

Key Terms

Excel Lesson 3: Organizing the Worksheet

- **Automatic page break:** Excel inserts this whenever it runs out of room on a page. (EX 67)
- **Copy:** Duplicates the cell's contents without affecting the original cell. (EX 54)
- **Cut:** The selected cell contents are placed as an item on the Clipboard and are removed from their original location. (EX 54)
- **Fill handle:** Appears in the lower-right corner of the active cell or range, and is used to fill cells. (EX 57)
- **Filling:** Copies a cell's contents and/or formatting into an adjacent cell or range. (EX 57)
- **Footer:** Text that prints in the bottom margin of each page. (EX 70)
- **Freeze pane:** You select rows and/or columns to remain visible on the screen as the rest of the worksheet scrolls. (EX 61)
- **Header:** Text that prints in the top margin of each page. (EX 70)
- **Manual page break:** Insert this manually to start a new page. (EX 67)
- **Margins:** Blank spaces around the top, bottom, and sides of a page. (EX 66)
- **Normal view:** View used when entering and formatting data in a worksheet. (EX 66)
- **Office Clipboard (Clipboard):** A temporary storage area for up to 24 selections you copy or cut. (EX 54)
- **Page Break Preview:** Shows you the location of page breaks and allows you to change them easily. (EX 68)
- **Page Layout view:** View that is helpful when you prepare a worksheet for printing. (EX 66)
- **Paste:** Places the last item from the Clipboard into the cell or range selected in the worksheet. (EX 54)
- **Print area:** Consists of the cells and ranges designated for printing. (EX 67)
- **Print title:** Designated rows and/or columns in a worksheet that print on each page. (EX 69)
- **Scale:** Enables you to resize a worksheet to print on a specific number of pages. (EX 68)
- **Split:** Divides the worksheet window into two or four panes that you can scroll independently. (EX 62)