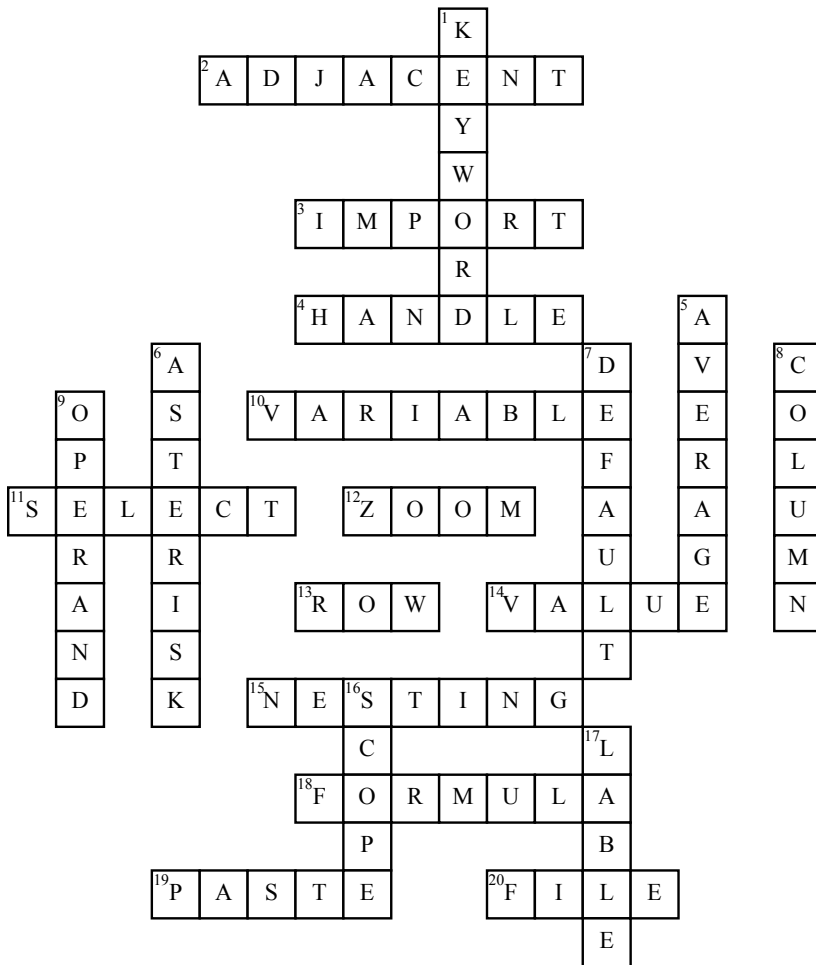


Microsoft Excel



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 an operator in a formula
16. Excel recognizes a named range
17. Words or numbers that are entered