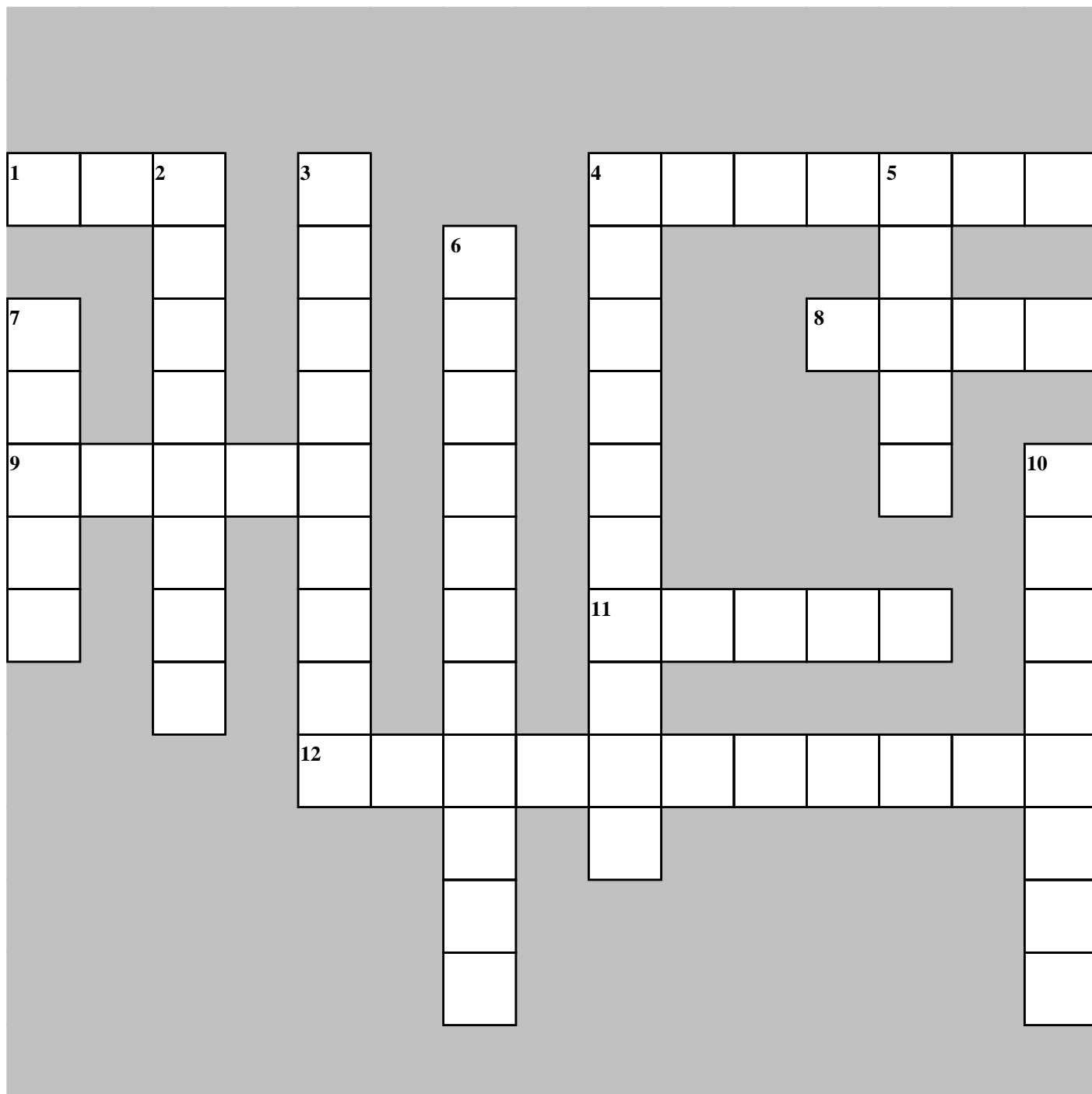Name _____   Date _____

Spreadsheet Fundamentals

Complete the crossword puzzle.

Across

1   horizontal references in a spreadsheet; identified by a number

4   a formula that automatically adds up a column of numbers

8   intersection of a column and row

9   text used in a spreadsheet and usually creates titles

11   a group of cells

12   program used to perform calculations and present data

Down

2   many worksheets in a spreadsheet

3   horizontal and vertical lines in a spreadsheet (2 words)

4   a predesigned format that adds design elements to the spreadsheet (2 words)

5   one page in a spreadsheet

6   name of boxes on spreadsheet (2 words)

7   numbers identified in spreadsheet that are used in calculations

10   a tab that identifies a worksheet (2 words)

Spreadsheet Fundamentals

Complete the crossword puzzle.

	1 R	O	2 W		3 G				4 A	U	T	O	5 S	U	M		
			O		R		6 C		U				H				
	7 V		R		I		E		T		8 C	E	L	L			
	A		K		D		L		O				E				
	9 L	A	B	E	L		L		F				T		10 S		
	U		O		I		A		O						H		
	E		O		N		D		11 R	A	N	G	E		E		
			K		E		D		M						E		
				12 S	P	R	E	A	D	S	H	E	E	T		
					E		T							T		
					S									A		
					S									B		