**Spread Sheet**

A. Formulas –

B. Data –

C. Spreadsheet – A table used to store various types of data.

D. Cells –

E. Rows –

F. Columns –

G. Cell Reference –

H. Relative Cell Reference –

I. Absolute Cell Reference –

**Word Processing**

1. Typeface:

2. Font:

3. Format:

4. Alignment:

5. Tab:

6. Margins:

7. Header/Footer:

8. Line Spacing:

9. Print Preview: The print preview allows you to view your document before printing.

10. Indent:

11. Spelling/Grammar Check:

12. Copy:

13. Cut:

14. Paste: