

Name: _____ Date: _____

Spreadsheets - Lesson 3 & 4

1. Area above the worksheet in which you view, type, and edit cell entries.
 2. Address in a formula that refers to the same single cell in adjacent worksheets of the workbook; may be used to sum or average the contents of those cells.
 3. Predefined formula that performs calculations on table cells.
 4. Cell content beginning with an equals (=) sign that connects to a cell in another area of the same worksheet, a different worksheet, or a different workbook.
 5. The cell is relative to the cell that contains the formula.
 6. Identification which cell or range of cells contains the values to use in a formula.
 7. Reference in a formula that always refers to the same cell, regardless of which cell the formula is moved or copied to.
 8. An example of this type of reference is \$C1
 9. Changing the value in one or more cells that are used in a formula to see the various results of the changes.
 10. References within a formula that depend upon the results of that same formula. A cell that refers to its own value.
 11. Feature common to several applications that appears when text is selected.
 12. Preview how many formatting changes will look before actually issuing the command.
 13. This allows you to offset entries from the edge of the cells to convey the hierarchy of entries within worksheets.
 14. Ability to combine cells.
 15. Ability to undo the merged cells.
 16. Allows to copy the formatting from one cell to another without copying the contents.
- A. Conditional Formatting
 - B. Absolute Cell Reference
 - C. Formula Bar
 - D. 3-D Cell Reference
 - E. Splitting Cells
 - F. Format Painter Tool
 - G. Document Theme
 - H. Theme
 - I. Circular Reference
 - J. What-If Analysis
 - K. Relative Cell Reference
 - L. Format Cells Dialog Box
 - M. Mixed Reference
 - N. Function
 - O. Cell Reference
 - P. Indent Cell/Range of Cells

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| 17. Ability to apply formatting to cells based on meeting criteria that you set. | Q. Linking Formula |
| 18. Set of formatting selections that can be applied to a document; including colors, graphic elements, and fonts all designed to work well together. | R. Mini Toolbar |
| 19. Preset design consisting of color scheme, text formatting, and placeholder positions. | S. Live Preview |
| 20. Contains six (6) tabs that allow you to apply different aspects to your worksheet: number, alignment, font, border, fill, and protection. | T. Merging Cells |