

Microsoft Excel

Name: _____

Complete the crossword puzzle below. There are no spaces between double-word answers. Numbers mark the start of an answer.



Number 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Across

1. The small square at the bottom-right corner of a selected cell used for autofill.
2. The feature that automatically adjusts the column width to fit the content.
3. A collection of worksheets saved as one file.
4. The horizontal lines of cells identified by numbers.
5. The primary document you work with in Excel, composed of rows and columns.
6. The unique identifier for a cell, like A1.
7. To copy a formula or data to adjacent cells by dragging a small square.
8. The vertical lines of cells identified by letters.
9. A group of selected cells.
10. The process of combining data into a single cell.
11. A visual representation of data.

Down

1. The bar for the new information entered into cells.
2. A pre-defined calculation that performs a specific task.
3. To re-enter previously entered data when typing in a cell.
4. The bar at the top where you can enter or edit data and formulas.
5. The symbol used to begin every formula in Excel.
6. To change the order of data, either alphabetically or numerically.
7. To temporarily hide rows that don't meet specific criteria.
8. To combine data from one row and a column.
9. To combine data from multiple rows and columns.

Microsoft Excel 2013 Answer Key

Chao Zhang



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