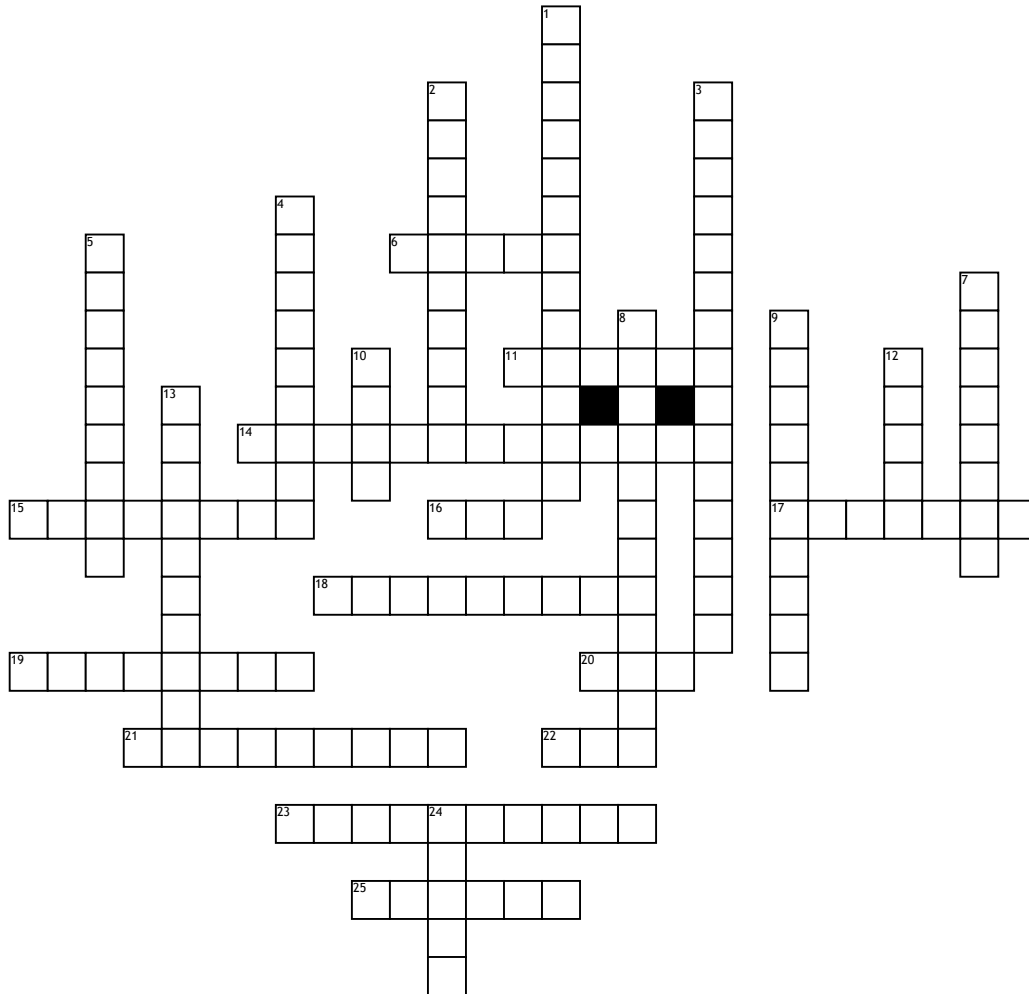Name: _____    Date: _____    Period: _____

# Excel Vocabulary



## Across

**6.** a predefined set of colors, fonts, chart styles, cell styles and fill effects

**11.** pictorially represent data.

**14.** identified by column letter then row number (A1, A2, B2, C1, etc.)

**15.** the values you use with a function

**16.** displays the highest value in a range

**17.** displays active cell; located immediately above column A. Used to select a cell

**18.** a feature of Excel which allows you to change several characteristics of a cell, such as font type, font size, & font color, all at once.

**19.** New document. Like a notebook, contains sheets on which data is entered.

**20.** displays the lowest value in a range

**21.** horizontal and vertical lines

**22.** horizontal, identified with numbers

**23.** cell in which data is currently being entered; has a heavy border and is in the Name box.

**25.** vertical, identified by letters

## Down

**1.** is drawn on the same worksheet as the data

**2.** bottom right corner of a cell, allows you to copy formulas or cell contents

**3.** displays the formulas instead of values. Pres ctrl~ to display.

**4.** allows you to enter, calculate, manipulate, and analyze data such as numbers and text inside a workbook.

**5.** Starts every formula.

**7.** A prewritten formula (Average, Sum, etc.

**8.** displays the worksheet as it will appear when printed.

**9.** The number format that causes the cells to display with two decimal places.

**10.** a box that is made when each column and row meets.

**12.** a series of two or more adjacent cells in a column, row, or rectangle.

**13.** displays data being entered in a cell

**24.** a number, such as a whole number, a fraction, or a decimal

## Word Bank

| | | | | |
|---|---|---|---|---|
| argument | max | gridlines | row | range |
| Fill handle | Formula bar | Function | cell | charts |
| Embedded chart | Theme | min | Worksheet | column |
| value | cell reference | Active cell | Print preview | Workbook |
| Formulas version | cell style | accounting | Equal sign | Name box |