



Across

1. Locking the contents of a cell to prevent them from being changed.
8. A list on screen from which choices may be made by the user.
10. American Standard Code for Information Interchange.
12. Putting as list of items into order, for example numeric or alphabetic.
14. A file containing data on backing storage or in memory.
15. A calculation involving one or more cell references in a spreadsheet.
16. The way text is set out, for example, left, right, centred or justified.
17. A change to the data in one file will not affect the same data in other files.

Down

1. The way the spreadsheet cell looks, for example changing the column width or alignment.
2. Copy
3. Character or symbols displayed on a screen or printed as a hard copy on a printer.
4. A box on a spreadsheet can contain text, numbers and formula.
5. Data consisting or numbers which may have fractions or a decimal point.
6. The change to the data in one file is automatically carried out to the same data in another file.
7. Horizontal parts of a spreadsheet.
9. A printed copy of your work, usually on paper.
11. Vertical parts of a spreadsheet.
13. Drawing a graph from a set of numerical data, usually from a spreadsheet.