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Excel Vocabulary Words

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| **Across****2.** – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.**3.** The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.**4.** 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.**11.** – The lines on your worksheet that separate the columns and rows.**14.** 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.**16.** – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.**17.** A combination of numbers and symbols used to express a calculation.**18.** – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.**19.** The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.**20.** – In a worksheet, the vertical spaces with headings A, B, C, and so on. | **Down****1.** – The cell in your worksheet that has been selected. It will have bolder gridlines around it.**5.** An Excel file that contains individual worksheets. Also called a spreadsheet file.**6.** – A “page” within an Excel workbook that contains columns, rows, and cells.**7.** – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.**8.** The name of the cell is determined by the name of the row and the column intersecting, such as A8.**9.** The identifying name that reflects the information contained in a column or row in a worksheet, such as name or date.**10.** – A document that is stored on your computer. In Excel, a file is also known as a workbook.**12.** – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.**13.** – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.**15.** A function that automatically identifies and adds ranges of cells in your worksheet. |