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Microsoft Excel Vocabulary Words

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| **Across**  **3.** 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  **6.** A function that automatically identifies and adds ranges of cells in your worksheet  **7.** The identifying name that reflects the information contained in a column or row in a worksheet, such as name or date  **8.** In a worksheet, the vertical spaces with headings A,B,C and so on  **9.** The rectangular shaped area on a worksheet that is created by the intersection of columns and rows  **10.** An Excel file that contains individual worksheets. Also called spreadsheet file.  **11.** The name of the cell is determined by the name of the row and the column intersecting, such as A8 | **Down**  **1.** The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.  **2.** A command line above the worksheet where text, numbers, and formulas are entered into a worksheet  **4.** When you move the mouse while holding down the mouse button (usually the left) to select a range cells  **5.** Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so. |