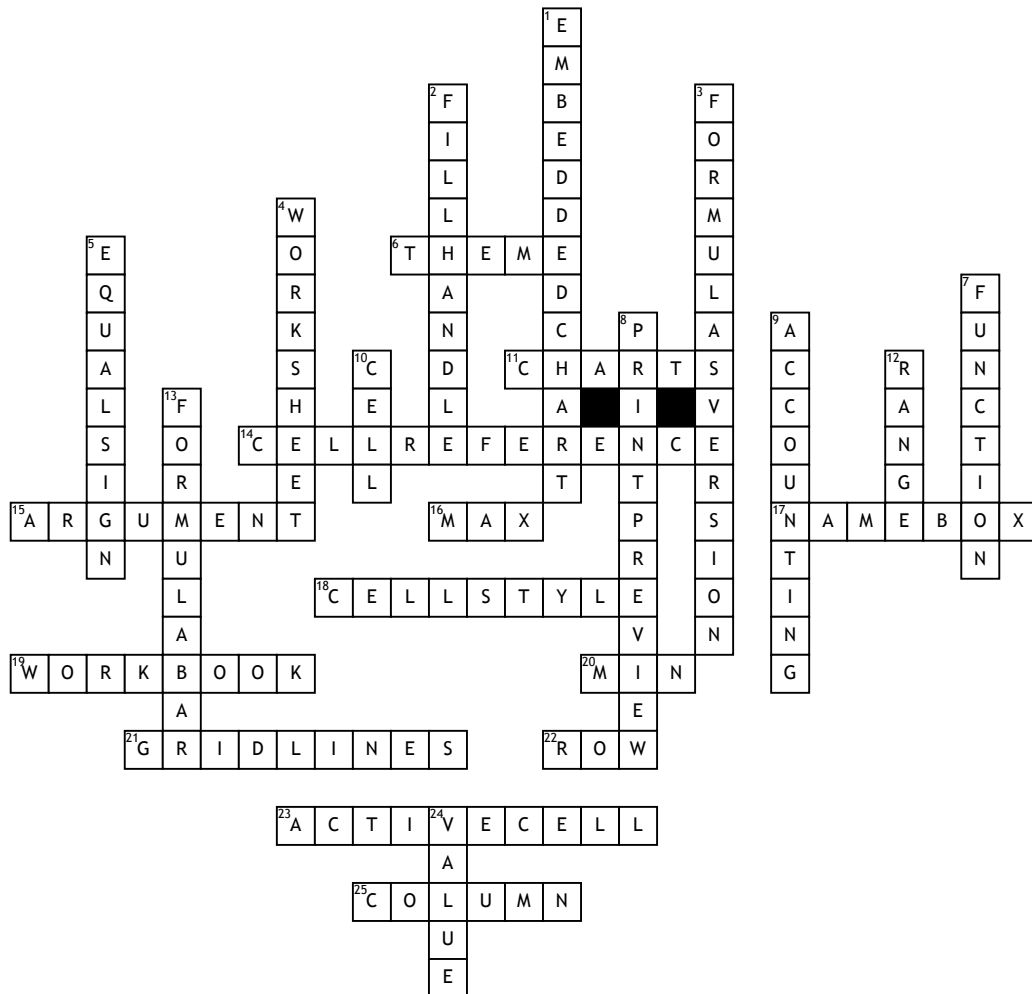


Excel Vocabulary



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

charts

Formula bar

Worksheet

max

column

Print preview

cell style

Embedded chart

Function

min

Fill handle

cell

Active cell

accounting

Workbook

value

argument

Equal sign

Name box

range

gridlines

Theme

cell reference

row

Formulas version