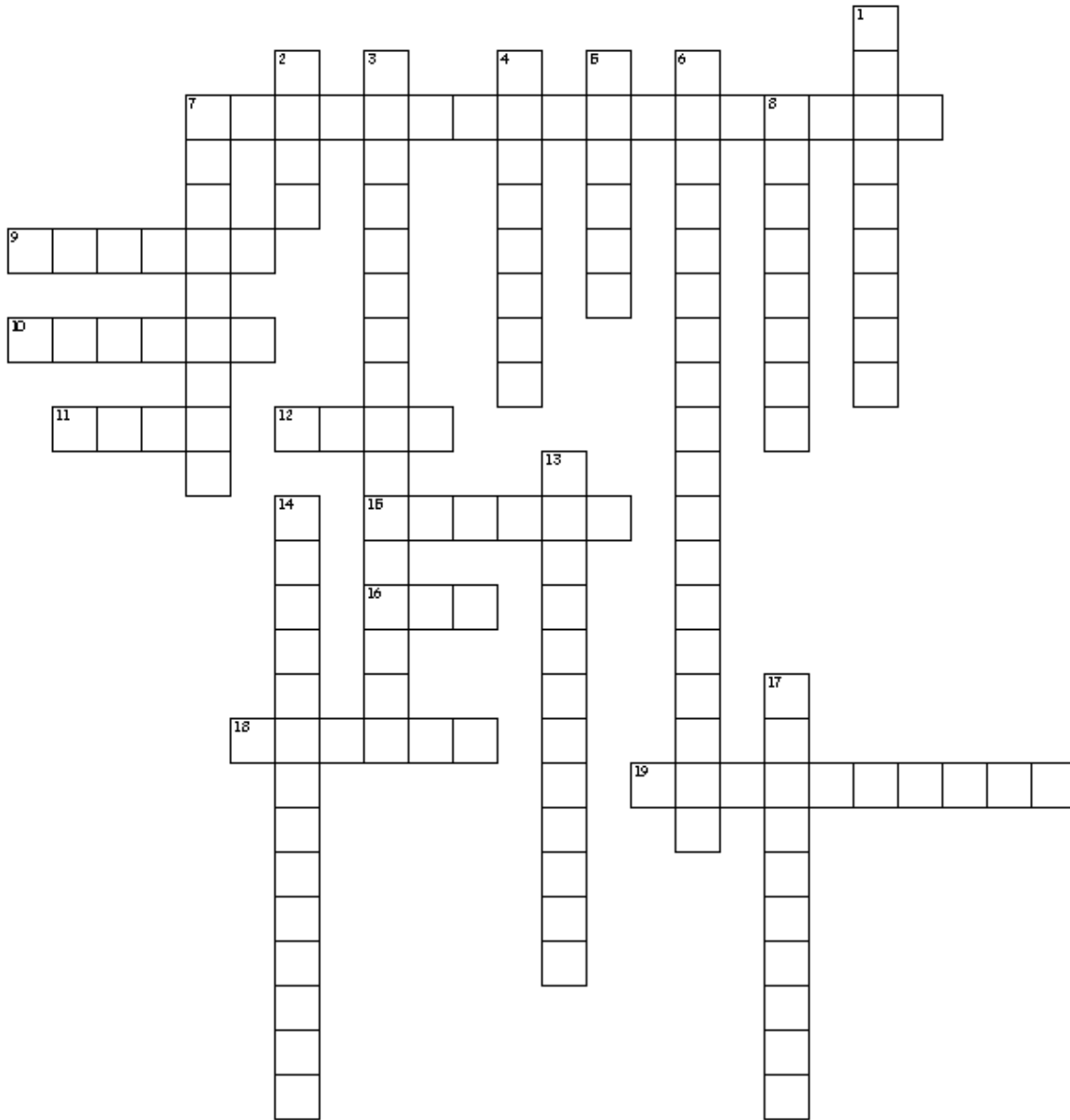


Excel 2007

Formulas, layout and general vocabulary

Crossword



Across

7. Small diagonal arrow in the bottom right corner of some groups in ribbon.
9. To do spelling and grammar check, look up a word in a thesaurus, work in markup mode, review other people's markups or compare documents, protect worksheets and workbooks, and share workbooks.
10. Groups small icons for common tasks together in tabs.
11. Contains commonly used features, such as inserting formulas, formatting tables, rows, cells and text, and sorting and filtering.
12. Changes the view in any way, including displaying or turning off gridlines and the formula bar, zooming in and out, splitting and hiding panes, etc.
15. Calculates a conditional sum using multiple criteria.
16. Each is organized into a series of groups that contain related commands for getting something done.
18. Handles anything you might want to insert into a document, such as charts, pivot tables, tables, pictures, clip art, text, WordArt, etc.
19. Change margins, page size and orientation, define your print area, set page breaks, specify which rows and columns will print on each page, etc.

Down

1. Calculates a conditional average (similar to SUMIF and COUNTIF).
2. To import data from a wide variety of sources, filter and sort data, validate your data, group and ungroup data, perform data analysis, etc.
3. Changes according to what you're doing.
4. Where you go to insert and work with formulas and formula-checking features, such as error-checking and the ability to trace precedents and dependents.
5. Lets you zoom in or out of your document.
6. To the right of the Office button, with buttons for using Excel's most common features.
7. To write code or create forms and applications, also includes macro handling.
8. Calculates a conditional COUNT using multiple criteria.
13. In upper left-hand corner of the screen.
14. Inside each group, which carry out commands, display menus, etc.
17. Calculates a conditional average using multiple criteria.