

EXCEL^{7TH}

Active Cell -- a **selected** cell in an Excel worksheet.

Calculation Operators -- **symbols** that indicate what type of calculation to **perform** on the cells, **ranges**, or values.

Cell -- the **intersection** of a column and a **row** in a worksheet, datasheet, or table.

Cell Address -- the **location** of a cell, expressed by a cell **coordinates**.

The cell address of the cell in column A, row 1 is A1

Cell Pointer -- dark **rectangle** that outlines the **active** cell.

Cell Styles -- predesigned **combinations** of formatting **attributes** that can be **applied** to selected cells, to enhance the look of a worksheet.

Chart -- a **graphical** representation of **numerical** data from a worksheet that make it easier to see patterns, trends, and relationships.

Types of charts include 2-D & 3-D column, bar, pies area and line charts

Chart Sheet -- a separate **sheet** in a workbook that contains only a chart, which is **linked** to the workbook data.

Column Heading -- shaded boxes located at the top of each column in a worksheet that contains letters identifying each column, such as A, B, etc...

Formula Bar -- the area above the worksheet grid where you enter or edit data in the active cell.

Formulas -- a set of instructions used to perform one or more numeric calculations, such as adding, multiplying, or averaging, on values or cells.

Function -- a special predefined formula that provides a shortcut for a commonly used calculation (i.e. SUM for calculating a total) and COUNT (for counting items in a list).

Gridlines -- evenly spaced, horizontal and/or vertical lines used in a worksheet or chart to make it easier to read.

Name Box -- leftmost area of the formula bar that shows the cell reference or name of the active cell.

Number Format -- a format applied to values to express numeric concepts, such as currency, date, and percentage.

Row Heading -- the gray box containing the row number to the left of the row in a worksheet.

Sheet Tabs -- identifies sheets in a workbook and lets you switch between sheets; located below the worksheet grid.

Values -- numbers, formulas, and functions used in calculations.

Workbook -- a collection of related worksheets contained within a single Excel file.

Worksheet -- In spreadsheet software; a page composed of columns and rows that create cells at their intersection; you type data and formulas into cells.

X-Axis -- the horizontal axis in a chart.

Y-Axis -- the vertical axis in a chart.

Z-Axis -- the third axis in a true 3-D chart, lets you compare data points across both categories and values.

Range -- a selection of two or more cells.

Conditional Formatting -- a type of cell formatting that changes based on the cell's value or the outcome of a formula.

Label -- entry that contains both text and numerical information that is not used in calculations.