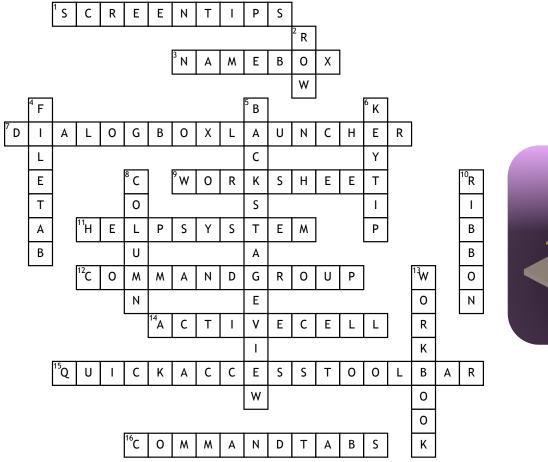
Name:	Date:

Excel 1





Across

- 1. A small, onscreen rectangle that displays descriptive text when you rest the pointer on a command or control.
- 3. Located below the ribbon at the left end of the formula bar. When a user types a cell location into this box and presses Enter, the insertion point moves to that cell.
- 7. An arrow in the lower, right corner of some command groups on the ribbon that opens a dialog box related to the command group.
- **9.** A page in a workbook that consists of a grid of rows and columns in which you can enter text, values, and formulas, and perform calculations.
- 11. A system in Excel that is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks.

- **12.** Task-specific groups divided among the command tabs appropriate to the work a user currently performs.
- **14.** A cell that is highlighted or outlined by a bold black rectangle. This is also called the current or highlighted cell.
- **15.** A toolbar that gives you fast and easy access to the tools you use most often in Excel.
- **16.** Task-oriented tabs that are organized on the ribbon.

Down

- **2.** A line of cells that start at the left edge of a worksheet, continue to the right, and are identified by numbers.
- **4.** In Office 2013, the tab that takes you to Backstage view to access Save, Print, Options, and other commands.

- **5.** A view that shows you behind-the-scenes options for managing files such as opening, saving, printing, and documenting files.
- **6.** Small "badges" displaying keyboard shortcuts for specific tabs and commands on the ribbon and Quick Access Toolbar. Also referred to as hotkeys.
- **8.** Cells that run from top to bottom in a worksheet and are identified by letters.
- **10.** A broad band that runs across the top of the Excel window that organizes commands and tools into an easy-to-use interface. The ribbon was introduced in Office 2007.
- **13.** A collection of worksheets in a single file.