

Key Terms

Excel Lesson 1: Microsoft Excel Basics

- **Active cell:** The cell in the worksheet in which you can type data. (EX 6)
- **Active worksheet:** The worksheet that is displayed in the work area. (EX 10)
- **Adjacent range:** All cells touch each other and form a rectangle. (EX 10)
- **Cell:** The intersection of a row and a column. (EX 6)
- **Cell reference:** Identifies the cell, and is formed by combining the cell's column letter and row number. (EX 6)
- **Column:** Appears vertically and is identified by letters at the top of the worksheet window. (EX 6)
- **Formula:** An equation that calculates a new value from values currently in a worksheet. (EX 6)
- **Formula Bar:** Appears to the right of the Name Box and displays a formula when the cell of a worksheet contains a calculated value. (EX 6)
- **Landscape orientation:** A page turned so that its longer side is at top. (EX 18)
- **Microsoft Excel 2010 (Excel):** The spreadsheet program in Microsoft Office 2010. (EX 4)
- **Name Box:** Cell reference area located below the Ribbon, displays the cell reference of the active cell. (EX 6)
- **Nonadjacent range:** Includes two or more adjacent ranges and selected cells. (EX 11)
- **Portrait orientation:** A page turned so that its shorter side is at top. (EX 18)
- **Range:** A group of selected cells. (EX 10)
- **Range reference:** How the range is identified; made up of the cell in its upper-left corner and the cell in its lower-left corner, separated by a colon. (EX 10)
- **Row:** Appears horizontally and is identified by numbers on the left side of the worksheet window. (EX 6)
- **Sheet tab:** Tab at the bottom of the worksheet window that displays the name of the worksheet. (EX 6)
- **Spreadsheet:** A grid of rows and columns in which you enter text, numbers, and the results of calculations. (EX 4)
- **Workbook:** The file used to store worksheets. (EX 4)
- **Worksheet:** A computerized spreadsheet. (EX 4)