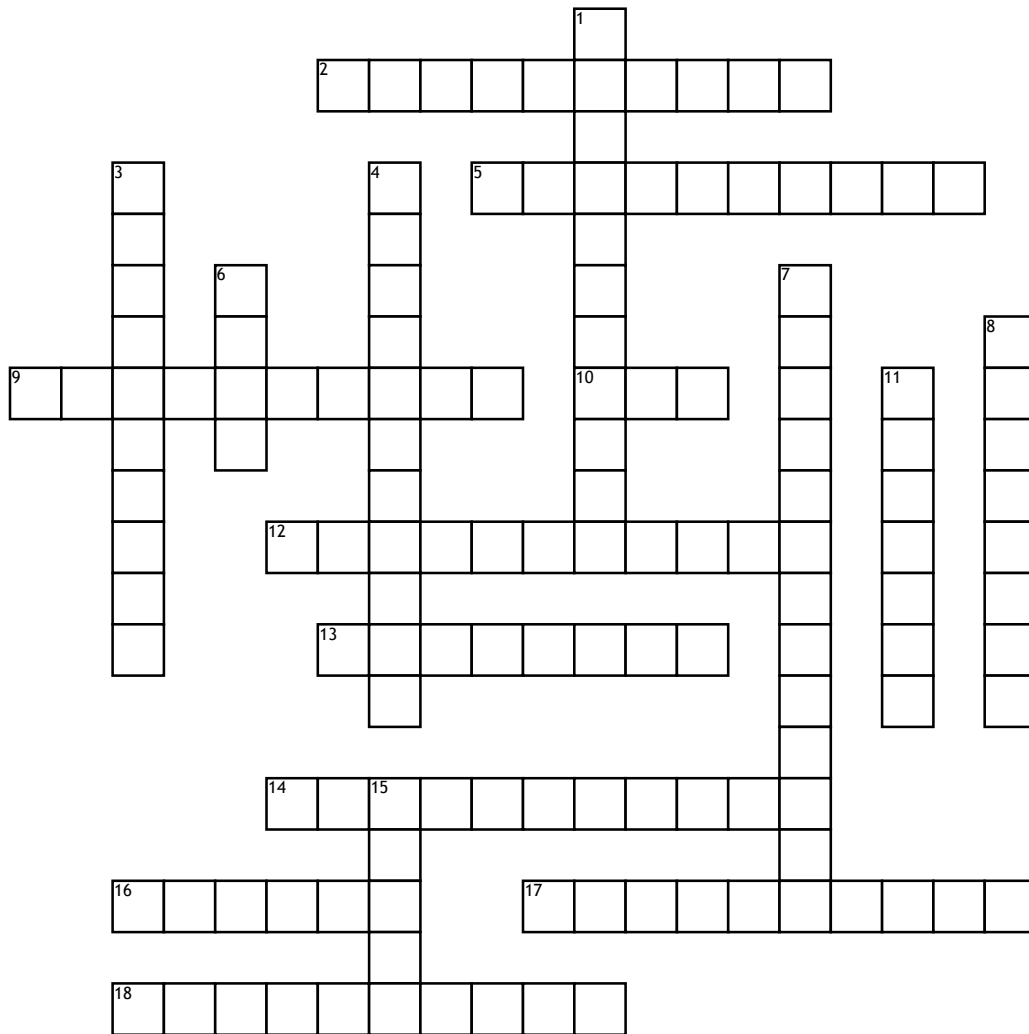


# Spreadsheet Vocabulary



**Across**

- 2. the cell that is currently selected. Has thick black border around it
- 5. small square in the lower right corner of a selection
- 9. the first thing that must be entered in a formula
- 10. horizontal part of the worksheet identified by numbers
- 12. the sheet the user is currently working on in a workbook.

- 13. a single spreadsheet file with a collection of worksheets
- 14. formula an equation that makes calculations based on the data in your
- 16. vertical part of the worksheet identified by letters
- 17. formats lines around a cell
- 18. tool to complete a series such as dates or days of the week

**Down**

- 1. the column letter and row number of a cell

- 3. displays the active cells content
- 4. arranges data into meaningful order so that you can analyze it more effectively
- 6. holds data and perform functions
- 7. copies formatting from a selected cell onto new cells
- 8. the multiplication symbol in a spreadsheet
- 11. automatically resizes the column to fit the widest entry
- 15. selection of two or more cells