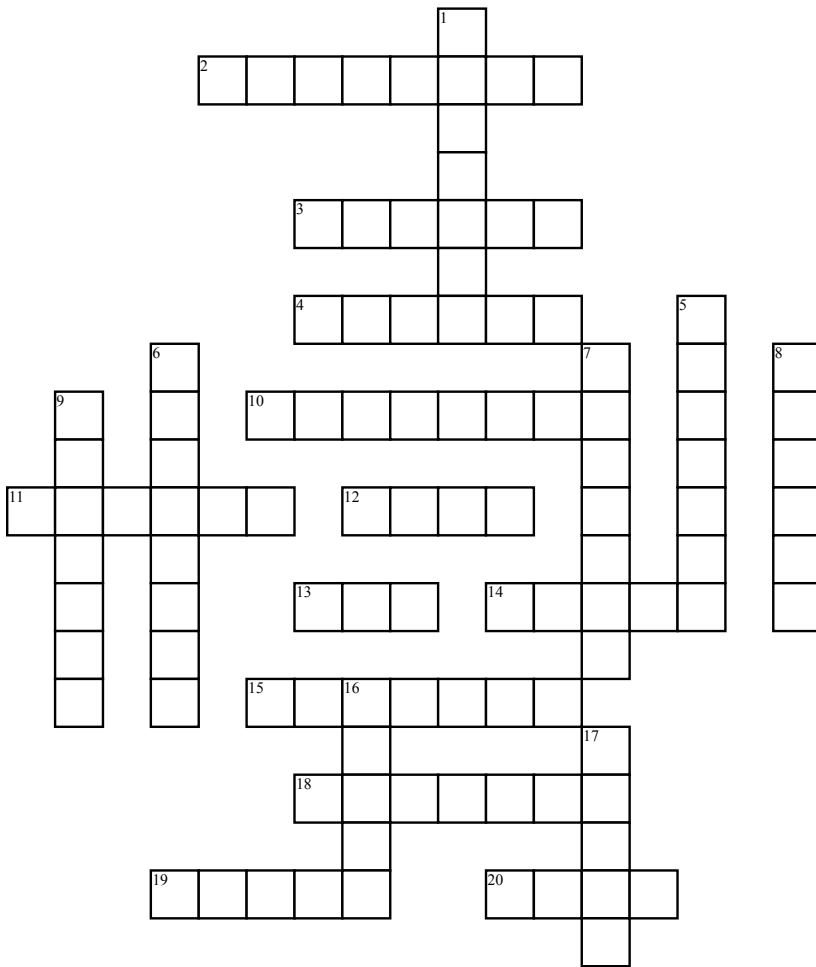# Microsoft Excel

## Across

**2.** Arrangement of cells, objects, or files

**3.** Data retrieved from another file saved in a file format

**4.** Increase or decrease the size of a graphic

**10.** Symbol or name that represents something else

**11.** To highlight a cell or a range of cells

**12.** Changes the onscreen levels of magnification

**13.** Appears horizontally in a spreadsheet

**14.** Numbers that can be manipulated by formulas

**15.** One or more functions are placed inside a main function

**18.** An equation

**19.** Placing copied data

**20.** Manner in which information is stored into a computer

## Down

**1.** Makes it easier to organize and fine documents

**5.** Function that adds the values of cells

**6.** Sign used to multiply

**7.** Setting that a computer program assumes you will use

**8.** Appears vertically in a spreadsheet

**9.** Items on either side of a operator in a formula

**16.** Excel recognizes a named range

**17.** Words or numbers that are entered