



EXCEL
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Across

1. Which toolbar shows the formula in the active cell?
2. Which toolbar presents all of the choices for the application?
10. What special character performs a multiplication in a formula?
11. Which bar usually appears at the bottom of the application screen?
12. Which formatting toolbar button would move the entry in the active cell to the right?
15. What special character performs a subtraction in a formula?
17. What application bar shows the application name?
18. What function would load the active cell with today's date?
19. What is the special feature called that completes a sequence automatically when dragging the black dot in the lower right corner of an active cell containing, for example, the word January?
20. What is the cell called on the formula bar that would locate a specific cell when that cell's address is entered into it?

Down

3. What kind of data aligns automatically to the right when entered into a cell?
4. Which toolbar allows data in one or more cells to be bolded, italicized or underlined?
5. What worksheet componets show the names of the worksheets in the book?
6. What special character performs a division in a formula?
7. What special character is used to begin a formula?
8. What is the toolbar called that has a button with an image of a diskette on it that saves the work when it is clicked?
9. What data is automatically moved to the left when entered into a cell?
13. Which special key on the keyboard will automatically enter today's date into the active cell when the semicolon key is pressed along with it?
14. Which formatting toolbar button would move the entry in the active cell to the left?
16. What special character performs an addition in a formula?

Word List

Asterisk
ControlKey
EqualSign
FillIn
FormattingToolBar
FormulaBar
ForwardSlash
Hyphen
LeftAlign
Letters
MenuBar
NameBox
Numbers
PlusSign
RightAlign
StandardToolBar
StatusBar
TitleBar
Today()
WorkSheetTabs