

Fill in the blank with the term that is described.

- _____ 1. Putting as list of items into order, for example numeric or alphabetic.
- _____ 2. Copy
- _____ 3. Vertical parts of a spreadsheet.
- _____ 4. A file containing data on backing storage or in memory.
- _____ 5. Changing the human computer interface of a General Purpose Package or Operating System to suit the user.
- _____ 6. A box on a spreadsheet can contain text, numbers and formula.
- _____ 7. Character or symbols displayed on a screen or printed as a hard copy on a printer.
- _____ 8. The way the spreadsheet cell looks, for example changing the column width or alignment.
- _____ 9. The change to the data in one file is automatically carried out to the same data in another file.
- _____ 10. Data consisting or numbers which may have fractions or a decimal point.
- _____ 11. When a formula in a spreadsheet is changed relative to its position, during copying or replication.
- _____ 12. Horizontal parts of a spreadsheet.
- _____ 13. A printed copy of your work, usually on paper.
- _____ 14. Drawing a graph from a set of numerical data, usually from a spreadsheet.
- _____ 15. The way text is set out, for example, left, right, centred or justified.
- _____ 16. American Standard Code for Information Interchange.
- _____ 17. A way of storing data so that it can be understood by different packages.
- _____ 18. A calculation involving one or more cell references in a spreadsheet.
- _____ 19. A list on screen from which choices may be made by the user.
- _____ 20. The way a spreadsheet cell displays data such as numbers or dates.
- _____ 21. A program which divides the screen into rows and columns. Cells can contain text, numbers or formulas.
- _____ 22. A change to the data in one file will not affect the same data in other files.
- _____ 23. A cell reference in a spreadsheet which remains the same when copied (replicated) to another cell.
- _____ 24. Locking the contents of a cell to prevent them from being changed.