Excel Vocabulary Study Sheet

Active Cell Cell Reference Graph Value

Filter Cell Workbook Grid Lines

Sheet Tabs Column Row Workbook

Autosum Fill Selecting

Formula Spreadsheet

1. The cell you are currently working on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The formula that will add up a column of numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The column number and the row letter of a cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Each individual box on the spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. The vertical reference on the spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. To fill a cell with color using the paint bucket tool \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. The procedure to select certain information in a spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Always starts with an “=“sign: includes the cell references for each cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. A visual representation of data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. The horizontal and vertical lines on a spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
11. The horizontal reference on a spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. To highlight a set of cells \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. Tabs that identify the worksheet in a workbook \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. A grid that organizes data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
15. A number that can be entered into a cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
16. Many worksheets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
17. One page of a spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.