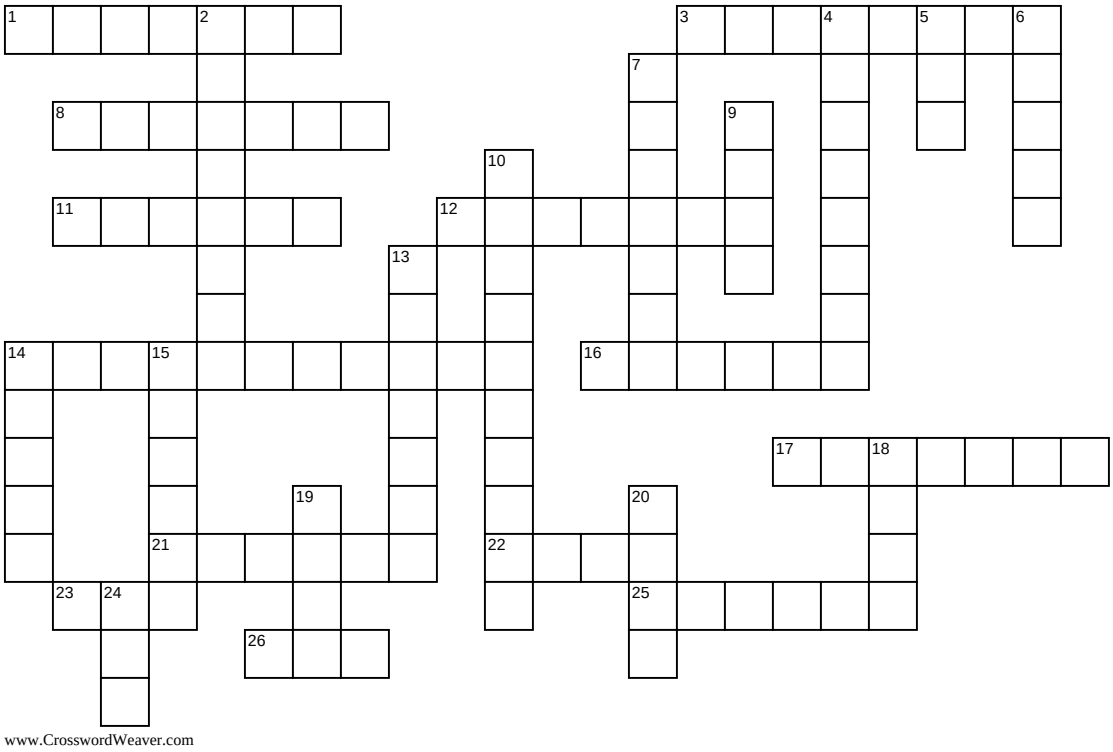
NAME:_____ DATE: _____ PERIOD: ___

Computer Science – Chapter 12 – Microsoft Excel – Form 1 ©



ACROSS

1 The INSERT Tab has buttons to insert different types of _____ in a spreadsheet
3 To prevent a major _____ make the habit of saving your work often
8 A group of functions in Microsoft Excel
11 The formula =AVERAGEIF(F5:F45,"<90") finds the average of all numbers found smaller than _____
12 They are named after the letters of the alphabet
14 It is a grid containing rows and columns
16 The second step to create a chart is to go the _____ tab in the Ribbon
17 The _____ bar in Excel is located right above the column letters
21 If we see (#########) in a cell it means that we have to _____ the cell
22 If all the conditions are satisfied, the function AND returns the value _____
23 Financial function that calculates the payment to a loan with constant interest
25 Excel cannot perform a calculation on this type of entry
26 If a cell has the word "Miami", the formula =IF(C2<>"", "Yes", "No") returns the value _____

DOWN

2 The _____ argument in a function indicates the conditions an operation will be done
4 The _____ of an Excel function is placed between parentheses or squared brackets
5 The function =AVERAGE(B3:B12) calculates the average of up to this number of values
6 A cell _____ is the first required argument in the AVERAGE function
7 The Math Function _____ calculates the geometric mean of a set of numbers
9 Excel 2007 and newer versions have files with the extension ._____
10 The FV function is not a good predictor of future profits when the market shows high _____
13 This basic function calculates the arithmetic mean of two or more numbers
14 The _____ Tabs show the different worksheets that are found in the workbook
15 We can use the command SAVE AS to _____ data to a file
18 They are named after the integer numbers
19 The function =SUM(F6:J6) may add from zero to this number of values
20 A _____ is identified by the intersection of a column letter and a number row
24 This function calculates the maximum value in a list of numbers

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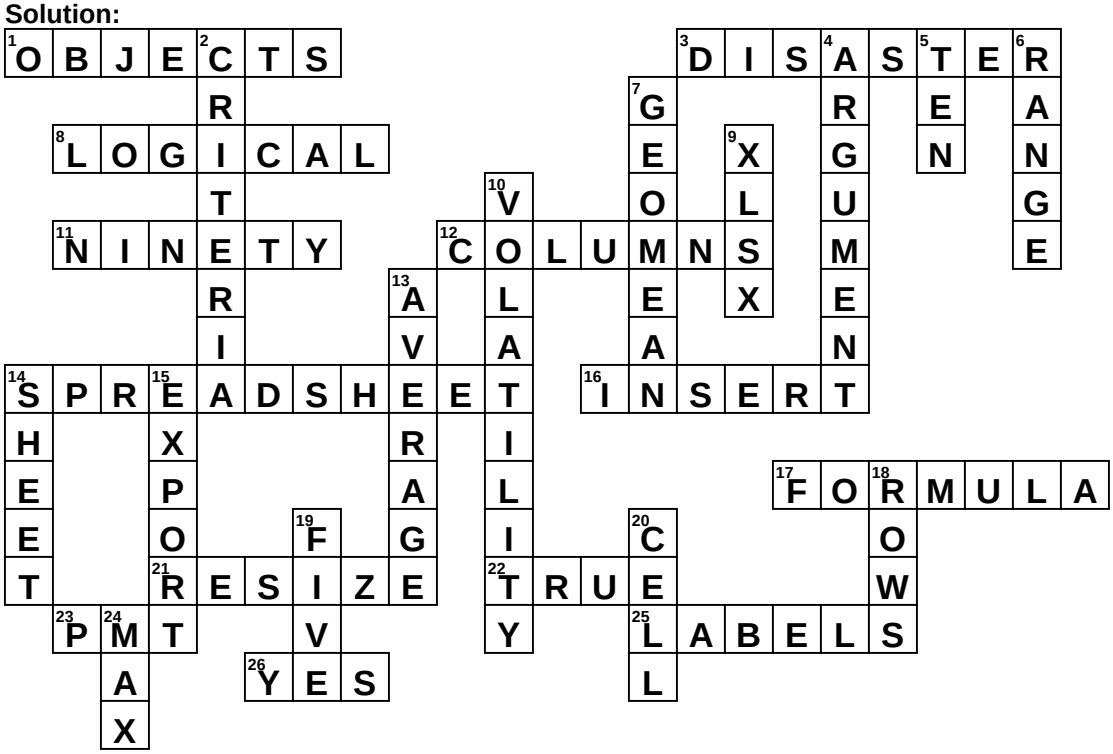
Solution:



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