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Microsoft Excel Spreadsheet Basics

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| **Across****4.** keyboard shortcuts for Cut**6.** a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data**8.** shows the contents of the current cell and allows you to create and view formulas**11.** intersection between a row and a column on a spreadsheet that starts with cell A1**13.** is a group of cells within a row or column. **15.** universal keyboard shortcut for the Redo command **16.** describes how far away a cell or group of cells is from some other cell in the same spreadsheet. | **Down****1.** describes the process of organizing data in a particular order for easier searching.**2.** a program that reads data in and manipulates the data to fit another output pattern or removes data that may not be needed.**3.** a feature that allows the user to extend (and fill) a series of numbers, dates, or even text to a desired number of cells.**5.** universal keyboard shortcut for the Undo command **7.** a vertical series of cells in a chart, table, or spreadsheet; usually identified by an alphabet**9.** a cell with one more cell that has been combined into one cell**10.** graphically displays quantitative data**12.** an arrangement of information in rows and columns that is much easier to read than a list**14.** a series of data banks laid out in a horizontal fashion in a table or spreadsheet |