

Place the letter of the matching description from the right column on the blank in front of the number of the left column.

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| _____ 1. Static Linkage | A. A change to the data in one file will not affect the same data in other files. |
| _____ 2. Standard File Formats | B. When a formula in a spreadsheet is changed relative to its position, during copying or replication. |
| _____ 3. Hard Copy | C. Character or symbols displayed on a screen or printed as a hard copy on a printer. |
| _____ 4. Cell Attributes | D. American Standard Code for Information Interchange. |
| _____ 5. Cell Protection | E. A file containing data on backing storage or in memory. |
| _____ 6. Alignment | F. A cell reference in a spreadsheet which remains the same when copied (replicated) to another cell. |
| _____ 7. Charting | G. A way of storing data so that it can be understood by different packages. |
| _____ 8. Absolute Reference | H. The change to the data in one file is automatically carried out to the same data in another file. |
| _____ 9. Columns | I. A box on a spreadsheet can contain text, numbers and formula. |
| _____ 10. Cell | J. A program which divides the screen into rows and columns. Cells can contain text, numbers or formulas. |
| _____ 11. Dynamic Linkage | K. A printed copy of your work, usually on paper. |
| _____ 12. Spreadsheet | L. Drawing a graph from a set of numerical data, usually from a spreadsheet. |
| _____ 13. Relative Reference | M. Horizontal parts of a spreadsheet. |
| _____ 14. Cell Format | N. The way a spreadsheet cell displays data such as numbers or dates. |
| _____ 15. Text | O. A calculation involving one or more cell references in a spreadsheet. |
| _____ 16. Data File | P. A list on screen from which choices may be made by the user. |
| _____ 17. Customising HCI | Q. Copy |
| _____ 18. Sorting | R. Vertical parts of a spreadsheet. |
| _____ 19. ASCII | S. The way text is set out, for example, left, right, centred or justified. |
| _____ 20. Replicate | T. Putting as list of items into order, for example numeric or alphabetic. |
| _____ 21. Menu | U. Data consisting or numbers which may have fractions or a decimal point. |
| _____ 22. Rows | V. Changing the human computer interface of a General Purpose Package or Operating System to suit the user. |
| _____ 23. Formula | W. The way the spreadsheet cell looks, for example changing the column width or alignment. |
| _____ 24. Number | X. Locking the contents of a cell to prevent them from being changed. |